



Application Date:	
Fee: Lot-Block Subdivision 1-3 lots	<b>\$500.00</b>
Fee: Lot-Block Subdivision >3 lots	<b>\$500.00 +\$35/lot</b>
Escrow: Lot-Block Subdivision 1-3 lots	<b>\$1,000.00</b>
Lot-Block Subdivision >3 lots	<b>\$1,000.00</b>

## PRELIMINARY PLAT

A preliminary plat is a map or drawing indicating the proposed layout of a subdivision of land conforming to State statutes, which graphically delineates the boundaries and dimensions of land parcels for the purpose of identification and record or title.

<b>PARCEL IDENTIFICATION NO (PIN):</b>		<b>ZONING DISTRICT &amp; COMP PLAN LAND USE:</b>
<b>LEGAL DESCRIPTION:</b>		<b>LOT SIZE:</b>
<b>PROJECT ADDRESS:</b>	<b>OWNER:</b> Name: Address: City, State: Phone: Email:	<b>APPLICANT (IF DIFFERENT THAN OWNER):</b>
<b>BRIEF DESCRIPTION OF REQUEST:</b>		
<b>EXISTING SITE CONDITIONS:</b>		
<b>APPLICABLE ZONING CODE SECTION(S):</b> <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. Chapter 3 Lent Township Land Use Regulations, Section 3.03 Preliminary Plat Requirements		

### Submittal Materials

The following materials must be submitted with your application to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the Town Planner.

AP – Applicant check list, TS –Town Staff check list

Preliminary Plat: All plans shall include:

AP	TS	Materials
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Plat Map:</u></b> All maps shall be drawn to scale not less than one (1) inch to one hundred (100) feet and include a north arrow <ul style="list-style-type: none"> <li>Property dimensions and the outside boundary lines of the subdivision clearly shown</li> <li>Area of the subdivision and area of each lot in acres and in square feet</li> <li>Date of preparation</li> <li>Location of existing and proposed buildings (including footprint, and dimensions to lot lines), and identified buildable area</li> <li>Minimum front, side, and rear setback lines, including setback lines from bluffs, lake shores and river fronts</li> <li>Numbers and dimensions of each lot and block</li> <li>Location and width of right-of-way, easements, and section and corporate lines within the preliminary plat within one hundred (100) feet shall also be indicated</li> <li>Boundary lines of adjoining unsubdivided or subdivided land, within one hundred (100) feet, identified by name and ownership, but including all contiguous land owned or controlled by the subdivider</li> </ul>

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<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Location of and names of existing or platted streets</li> <li>• Location of current and proposed curb cuts, driveways, access roads, alleys, sidewalks trails, pedestrian ways, and utility easements</li> <li>• Location of existing and proposed parking and off-street loading areas (if applicable)</li> <li>• Location of well and septic systems on site</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee and Escrow

**MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER**

<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Grading/Landscape Plan (if applicable):</u></b></p> <ul style="list-style-type: none"> <li>• Finished grading and drainage plan</li> <li>• Vegetation, landscaping, and screening plans including species and size of trees and shrubs, if applicable</li> <li>• Wetland Delineation</li> <li>• Topographic contours at 2-foot intervals</li> <li>• All lakes, ponds, wetlands (including delineation required in the Wetland Conservation Act), rivers and other waterways, present water surface elevations, water depth, natural ordinary high-water elevations and proposed 100-year flood elevations (if available)</li> <li>• Finished grading and drainage plan sufficient to drain and dispose of all surface water accumulated</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Written Narrative Describing your request:</u></b> <i>A written description of your request for the Preliminary Plat will be required to be submitted as a part of your application.</i></p> <ul style="list-style-type: none"> <li>• Description of subdivision</li> <li>• Type of business or industry to reveal the effect of the development on traffic</li> <li>• Provisions for sewage disposal, surface water, drainage and flood control</li> <li>• Any proposed zoning changes for the area</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Survey of the property:</u></b> An official survey, by a licensed surveyor, may be requested with the application. The survey shall be scalable and in an 11" x 17" format.</p> <ul style="list-style-type: none"> <li>• North point and graphic scale</li> <li>• Legal description of property</li> <li>• Name of owner on record</li> <li>• Subdivision name</li> <li>• Property name and address</li> <li>• Property lot line dimensions</li> <li>• Area in acres and square feet</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Conservation Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as may be requested by the Zoning Administrator.

**Review and Recommendation by the Planning & Zoning Commission (P&Z).** Notice of a hearing shall be published in the official newspaper of the Township at least ten (10) days prior to the date of the hearing. Written notice of public hearing for amendment shall be sent to the Chisago County Board of Commissioners. Written notice shall also be sent to all property owners of record within one-quarter (1/4) mile of the affected property or the nearest ten (10) properties, whichever would provide notice to the greatest number of owners.

Township staff have the authority to request additional information from the applicant beyond what is required for submittal materials or to retain expert testimony with the consent and at the expense of the applicant if said information is declared to be necessary by the Township to review the request or to establish performance conditions in relation to this Ordinance.

The P&Z shall consider oral or written statements from the applicant, the public, Staff, or its own members. After the public hearing, the Planning Commission shall determine whether the preliminary plat conforms to design standards set forth in this Ordinance and conforms to the Comprehensive Guide Plan and the Zoning Ordinance. It may question the applicant and may recommend approval, disapproval or table by motion the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation. The P&Z shall recommend approval or denial of the preliminary plat, or may recommend approval, subject to certain conditions, and forward its findings to the Town Board.

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**Review and Decision by the Town Board.** The Board shall review the application after the P&Z has made its recommendation. The Board is the only body with the authority to make a final determination and either approve or deny the application. The Town Board shall act on the preliminary plat within sixty (60) days of the date on which the completed application was received unless a delay is consented to by the applicant in writing. If the report of the Planning Commission has not been received in time to meet these requirements, the Town Board may act on the preliminary plat without such a report.

Should the subdivider desire to amend the preliminary plat as approved, the amended plan must be resubmitted and shall repeat the same procedure. If in the opinion of the Planning Commission, the modifications are incidental to the original plat, the requirements for a public hearing and fees may be waived.

After the approval and endorsement of a preliminary plat, the final plat shall be prepared by a land surveyor who is registered in the State of Minnesota and shall conform to all the requirements of State and County law.

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

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

_____	_____
Signature of Applicant	Date
_____	_____
Signature of Owner (if different than applicant)	Date