



22817 Typo Creek Drive N.E. • Stacy, MN 55079
Phone (651) 462-2812 • Fax (651) 462-0500
E-Mail: records@linwoodtownship.org

PROCEDURES FOR PRELIMINARY PLAT APPLICATION Sec. 22-156 and Sec. 22-119

PreApplication Meeting: A PreApplication Meeting is required before submitting the Preliminary Plat. This allows the Zoning Administrator, the developer and/or land surveyor to discuss the project to ensure compliance with the ordinances.

Submission requirements: Requests for filing a preliminary plat must be filed with the Planning and Zoning Administrator (or his/her designee) on an official Preliminary Plat Application form along with a filing fee of \$350.00 plus an additional \$100.00 per lot proposed.

Application deadline: Applications must be submitted by applicant, reviewed and deemed complete by Staff, a minimum of 25 days prior to the Planning and Zoning meeting. The Public Hearing will not be scheduled until after application has been accepted as complete.

Initial Review: An application is not considered complete until it has been reviewed by Township staff, and the completed checklist has been signed. A copy will be given to the applicant. An incomplete application shall be returned to the applicant detailing, in writing, the missing information on the appropriate checklist. Any preliminary plat of a proposed subdivision deemed premature for development shall be denied by the town board. See Sec. 22-119 thru 22-128.

A determination of completeness will be provided within 15 days of the application submittal date. Minnesota State Law requires that a decision be issued for each application within 60 days of the receipt of a completed application. Once all of the outstanding application materials are received, the 60 day action timeline will begin.

Additional Information Request: The Staff, Planning and Zoning Commission or Town Board of Supervisors shall have the authority to request additional information from the applicant or to retain expert testimony at the expense of the applicant if the Planning Commission or Town Board believes that such information is declared necessary to review the request or to establish performance conditions.

Site Visit and Staff Report: The Planning and Zoning Administrator and members of the Planning and Zoning Commission may visit the site to view the property to help ascertain information which will assist in the decision-making process. Photos may be taken which will be included in the Staff Report, which will summarize the application, reviewing it against the Township's Code, Ordinances and policies, and providing a recommendation for the Planning and Zoning Commission. A copy of this report will be available to the applicant prior to the Public Hearing.

Notices: Minnesota State Law requires notice of a Public Hearing to be published in a specified, legal newspaper a minimum of 10 days prior to a Public Hearing. Township ordinance further requires that notices be mailed to owners within specified distances as set by Statute. All of the notices are prepared and sent by the Township staff.

Formal Review: This meeting will be held on the third Tuesday of the month.

At the Public Hearing: Applicants must attend and participate in the Public Hearing. The Chairperson will introduce the applicant, Staff will review the issues and recommendations detailed in the Staff Report. P&Z Commission members may ask questions.

The public may testify, ask questions, or send in written comments either in support or opposition to the request. Once the public comment period has concluded, the Chair will close the Public Hearing.

PROCEDURES FOR PRELIMINARY PLAT APPLICATION

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Planning & Zoning Meeting: All decisions of the Planning and Zoning Commission shall be advisory to the Town Board. In considering all requests, the Planning and Zoning Commission shall make a finding of fact as appropriate for the proposed action. These may include:

- Is the request in line with the spirit and intent of the Comprehensive Plan?
- Will the request maintain the essential character of the locality?
- Will the request have a negative impact on the surrounding area and adjacent property?
- Will the request diminish or impair established property values?
- Will the request increase the danger of fire or endanger public safety?
- What are the environmental characteristics of the property and how will they be affected by this change?
- Consideration of such characteristics as drainage patterns, ground water, surface water, adjacent marshes and wetland areas will be made.
- What private and public benefit is anticipated from the proposed change?

Final Approval: Upon receiving the recommendation of the Planning and Zoning Commission, receiving any information provided by citizens through the public hearing process and any additional information or testimony they deem appropriate, the Town Board shall:

- Approve or deny the request based on all information provided.
- Approve or deny the request with modifications, alterations or differing conditions. Such modifications, alterations or differing conditions shall be in writing and made part of the records of the Town Board, or
- Refer the recommendation back to the Planning and Zoning Commission for further consideration.

The Staff shall notify the applicant of the Board's decision in writing.

If the preliminary plat is not approved by the Town Board, the reasons for such action shall be recorded in the proceedings of the Town Board and transmitted to the applicant. If the preliminary plat is approved, such approval shall not constitute final acceptance of the layout. Subsequent approval will be required of the engineering proposals and other features and requirements as specified by this Ordinance to be indicated on the final plat. The Town Board may require such revisions in the preliminary plat and final plat as it deems necessary for the health, safety, general welfare and convenience of the Township of Linwood.

If the preliminary plat is approved by the Town Board, the subdivider must submit the final plat within 100 days after said approval or approval of the preliminary plat shall be considered void, unless a request for time extension is submitted in writing and approved by the Town Board.

Escrow Information (If required): Escrow is set aside for attorney, consulting, engineering, and other misc. fees. If Linwood Township is to acquire these fees while working on your Land Use Application, then you are authorizing the Township to use this escrow to pay for those fees. Owner agrees to pay additional costs incurred, if necessary. The remaining escrow amount will be returned without interest, once all invoices have been submitted and approved.



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File # _____
Fee \$ _____ Rcpt # _____
Chk # _____ Date: _____
Escrow \$ _____ Rcpt # _____
Chk # _____ Date: _____

PRELIMINARY PLAT APPLICATION

Applicant:

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime phone: _____

E-mail: _____

Owner (if different from Applicant):

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime phone: _____

Property Information

Property Address _____

City _____ State _____ Zip _____

Legal Description: Lot _____ Block _____

Development _____

(If lengthy legal, please attach full legal description)

Property ID Number: _____

Present Zoning: _____

Person/Company Paying the Escrow:

Name _____

2nd Applicant:

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime phone: _____

E-mail: _____

Owner (if different from Applicant):

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime phone: _____

Property # 2 Information

Property Address _____

City _____ State _____ Zip _____

Legal Description: Lot _____ Block _____

Development _____

(If lengthy legal, please attach full legal description)

Property ID Number: _____

Present Zoning: _____

Person/Company Receiving Returned Escrow:

(If different from the payor, permission is needed)

Name _____

PRELIMINARY PLAT APPLICATION

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Narrative description of request must be attached on a separate page. Description must include the size of the parcel(s) and the number of lots, proposed name of the subdivision, and answers to the questions needed for the Findings of Fact (listed on the first page of the Preliminary Plat Packet).

Data furnished in this application form is public information.

Applicant and Owner Statement

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision ordinances and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the Township pertaining to additional application expense(s).

I hereby certify that the information contained in this application is to my knowledge a true, accurate and complete representation of the facts and conditions concerning the proposed platting process. I hereby authorize the Linwood Township authorized staff and consultants to enter upon this property for such inspections as necessary for the review of this application.

Signature of Applicant

Date: _____

Signature of Applicant #2

Date: _____

Signature of Owner

Date: _____

Signature of Owner

Date: _____

Application fee: \$350.00, plus \$100.00 per lot

Escrow: \$5,000.00 minimum

For Office Use only

File # _____

Application Received by: _____

Date: _____

Document Verification by: _____

Date: _____

Reviewed and returned to applicant for the following additional information

Application Deemed Complete by: _____

Date: _____

Date: _____

Zoning Administrator



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Preliminary Plat Checklist and Application Acceptance Receipt

A sketch plan must be presented and approved before a preliminary plat application can be accepted.

The following information must be provided before a Preliminary Plat Application will be considered as accepted by Linwood Township:

1. ☐ Application Form and fee (\$350.00 plus an additional fee of \$100.00 per proposed lot)
2. ☐ Appropriate escrow fee \$_____ (as determined by Zoning administrator, \$5,000.00 minimum)
3. ☐ Letter stating appropriate fee (\$2,000.00 per lot for Park Dedication or land swap as determined by Park and Recreation Commission on _____)
4. ☐ **PRELIMINARY PLAT**, Three 24" x 36" copies, Ten 11"x17" copies, and an electronic copy

GENERAL REQUIREMENTS:

- a) ☐ Proposed name of subdivision; names shall not duplicate or too closely resemble names of existing subdivisions.
- b) ☐ Location of boundary lines in relation to known section, quarter section or quarter-quarter section lines comprising a legal description of the property.
- c) ☐ Names and addresses of all persons having property interest, the developer, designer and surveyor, together with his registration number.
- d) ☐ Graphic scale or plat, not less than one inch (1") to 100 feet (100').
- e) ☐ Date and north arrow.

EXISTING CONDITIONS:

- a) ☐ Boundary line and total acreage of proposed plat clearly indicated.
- b) ☐ Existing zoning classifications for land within and abutting the subdivision.
- c) ☐ Location, width and names of all existing or previously platted streets or other public ways showing type, width and condition of improvements, if any, railroad and utility rights-of-way, parks and other public open spaces, permanent building and structures, easements and section and corporate lines within the tract and to a distance of 350 feet beyond the tract.
- d) ☐ Location and size of existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of one hundred feet (100') beyond the tract. Such data as grades, invert elevations and locations of catch basins, manholes and hydrants shall also be shown.
- e) ☐ Boundary lines of adjoining unsubdivided or subdivided land within three hundred fifty feet (350'), identified by name and ownership, including all contiguous land owned or controlled by the subdivider.

Preliminary Plat Checklist and Application Acceptance Receipt

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- f) ☐ Topographic data, water, courses, wetlands, rock outcrops, power transmission poles and lines and other significant features shall also be shown.
- g) ☐ The subdivider shall file a report prepared by a registered civil engineer on the feasibility of individual on-site sewer and water systems on each lot and shall include soil boring analysis and percolation tests to verify conclusions and other necessary information as regulated by Linwood Township's On-Site Sewer Ordinance as may be amended. Said report and finding shall be subject to the review and approval of the Township Consulting Engineer.

PROPOSED DESIGN FEATURES:

- a) ☐ Layout of proposed streets showing the right-of-way widths, centerline gradients, typical cross sections and proposed names of streets in conformance with Township and County street identification policies. The name of any street heretofore used in the Township or its environs shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.
- b) ☐ Locations and widths of proposed alleys and pedestrian lots and blocks.
- c) ☐ Location and size of proposed sewer and water systems.
- d) ☐ Location, dimension and purpose of all easements.
- e) ☐ Layout, numbers, lot areas and preliminary dimensions of lots and blocks.
- f) ☐ Minimum front and side street building setback lines.
- g) ☐ When lots are located on a curve, the width of the lot at the required front yard setback line.
- h) ☐ Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- i) ☐ Water Supply. Individual wells shall be provided on each lot, properly placed in relationship to the individual sewage disposal facilities on the same and adjoining lots. Well plans must comply with the Minnesota State Code, as may be amended, and be submitted and subject to the approval of the Township Consulting Engineer.
- j) ☐ Sewage Disposal, Private. All on-site septic systems shall be installed in accordance with all applicable State Pollution Control Agency regulations and Township ordinances.

SUPPLEMENTARY INFORMATION: Any or all of the supplementary information requirements set forth in this subdivision shall be submitted when deemed necessary by the Township staff, consultants, advisory boards and/or Town Board.

- a) ☐ Proposed protective covenants.
- b) ☐ An accurate soil survey of the subdivision.
- c) ☐ A survey identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing.
- d) ☐ Statement of the proposed use of lots stating types of buildings with number of proposed dwelling units or type of business or industry so as to reveal the effect of the development on traffic, fire hazards and congestion of population.

Preliminary Plat Checklist and Application Acceptance Receipt

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- e) ☐ If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any rights in the applicant.
 - f) ☐ Provision for surface water disposal, ponding, drainage and flood control.
 - g) ☐ Where the subdivider owns property adjacent to that which is being proposed for the subdivision, it shall be required that the subdivider submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision. In any event, all subdivisions shall be required to relate well with existing or potential adjacent subdivisions and it shall be the applicant's responsibility to demonstrate such potential relationship.
 - h) ☐ Where structures are to be placed on large or excessively deep lots which are subject to potential replatting, the preliminary plat shall indicate a logical way in which the lots could possibly be re-subdivided in the future.
 - i) ☐ A plan for soil erosion and sediment control both during construction and after development has been completed. The plan shall include gradients of waterways, design of velocity and erosion control measures, design of sediment control measures and landscaping of the erosion and sediment control system.
 - j) ☐ A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain and the types and locations of trees and other vegetation to be planted.
 - k) ☐ A financial statement for the developer satisfactory to the Township.
 - l) ☐ Topographical data consisting of two-foot (2') vertical contours.
 - m) ☐ Such other information as may be required.
5. ☐ Three paper copies and one electronic copy of soil boring and percolation tests with analysis of findings
6. ☐ Letters from:
- ☐ Army Corps of Engineers 651-290-5200
 - ☐ MN Department of Natural Resources 651-259-5755
 - ☐ Anoka County Highway Department 763-862-4231
 - ☐ Anoka County Environmental Services 763-422-7066
 - ☐ Anoka Conservation District 763-434-2030
 - ☐ Sunrise River Watershed 763-434-2030
 - ☐ Neighboring Municipalities, if applicable
7. ☐ Return letter from Township Engineer with comments and/or recommendations.
8. ☐ An SSTS compliance is required when a parcel having an existing system undergoes development, subdivision or split.
9. ☐ Fee of \$350.00 plus \$100.00 per lot ☐ Escrow of \$5,000.00