

**City of Baxter
Application for Minor Subdivision Plat**

Date Paid: _____
Amount Paid: _____
Check # _____
Receipt # _____

(Date Received Stamp)

Any subdivision of land must be platted in accordance with the provisions of the Baxter Subdivision Ordinance. All plats, replats or modification thereof shall be submitted to the Baxter Planning & Zoning Commission and City Council in the manner set forth in the Ordinance, and shall be in conformity therewith, and with such regulations as may be established by resolution of the City Council of the City of Baxter, Minnesota. Exceptions to this regulation may be found in the Baxter Subdivision Ordinance.

Prior to preparation of a minor subdivision application, the sub-divider/owner must meet with the Zoning Administrator to review all applicable ordinances, regulations and plans in the area to be subdivided. At that time the subdivider shall submit one copy of a general *sketch* plan to scale of the proposed subdivision and together with a rough drainage plan.

This application form and (3) full size, (3) 11x17 and (3) 8½ x 11 copies of the *Preliminary Plat, Final Plat* along with a completed minor subdivision review checklist form must be submitted to the Zoning Administrator. Any color documents will need to be received in an electronic format. (This can be in a disk format or it can be emailed to staff.) All property owners within a minimum of 350 feet of the exterior boundaries of the proposed plat and within a minimum of 350 feet of all contiguous property under the same ownership will be notified by mail, by the City, of the public hearing date.

Owner/Developer: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ (In order to receive staff report before meeting.)

Legal Description of Property to be subdivided: _____

Describe how the land will be developed: _____

Zoning District: _____ Rezoning requested? _____ If so, to what zoning district? _____

Zoning Amendment Application Included? _____

Number of Lots: _____ Total acreage or sq. feet of property to be divided: _____

Proposed Name of Subdivision: _____

Name of Land Surveyor for Project: _____

Address of Land Surveyor: _____ Phone: _____

Applicant's Signature _____

Owner's Signature (if different than applicant) _____

You or a representative is required to attend the Planning & Zoning Commission. Their recommendation will be heard at the next Council meeting following the Planning & Zoning Commission meeting, unless otherwise notified. If you are unable to attend that meeting, please call Planning & Zoning at (218) 454-5109.

AFFIDAVIT

STATE OF MINNESOTA)
)SS.
COUNTY OF CROW WING)

We, the undersigned, being first duly sworn, on oath depose and state based on personal knowledge as follows, to-wit:

1. That we desire to submit the attached land use application effecting the real estate described therein.
2. That we are all of the fee owners of the said real estate, or if all of the owners have not personally signed this affidavit below, then a valid power of attorney, conservator or person acting with proper authority as demonstrated by an attached court order for each said person has signed below on their behalf.
3. That all information contained in the attached land use application submitted herewith is true and correct.

APPLICANTS (All owners or those with proper authority as described above)
Please *sign* on the left side and *print* your name on the right. All signatures must be notarized.
(**If this paper is not signed, your application will be considered incomplete.)

_____	_____
_____	_____
_____	_____

Subscribed and sworn to before me
this ____ day of _____, 200__.

Minor Subdivision Review Checklist

Proposed Subdivision Name: _____
(MUST be filled out by Applicant and **returned** to Staff with application.)

Identification and Description: 1.5.1

1. ____ Proposed name of subdivision, which shall not duplicate or be similar in pronunciation to the name of any plat previously recorded in the County.
2. ____ Location of subdivision by section, township, range or other legal description.
3. ____ Names and addresses of the owner(s), subdivider, surveyor and designer.
4. ____ Graphic scale, north point, date of preparation.

Existing Conditions: 1.5.2

1. ____ Boundary line survey of the proposed subdivision, including measured distances and angles, tied to the nearest section or quarter section corner.
2. ____ Existing zoning classifications, including shoreland designations for land within the subdivision and on abutting property within 350 feet of the property within the preliminary plat.
3. ____ Wetlands from the official wetlands map (possible delineation at the time of a building permit or agreement).
4. ____ Total acreage of the minor subdivision plat and acreages of any wetlands therein.
5. ____ Location, width, and name of every existing or previously platted street or other public way, showing type, width and condition of improvements
____ Railroad and utility right-of-way
____ Parks, and other public open spaces
____ Wetlands, shoreland area
____ Permanent buildings and structures
____ Easements
____ Section lines and corporate lines within the proposed subdivision and within a distance of 350 feet of said proposed subdivision.
6. ____ If proposed subdivision is a replat of any former plat, the original plat shall be indicated by dotted or dashed lines.
7. ____ Location and size of existing sewers, water mains, culverts, storm sewer mains, or other underground facilities within the tract and to a distance of 100 feet beyond the tract.
8. ____ Boundary lines of unsubdivided lands within 350 feet, identified by name and ownership.
9. ____ The contour line denoting land classified as Flood Zone A or land below the known 100 – year flood elevation

Subdivision Design Features: 1.5.3

1. ___ Locations and widths of alleys, pedestrian ways, and utility easements.
2. ___ Layout, numbers and preliminary dimensions of lots and blocks.
3. ___ Areas intended to be dedicated or reserved for public use, including their size in acres.
4. ___ Areas intended for uses other than residential or public.
5. ___ Minimum front and side street building setback lines, as required by the Zoning Ordinance.
6. ___ An inset showing utility easements for five (5) foot side lot and ten (10) foot front.

Other Required Information: 1.5.4

1. ___ Complete topographic map at a scale no greater than one inch equals 100 ft. with contour intervals not greater than two feet, showing watercourses, wetlands, rock outcrops and other significant features. Due to known high ground water elevations, contour intervals of not greater than one foot shall be required for application within Section 6, Township 133N-Range 28W; Section 1, Township 133 N-Range 29W and Section 31, Township 134N-Range 28W. At least one print of the minor subdivision shall be superimposed on a copy of the topographic map. U.S.G.S. datum shall be used for all topographic mapping.
2. ___ Soil absorption tests where disposal fields are proposed for more than one dwelling unit, and any other subsoil information requested by the City Engineer.
3. ___ Plans for water supply, sewage disposal, storm water drainage system, including proposed location, size and gradient of proposed sewer lines and water mains, and such other supporting data as may be required by the City Engineer or the Zoning Administrator.
4. ___ If any zoning changes are necessary for property within the proposed preliminary plat, a re-zoning application shall be filed and considered concurrently by the Council with the proposed preliminary plat.
5. ___ Where the subdivider owns property adjacent to that which is being proposed for subdivision, the City may require that the subdivider submit a sketch plat of the adjacent property so as to show the relationship of the proposed subdivision to the future development of the adjacent property.
6. ___ If any part of said plat is within a shoreland district, such part of the plat shall show the elevation line of the ordinary high water mark and any bluffs.
7. ___ If applicable, show the contour line of any land within a floodplain or , if the elevations for said land are not known, note accordingly.
8. ___ Provide information on the plat to indicate that the front setback line of every lot in the plat shall be within four feet in elevation from the approximate finished centerline elevation of the nearest street. If such elevations are no feasible, the Zoning Administrator must specifically authorize any exception thereto.
9. ___ **Show a storm water retention plan or agreement. This plan shall be engineered so that the plat shall retain the storm water run off of a 100-year rain event if said plat is not served by storm sewer or some other city maintained storm water drainage system. If the plat is served by some**

city maintained storm water drainage system it shall retain the storm water run off of a five-year rain event.

10.____ Any additional information required by the Zoning Administrator, the Planning Commission, or City staff members called upon to render opinions on any part of the proposed preliminary plat.