



PRELIMINARY PLAT APPLICATION

App Fee: \$500 + addt'l costs incurred.
Escrow: \$1,500

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Fax: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Fee Owner and Consent of Application: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Fax: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Project/Development Name: _____

Address or General Location of the
Property: _____

Legal Description of Property
Involved: _____

Present Use of Property: _____

Proposed Use of Property: _____

Present Zoning: _____ Present Land Use Designation: _____

This application shall be completed in full and shall be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, you should contact the Community Development Department to set up a pre-application meeting.

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name. I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement), or I am the authorized person to make this application and the fee owner has signed this application.

I will keep myself informed of the deadlines for submission of materials and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. An estimate shall be provided prior to any authorization to proceed with the study. The documents and information I have submitted are true and correct to the best of my knowledge.

Applicant Signature:_____ Date:_____

Property Owner Signature:_____ Date:_____

Items to Accompany Application

1. Application Form for Preliminary Plat and any additional land development requests associated with the Preliminary Plat.
2. Application Fees.
3. Items as specified within the Checklist provided, unless otherwise indicated by City Staff.
4. Proof of Ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement) or letter from property owner granting approval.
5. A Certificate of Survey and complete legal description of the subject site.
6. Certification of taxes paid on the property.
7. A list of all property owners within 350 feet from the property in question. Such list must be certified by the County GIS Department.
8. Signed Escrow Agreement with the City of Isanti.

Acceptance of Application

The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. Application materials shall meet engineering requirements set forth by the city engineer or as stated within the city code.

—STAFF USE ONLY—

Pre-Application Meeting Date:_____

Date Received: _____ Date application deemed complete: _____

Planning Commission Meeting Date: _____ City Council Meeting Date: _____

120-Day Action Agency Date: _____

Community Development Director/Designee

Date

(PRELIMINARY PLAT – CHECKLIST)

Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. Failure to submit a complete application may delay the review and approval process.

***Please Note: all site plans must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp or registration number, together with a signature shall be provided on the face of the site plan.*

CHECKLIST ITEM	STAFF USE ONLY DATE RECEIVED
Pre-Application Meeting, prior to submittal	
Preliminary Plat (associated plans and materials in accordance with the provisions of Ordinance No. 536). <ul style="list-style-type: none">• One (1) 11” x 17” copy• One(1) Full-size copies• Two (2) Full-size copies, one for the County Engineer, if abutting a County Road and one for the State Commissioners of Highway, if abutting a state trunk highway or right-of-way. Note review by the County or State may take up to 3 weeks• One (1) Full-size copy to utility companies.• PDF of all documents	
Identification and Description (Name of development, legal description, contact information, graphic scale, north arrow, key map, and date of preparation).	
Existing Conditions	
Proposed Design Features	
Supplementary Information (Statement of purpose or protective covenants).	
Drainage and Storm water Plan	
Finished Grading Plan	
General Development Plan (if subdivider owns property adjacent to the proposed subdivision, to depict future relationships between proposed and future subdivision).	
Soil Erosion and Sediment Control Plan	
Landscaping and Tree Preservation Plan	
Phasing Plan if applicable	
Other Supplemental Information as requested by Staff	

Escrow Agreement with the City of Isanti

This Escrow Agreement pertains to the project known as_____.

The Developer's escrow described below is in addition to any and all security for performance of the Developer's obligations specified under the Development Agreement, if any, applicable to the project to which this Escrow Agreement pertains. The escrowed funds described below shall be applied toward the City's actual cost of legal fees, engineering fees, filing fees, administrative expenses and other costs related to this project.

All fees and costs incurred by the City in connection with this agreement shall be charged against and drawn by the City from said escrow which shall remain in effect until the completion of the proposed project or for one year after the project is withdrawn or the project expires due to lack of continuation. Any funds remaining in this escrow account after the completion of the project shall be refunded to the Developer upon expiration of any applicable warranty period, or as stated within the applicable Development Agreement, if any, between the Developer and the City.

The Developer shall deposit in escrow with the City as provided above, the amount of \$ 1,500.00 In the event that the escrow amount is depleted, the Developer agrees to post additional sums of money to replenish the account to a minimum of \$ 1,500 to cover City projected costs. The Developer agrees that the escrow account shall always have a balance of no less than \$200.00 for this portion of the project. If the account depletes to zero or below dollars in the account, the City may suspend work authorized under a permit or an approved project for non-payment of project expenses or depletion of escrow monies.

The Developer, upon request, shall be entitled to a current itemized statement of all costs and fees charged against this escrow account.

Through the below signature, the Developer agrees to pay in accordance with the terms of this agreement all development costs and deposits as outlined above.

Developer

Date

Approved this ____ day of_____, 20____.

City of Isanti

By_____, its_____



RECEIPT OF ESCROW

Date of Escrow Deposit: _____ Deposit Amount:
\$ _____

Property Address: _____ Permit No.: _____

PAYOR OF ESCROW:	Address:
City: _____ State: _____ Zip: _____	Email: _____
Contact Name: _____	Phone: _____
OWNER OF ESCROW:	Address:
City: _____ State: _____ Zip: _____	Email: _____
Contact Name: _____	Phone: _____
RETURN OF ESCROW:	Address:
City: _____ State: _____ Zip: _____	Email: _____
Contact Name: _____	Phone: _____
COPY ON ANY ESCROW RETURN:	Address:
City: _____ State: _____ Zip: _____	Email: _____
Contact Name: _____	Phone: _____
TYPE(S) OF ESCROW: <input type="checkbox"/> Driveway <input type="checkbox"/> Landscape <input type="checkbox"/> Stormwater <input type="checkbox"/> Other: _____	
SIGNATURE: _____	
PRINTED NAME: _____	DATE: _____

STAFF USE ONLY			
Paid: _____	Date: _____	Receipt No.: _____	By: _____