

Case File No. \_\_\_\_\_  
Property Identification No. \_\_\_\_\_



## City of Prior Lake APPLICATION FOR CONCEPT REVIEW

Requested Action	Brief description of proposed project <small>(Please describe the proposed amendment, project, or variance request. Attach additional sheets if necessary).</small>

<b>Applicant:</b> _____ <b>Address:</b> _____ <b>Telephone:</b> _____ (home) _____ (work) _____ (fax)
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<b>Property Owners</b> (if different than applicant): _____ <b>Address:</b> _____ <b>Telephone:</b> _____ (home) _____ (work) _____ (fax) <b>Type of Ownership:</b> <input type="checkbox"/> <b>Fee</b> <input type="checkbox"/> <b>Contract for Deed</b> <input type="checkbox"/> <b>Purchase Agreement</b>
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<b>Engineer/Surveyor:</b> _____ <b>Address:</b> _____ <b>Telephone:</b> _____ (office) _____ (fax)
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<b>Legal Description of Property</b> (Attach additional pages if necessary): _____ _____
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**To the best of my knowledge the information provided in this application and other material submitted is correct. In addition, I have read the relevant sections of the Prior Lake Ordinance and procedural guidelines, and understand that applications will not be processed until deemed complete by City Staff.**

\_\_\_\_\_  
**Applicant's Signature** **Date**

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**Fee Owner's Signature** **Date**

\_\_\_\_\_  
**Fee Owner's Printed Name**

\_\_\_\_\_

## **HOW TO APPLY FOR CONCEPT PLAN REVIEW OF A SUBDIVISION PLAT**

The City of Prior Lake encourages all applicants to submit a subdivision concept plan to City staff prior to submittal of a formal application. The purpose of concept plan review is to inform the applicant of the procedural requirements and minimum standards of the Subdivision Ordinance, and the requirements or limitations imposed by other City ordinances, plans and/or policies, prior to the preparation of a preliminary plat. The City Development Review Committee (DRC), which consists of staff from all of the City departments, will review the concept plan and discuss any foreseeable problems or issues with the applicant. These discussions of the concept plan are advisory in nature and are not considered binding in regard to subsequent plat review. The Community Development Department, notably in the case of multi-phased plats, shall have the authority to refer the concept plan to the Planning Commission and/or City Council for review and comment.

The first step in the process is to contact the Community Development Department to obtain an application for concept review, and to schedule a meeting with the DRC. The completed application form, along with the items listed on the attached checklist must be submitted to the Community Development Department a minimum of 10 days prior to the DRC meeting. The applicant will be notified of the date and time of the scheduled DRC meeting.

### **APPLICATION INSTRUCTIONS:**

- **Signed Application:** Include authorization from the property owner on the application form or by attached letter of authorization if an agent signs the application.
- **Concept Plan with Checklist:** The following information is required to be submitted as a part of the application (per City Code Section 1002.100 and Section 1003.100). Please indicate where you have provided the required information (such as Sheet #, narrative, or attached report, etc.) and check the box verifying it as being provided to the City with the application. **Attach the checklist with the application materials.**

## CONCEPT PLAN APPLICATION CHECKLIST

**SUBDIVISION NAME:** \_\_\_\_\_  
**DEVELOPER:** \_\_\_\_\_  
 \_\_\_\_\_

<b>FILE NUMBER</b>
<b>DATE SUBMITTED</b>
<b>REVIEWED BY</b>

For City Use Only

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
The following data is required as part of a preliminary plat application according to the City of Prior Lake Subdivision Regulations	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	Reviewed by city staff to ensure required materials were submitted.
<b>Application (Subdivision Ordinance Section 1002.100)</b>		
1. A completed application on the form provided by the City which shall include the name, address and telephone number of the applicant and the fee owner of the property, the location of the property, a description of the proposed development and a working name for the proposed development and a \$250.00 application fee		
2. Five (5) full-scale copies and one 11" X 17" reduction of each sheet of the concept plan and supporting data.		
3. One (1) digital copy submitted by email (if under 10MB); otherwise Dropbox, Weblink to FTP site, or disk drive of the concept plan and supporting data.		
<b>Concept Plan Requirements (Section 1003.100)</b>		
1. A scale drawing identifying the proposed plat boundary, the north arrow and the scale of the drawing.		
2. A proposed street layout on and adjacent to the proposed plat.		
3. Designation of land use and current and/or proposed zoning.		
4. Significant topographical and other physical features.		
5. General lot locations and layouts.		
6. Preliminary evaluation by the applicant that the subdivision is not classified as premature based upon criteria established in Section 1002.600 of this Subdivision Ordinance.		
7. Any other information the City finds necessary to determine the impact the proposed subdivision will have on the health, safety and welfare of property in the City and City residents.		