



2241 221st Ave. NE • East Bethel, MN 55011
 Phone: (763) 367-7844 • Fax: (763) 434-9578

OFFICE USE ONLY
Date Submitted: _____
Total Fee Paid: _____
Escrow Application Submitted: _____

SUBDIVISION PROCESS & CHECKLIST

1.) Sketch/Concept Plan (Planning Commission & City Council) Applicant is required to meet with City Staff prior to the submittal of the application. Public Hearing is required. Application Fee: <u>\$500*</u> Escrow: <u>\$500*</u>												
2.) Preliminary Plat (Planning Commission & City Council) Public Hearing and recommendation to City Council. Public Hearing is required. Application Fee: <u>\$500* + \$25.00 per lot</u> Escrow: <u>\$5,000*</u>												
3.) Final Plat (Planning Commission & City Council) No Public Hearing required. Application Fee: <u>\$300*</u> Escrow: <u>\$1,000* + \$50 per lot if new road</u> Filing Fee: <u>\$55</u>												
*Consulting fees accrued from the City Engineer, City Attorney, etc will be taken from the escrow amount. The remaining escrow will be refunded after the project is finished and has met all of the conditions during final inspection. The application fee is non-refundable.												
NAME OF PROJECT (if applicable): _____ PROJECT ADDRESS: _____ PRESENT ZONING: _____ LOCATION PID: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____ DESCRIPTION OF PROJECT: _____												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center; padding: 5px;"><u>PROPERTY OWNER:</u></th> <th style="width: 50%; text-align: center; padding: 5px;"><u>APPLICANT:</u></th> </tr> <tr> <td style="padding: 5px;">NAME: _____</td> <td style="padding: 5px;">NAME: _____</td> </tr> <tr> <td style="padding: 5px;">PHONE: _____</td> <td style="padding: 5px;">PHONE: _____</td> </tr> <tr> <td style="padding: 5px;">ADDRESS: _____</td> <td style="padding: 5px;">ADDRESS: _____</td> </tr> <tr> <td style="padding: 5px;">CITY/STATE/ZIP: _____</td> <td style="padding: 5px;">CITY/STATE/ZIP: _____</td> </tr> <tr> <td style="padding: 5px;">EMAIL: _____</td> <td style="padding: 5px;">EMAIL: _____</td> </tr> </table>	<u>PROPERTY OWNER:</u>	<u>APPLICANT:</u>	NAME: _____	NAME: _____	PHONE: _____	PHONE: _____	ADDRESS: _____	ADDRESS: _____	CITY/STATE/ZIP: _____	CITY/STATE/ZIP: _____	EMAIL: _____	EMAIL: _____
<u>PROPERTY OWNER:</u>	<u>APPLICANT:</u>											
NAME: _____	NAME: _____											
PHONE: _____	PHONE: _____											
ADDRESS: _____	ADDRESS: _____											
CITY/STATE/ZIP: _____	CITY/STATE/ZIP: _____											
EMAIL: _____	EMAIL: _____											

I fully understand that I must meet with City Staff to review all submission requirements and conditions prior to official submission, and that all of the required information must be submitted at least thirty (30) days prior to the Planning/Zoning Commission and City Council scheduled meeting dates to ensure review by City Staff.

Property Owner Signature

Date

Applicant Signature

Date

Land Use Escrow Application

Property Address: _____

Owner's Name: _____ Phone: _____

Email: _____

Type of Land Use Application: _____

Person/Company paying the escrow	Person/Company receiving returned escrow (if different from the person/company paying the escrow than permission is needed)
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Phone: _____
Mailing Address: _____	Address: _____
_____	_____
Amount entered into escrow: \$ _____	Email: _____

Escrow Type	Escrow Amount
Tax Increment Financing	\$12,000
Preliminary Plat	\$5,000
Major Mining Permit	\$1,500
Admin. Subdivision, Comp Plan Amendment, Conditional Use Permit/Amendment, Metes and Bounds Split, Minor Mining Permit, Planned Unit Development, Rezoning, Site Plan Review, Vacation,	\$1,000
Final Plat	\$1,000 + \$50/Lot if new road
Environmental Review	\$650
Concept Plan Review, Grading Permit, Planned Unit Development Amendment, Variance, Zoning Text Amendment	\$500
Interim Use Permit/Amendment	\$300

Escrow Information

Escrow is set aside for attorney, consulting, engineering, and other misc. fees. If the City of East Bethel is to acquire these fees while working on your Land Use Application, than you are authorizing the City to use this escrow to pay for those fees. The remaining escrow amount will be returned once the work has been approved by the Building and/or Community Development Director.

The Escrow must be paid along with any other fees 15 days prior to the Planning Commission meeting that is the matter is scheduled to be addressed.

Escrow Payer Signature: _____ Date: _____

Community Development Director: _____ Date: _____

East Bethel Community Development

2241 221st Ave NE | East Bethel, MN 55011

Phone: (763) 367-7844 | Fax: (763) 434-9578

Applicable City Code: Chapter 66 Subdivisions

To view this City Code please go to www.municode.com/library/mn/east_bethel

The application for a **SUBDIVISION** is processed in three separate review steps:

- 1) CITY STAFF
(Applicant is required to meet with City Staff **prior** to submittal of the application.)
- 2) PLANNING COMMISSION
(Public hearing and recommendation to the City Council.)
- 3) CITY COUNCIL

The following information is required to be submitted in support of the Sketch/Concept Plan, Preliminary Plat, and Final Plat application:

IDENTIFICATION AND DESCRIPTION

- Completed application, fee/escrow
- 3 sets of plans 24" x 36", and 2 sets of plans 11" x 17" – 1 set in electronic format, flash drive, or CD
- Proposed name of subdivision (name shall not duplicate or be alike in pronunciation of the name of any plat therefore recorded in the County)
- Legal description of property
- Names and addresses of the owner, and any agent having control of the land, sub-divider, surveyor, engineer, and designer of the plat
- Graphic scale
- North point
- Date of preparation

EXISTING CONDITIONS MAP/CERTIFICATE OF SURVEY

- Boundary line survey, including measured distances and angles
- Existing easements
- Total acreage
- Location, right-of-way width, and names of existing or platted streets or other public right-of-ways
- Existing parks, trails, sidewalks, or other public land
- Existing buildings and structures
- Section and corporate lines within the plan, and to a distance of 100 feet beyond, shall also be indicated
- Location and size of existing culverts or other underground facilities within the planned area, and to a distance of 100 feet beyond. Such data as grades, invert elevations, and location of catch basins, manholes, hydrants, and street pavement width and the type shall also be shown
- Boundary lines of adjoining un-subdivided or subdivided land, within 100 feet, including all contiguous land owned or controlled by the subdivision applicant
- Existing topographic data, including contours at vertical intervals of not more than 2 feet, except where horizontal contour interval is 100 feet or more, a 1-foot vertical interval shall be shown to a distance of 100 feet beyond
- Tree inventory (if needed)
- Wetlands, creeks, ponds (type of wetland, DNR resource number, ordinary high water mark, 100-year flood elevation)
- Existing septic and well locations

SUBDIVISION DESIGN FEATURES

- Layout of proposed streets, showing right-of-way widths and proposed names of streets

- Locations, types, and widths of proposed pedestrian ways (sidewalks and trails) and drainage and utility easements
- Dimensions of lots and blocks
- Density information
- Minimum front, side, and rear building setback lines
- Square footage of each lot
- Lot width dimensions at right-of-way line
- Overall area in acreage and square footage
- Out-lot designation and square footage, and tentative plan for future development
- Location and size of proposed storm ponding areas
- Location of septic system and second system
- Areas, other than streets, pedestrian ways, and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres
- Locations of lakes, ponds, and wetlands identified by the DNR and the U.S. Army Corps of Engineers
- Building pad location, lowest flood elevation
- Tree inventory and Tree Preservation plan (if necessary)
- Landscaping plan (if necessary)
- Proposed grading plan showing impact on existing wetlands to be identified on grading plan, including area in square feet and a proposed mitigation plan. All existing wetlands are to be delineated with explanation of efforts to minimize impacts on existing wetlands.
- Where the sub-divider owns property adjacent to that which is being proposed for the subdivision, the sub-divider shall submit a preliminary plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and future subdivision. In any event, all subdivisions must be shown to relate well with existing or potential adjacent subdivisions.
- Structures which are to be placed on large lots must be situated so as to permit satisfactory future re-subdivision

OTHER INFORMATION

- Written Supportive Information.** A written narrative shall accompany each land development request describing the project and its relationship to the City's Comprehensive Plan, surrounding land uses, and compliance with Zoning Regulations. The narrative also should include the following:
 - Statement of the proposed use of lots stating type of buildings with number of proposed dwelling units or type of business
 - Existing land use information
 - Development method (sales, lease, owner occupied)
 - Housing or land/building ratio (square foot of building, site area, floor area, amount of parking)
 - Development signage (locations, sizes, materials, and details)
 - Transportation capacity, impacts, trip generation, etc
- Joint application form for Activities Affecting Water Resources in Minnesota
- Storm water run-off and storage/water quality computations for design of proposed ponding areas and drainage ways
- Completed petition form for the necessary public improvements to serve the proposed project, such as street and utilities (if necessary)
- Land appraisal for calculation of Park Dedication Fees
- At Final Plat, applicant shall submit an electronic file of subdivision with Anoka County Coordinates, datum NAD83 (NAD 1983 Stateplane MN fips 2203 south).
- Any other information the City and its staff and/or consultants have requested, and/or requirements in East Bethel Code of Ordinances Chapter 66, SUBDIVISIONS.

ADDITIONAL NOTES

- The City Council meets on the first (1st) and third (3rd) Wednesday of the month.
- The Planning Commission meets on the fourth (4th) Tuesday of the month.
- If the subdivision takes place on a wetland, then you may have to fill out the Joint Application Form for Activities Affecting Water Resources in Minnesota

CONTACT LISTS FOR REVIEW OF DEVELOPMENT PROJECT

If the box is checked, you must provide a letter of approval, copy of minutes, or other documentation as it relates to your project to the City of East Bethel Planning/Building Department as part of your application for submittal.

CITY

- Mark Vierling, City Attorney
1809 Northwestern Ave. S.
Stillwater, MN 55082
Tel (651) 967-7344
MVierling@eckbergglammers.com

- Hakanson Anderson
Attn: Craig Jochum – City Engineer
3601 Thurston Ave.
Anoka, MN 55303
Phone: 763-427-5860
craigjj@haa-inc.com

HIGHWAY/TRANSPORTATION

- Anoka County, Public Services Division,
Highway Department
Attn: Jane Rose, Traffic Engineering Manager
1440 Bunker Lake Blvd.
Andover, MN 55304-4005
Phone: 763-862-4231
jane.rose@co.anoka.mn.us

- MN Department of Transportation-Metro
Division, Waters Edge
Attn: Development Review Coordinator
1500 West County Road B-2
Roseville, MN 55113-3174
Phone: 651-234-7500
www.dot.state.mn.us

JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)

- Anoka Conservation District
Attn: Becky Wozney
1318 McKay Dr NE, Ste 300
Ham Lake, MN 55304
Tel (763) 434-2030, ext. 14
becky.wozney@anokaswcd.org

- MN Dept of Natural Resources
Attn: Area Hydrologist
1200 Warner Road
St. Paul, MN 55106-6796
Phone: 651-259-5802

- MN Dept of Natural Resources
Attn: Ecological Services
1200 Warner Road
St. Paul, MN 55106-6796
Phone: 651-259-5755

- Watershed Management Organization – Upper Rum River
Attn: Calvin Bahr
Phone: 612-306-1483
ckbahr@q.com

- Dennis Rodacker
Board of Water & Soil Resources
Phone: 651-296-6736
dennis.rodacker@state.mn.us

- U.S. Army Corps of Engineers
Attn: Rachel A Nuetzel
180 Fifth St East, Ste 700
St. Paul, MN 55101
Phone: 651-290-5282
rachel.a.nuetzel@usace.army.mil

- Watershed Management Organization - Sunrise
Attn: Leon Mager, Vice Chair
19511 E. Tri Oak Cir
Wyoming, MN 55092
Phone: 763-434-9652
LAM3@ISD.net

Planning Commission Deadlines for 2018

Application Deadline (30 days prior to PC meeting)	Planning Commission Meeting	60 days from App Deadline	120 days from App Deadline
		City Council must act by this date or city must file for an extension	City Council must act by this date
		These dates are if they submitted the application on the application deadline. Please watch for early submittals.	
December 24, 2017	January 23, 2018	February 22, 2018	April 23, 2018
January 28, 2018	February 27, 2018	March 29, 2018	May 28, 2018
February 25, 2018	March 27, 2018	April 26, 2018	June 25, 2018
March 25, 2018	April 24, 2018	May 24, 2018	July 23, 2018
April 22, 2018	May 22, 2018	June 21, 2018	August 20, 2018
May 27, 2018	June 26, 2018	July 26, 2018	September 24, 2018
June 24, 2018	July 24, 2018	August 23, 2018	October 22, 2018
July 29, 2018	August 28, 2018	September 27, 2018	November 26, 2018
August 26, 2018	September 25, 2018	October 25, 2018	December 24, 2018
September 23, 2018	October 23, 2018	November 22, 2018	January 21, 2019
October 28, 2018	November 27, 2018	December 27, 2018	February 25, 2019
November 18, 2018	December 18, 2018	January 17, 2019	March 18, 2019

Planning Commission meetings are held on the 4th Tuesday of the month.

City Council meetings are held on the 1st and 3rd Wednesdays of the month.