



City of Le Sueur, MN
Platting Application

Preliminary Plat \$500 plus \$1,000 Escrow
 Final Plat \$400

APPLICANT INFORMATION		
Name: _____		
Street Address: _____	City/State/Zip: _____	
Phone: _____	Email: _____	
PROPERTY INFORMATION		
Site Address: _____	PID#: _____	# of Lots: _____
Subdivision Type(s): <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat		
NOTES TO APPLICANT		
<p>Submittal Checklist: ___ Certificate of Survey and Site plan including necessary exhibits (drawn to a tenth scale). ___ Completed Attachments as required per specific application.</p> <p>I hereby acknowledge the following: I have reviewed and understand the requirements of Le Sueur City Code Chapter 152 Subdivisions.</p> <p>By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statute 366.012 and Minnesota Statute 429.81 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees may also be collected but by may not cover actual expenses; any additional fees will be billed.</p> <p>I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.</p> <p>Applicant(s) _____ Date: _____</p> <p>Owner(s): _____ Date: _____</p>		

Listed on the second page is a summary of what is required for each subdivision application. Please see Chapter 152 for detailed requirements prior to submittal.

*continued on next page.

§ 152.050 CONCEPT PLAN.

(A) In order to ensure that all applicants are informed of the procedural requirements and minimum standards of this chapter and the requirements or limitations imposed by other city ordinances, code provisions, or plans prior to the development of a preliminary plat, all applicants shall present a concept plan to the Zoning Administrator prior to filing a preliminary plat. Comments on the concept plan shall not be considered binding in regard to subsequent plat review. The Zoning Administrator shall have the authority to refer the concept plan to the Planning Commission and/or City Council for review and comment.

(B) The concept plan submission shall include, but not be limited to, the following:

1. Application and fee;
2. A deposit or escrow security in an amount determined necessary by the Zoning Administrator to pay review costs of the city staff and consultants; and
3. Plan information including a scaled drawing, written description, or other information determined necessary by the Zoning Administrator.

(C) The city will review the concept plan for adherence to site design considerations such as driveway access, lot size, block size, encroachment on wetlands or steep slopes, circulation, etc. After the review, the city will inform the applicant of its findings and suggest changes or improvements to the plan prior to submittal of a preliminary plat.

§ 152.051 PRELIMINARY PLAT.

- a) Pre-application meeting. Prior to submitting a preliminary plat application (following a concept plan review, if one occurs), the property owner/applicant shall meet with city staff to discuss the application. Through this meeting, the Zoning Administrator or designee may summarize the city's concept plan review comments and offer suggestions pertaining to additional information or design changes that may assist in expediting the preliminary plat review. The developer shall schedule the meeting with the City Administrator in advance.
- b) Neighborhood meeting. While not required, the city recommends that the property owner/applicant hold a neighborhood meeting for informal comment and feedback prior to preliminary plat application.
- c) The person applying for preliminary plat approval shall submit to the city a complete application and all other information required according to the deadline and meeting schedule established by the city. The application shall address the informational requirements of § 152.051(B) and also any issues identified through the concept plan review procedure.
- d) A complete preliminary plat application shall include:
 1. A graphic and written description of the information requirements outlined in this chapter.
 2. Applications shall be accompanied by a fee and processing escrow established by the City Council.
- e) The Zoning Administrator, upon receipt of the application, shall notify the applicant in writing within 15 business days if the application is found to be incomplete.

§ 152.052 FINAL PLAT.

(A) Filing and requirements for application. Approval of a preliminary plat by the City Council is an acceptance of the plat and indicates the developer may proceed toward final plat approval in accordance with the City Council approval of the preliminary plat, including conditions.

OFFICE USE ONLY	
Date Received:	Amount Paid:
Date Approved:	Approved By: