

**CONCEPT PLAN
REVIEW
APPLICATION**

125 Pine Cone Road North
PO BOX 140
SARTELL, MN 56377
PHONE: 320-253-2171
FAX: 320-253-3337



DATE RECEIVED _____

FEE – \$300

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APPLICANT _____

PHONE _____ FAX _____ EMAIL _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FEE OWNER _____

ADDRESS _____ PHONE _____ FAX _____

PROJECT/DEVELOPMENT NAME _____

PROJECT LOCATION _____

PROPERTY IDENTIFICATION NUMBER (PIN) _____

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

CONCEPT PLAN REVIEW PROCEDURE

Pre-application/concept plan meeting. Prior to the preparation of a preliminary plat, the applicant shall meet with the Zoning Administrator in order to be made aware of all applicable ordinances, regulations and plans in the area to be subdivided. Review of the concept plan further provides City staff the opportunity to determine whether the proposed subdivision is premature, based on criteria established in the subdivision code. At the time of the initial meeting or at subsequent meetings, the applicant shall submit five (5) large-scale copies and twelve (12) reduced scale (11 “ x 17”) copies of a concept plan of the proposed subdivision to include future phases and an estimated timetable for development.

Submission of a concept plan shall not constitute formal filing of a plat with the City. The City Planner shall arrange a pre-application meeting with the developer, the City Engineer, Public Works Staff and other departments are deemed necessary in order to provide the developer with input on the proposed concept plan. The Zoning Administrator and/or the Developer may refer the concept plan to the Joint Planning Commission for informal review and informal comment. Such referral shall not constitute formal filing of a plan with the City, but rather shall allow for a non-binding review of the proposal to ensure compliance with design standards and to identify possible modifications necessary to secure approval. Any advice, comments or recommendations for modification made by the Joint Planning Commission are advisory only and shall not constitute approval or a commitment to approve.

As far as may be practical on the basis of a concept plan, the City will informally advise the developer as promptly as possible of the extent to which the proposed subdivision conforms to the design standards of this Ordinance and will discuss possible plan modifications necessary to secure conformance.

The concept plan shall contain, at a minimum, the following information:

- A. Plat boundary.
- B. North arrow and scale.
- C. Street names and the layout on and adjacent to the proposed plat.
- D. Designation of land use and current and proposed zoning.
- E. Significant topographical or physical features.
- F. General lot locations and layout.
- G. Proposed playgrounds and parks.
- H. Potential ponding sites.
- I. Preliminary evaluation by the applicant that the subdivision is not classified as premature based upon criteria established in the subdivision ordinance.

Additional written data shall include approximate number of lots, typical lot width and depth, and what zoning changes would be required.

This application must be signed by all owners of the subject property or a written explanation attached stating why this is not the case.

We, the undersigned, have read and understand the above.

Signature of Applicant Date

Signature of Owner (s) Date