



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

## SKETCH PLAN PROCEDURES AND APPLICATION

### Sec. 22-155. – Sketch Plan

In order to ensure that all applicants are informed of the procedural requirements and minimum standards of the Ordinance and the requirements and limitations imposed by other Township Ordinances or Plans, prior to submitting a Preliminary Plat application, an official Sketch Plan application, along with the filing fee and escrow, must be submitted to the Town office. Once an application has been reviewed and deemed complete, a pre-application meeting with Staff, Zoning Administrator and/or consultants may be required. Once the Zoning Administrator has agreed that it meets Township regulations, a Preliminary Plat application may be submitted.

#### Escrow Information:

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.

### Sketch Plan Checklist and Application Acceptance Receipt

The following information must be provided before a Sketch Plan Application Request will be considered accepted by Linwood Township:

1. ☐ A completed Sketch Plan Application
2. ☐ Sketch Plan (Four 11" x 17" paper copies, and an electronic copy)
  - a) Plat boundary
  - b) North arrow
  - c) Scale
  - d) Street layout on and adjacent to plat
  - e) Designation of land use and current or proposed zoning
  - f) Significant topographical or physical features
  - g) General lot locations and layout
  - h) Preliminary evaluation by the applicant that the subdivision is not classified as premature based upon criteria established in Section 806.05 of this Ordinance
3. ☐ Appropriate application fee **\$200.00** and escrow of **\$500.00**
4. ☐ If approved, Developer must adhere to all requirements for preliminary plat.



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

## SKETCH PLAN 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 \_\_\_\_\_

### 2<sup>nd</sup> 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 \_\_\_\_\_

# SKETCH PLAN 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.

**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 sketch / concept plan. I hereby authorize the Linwood Township authorized staff to enter upon this property for such inspections as necessary for the review of this application.

### Signature of Applicant

\_\_\_\_\_

Date: \_\_\_\_\_

### Signature of Owner

\_\_\_\_\_

Date: \_\_\_\_\_

### Signature of Applicant #2

\_\_\_\_\_

Date: \_\_\_\_\_

### Signature of Owner

\_\_\_\_\_

Date: \_\_\_\_\_

**Application Fee: \$200.00**

**Escrow: \$500.00**

### For Office Use only

File # \_\_\_\_\_

Application Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Document Verification by: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Information Requested: \_\_\_\_\_

Application Deemed Complete by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator