



## MINOR SUBDIVISION PLAT APPLICATION

**App fee:** \$325 + addtl costs incurred.  
**Escrow:** \$1,000

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 determine the specific ordinance and procedural requirements applicable to your application. A determination of completeness will be made by city staff and a written notice of application deficiencies shall be mailed to the applicant.

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. Completed application form.
2. Application fee and escrow (if required).
3. All data required for preliminary and final plats, as outlined in Ordinance No. 536 and the checklist.
4. Certification of taxes paid on the property.
5. Any other items as requested by City staff.

#### **Acceptance of Application**

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

#### **—STAFF USE ONLY—**

Date Received: \_\_\_\_\_ Date application deemed complete: \_\_\_\_\_

Planning Commission Meeting Date: \_\_\_\_\_ City Council Meeting Date: \_\_\_\_\_

60-Day Action Agency Date: \_\_\_\_\_

\_\_\_\_\_  
Community Development Director/Designee

\_\_\_\_\_  
Date

## MINOR SUBDIVISION 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
Preliminary and Final Plat (associated plans and materials in accordance with the provisions of Ordinance No. 536). <ul style="list-style-type: none"> <li>• One (1) 11" x 17" copy</li> <li>• Three (3) Full-size copies</li> <li>• 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.</li> <li>• One (1) Full-size copy to utility companies.</li> </ul>	
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	
Zoning Plan	
General Development Plan (if subdivider owns property adjacent to the proposed subdivision, depict future relationships between proposed and future subdivision).	
Soil Erosion and Sediment Control Plan	
Landscaping and Tree Preservation Plan	
Phasing Plan	
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 \$\_\_\_\_\_. 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 \$\_\_\_\_\_ (\_\_\_\_\_ dollars) to cover City projected costs. The Developer agrees that the escrow account shall always have a balance of no less than \$\_\_\_\_\_ 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.

The City of Isanti Finance Department shall send the Developer statements on a quarterly basis, or at such other intervals as the City deems appropriate, showing the current balance and escrow account activity since the previous statement. The Developer shall promptly pay to the City any amounts due the City pursuant to any such statements submitted by the City to the Developer which show a balance due.

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\_\_\_\_\_