

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



**City of Prior Lake**  
**REQUEST FOR MODIFICATION TO APPROVED**  
**FINAL PLAT AND FINAL PLAT PLANS**

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

**Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)  
**Email:** \_\_\_\_\_

**Property Owners** (if different than applicant): \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)  
**Type of Ownership:**     Fee                       Contract for Deed                       Purchase Agreement

**Engineer/Surveyor:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (office) \_\_\_\_\_ (fax)  
**Email:** \_\_\_\_\_

**Legal Description of Property** (Attach additional pages if necessary):  
\_\_\_\_\_  
**PID of Property:** \_\_\_\_\_  
**Address of Property:** \_\_\_\_\_

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**

## **REQUEST FOR MODIFICATION TO APPROVED FINAL PLAT AND FINAL PLAT PLANS**

Any modifications to approved final plans must be reviewed and approved by the City. Changes may be classified as minor or major changes, and shall be approved according to the following procedures.

**Minor Modifications:** Minor modifications, according to Section 1003.501 of the City of Prior Lake Subdivision Ordinance, are changes that do not substantially affect the design of the approved plat. Minor modifications include the following:

- Changes to the grading plans that do not affect adjacent properties
- Changes to tree preservation plans that do not increase the number of trees to be removed
- Changes to the landscaping plan
- Engineering design changes to streets or utilities required as a result of previously unknown field conditions.

Requests for minor modifications must be submitted to City staff, in writing, for review and approval prior to the commencement of any work.

**Major Modifications:** Section 1003.502 of the Subdivision Ordinance defines major modifications as changes substantially affecting the design of the subdivision. Major modifications include the following:

- Increase in the number of approved lots
- Realignment of roads outside of the dedicated right-of-way
- Placement of utilities outside of dedicated easements
- Changes in parkland dedication.

Major modifications shall require approval of the City Council. The City Council may choose to refer major modifications to the Planning Commission for a public hearing prior to making a decision.

### **APPLICATION INSTRUCTIONS:**

*No application will be scheduled for a City Council Review until all of the required information is submitted.*

- **Signed Application:** Include authorization from the property owner on the application form or by attached letter of authorization if an agent signs the application & \$205.00 application fee.
- **Application Checklist:** The following information is required to be submitted as a part of the application for a modification. *Any item not provided will constitute an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**

## REQUEST FOR MODIFICATION TO APPROVED FINAL PLAT APPLICATION CHECKLIST

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

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

For City Use Only

<b>REQUIRED INFORMATION</b>	<b>LOCATION</b>	<b>VERIFIED (for City use only)</b>
The following data is required as part of an application for the modification of an approved final plat.	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</b>		
1. A complete Application Form, signed by the applicant and the fee owner of the property & \$205.00 application fee.		
2. A written description of the proposed modification and how it may affect the approved plans.		
3. Five (5) full-scale copies of the plans indicating the proposed changes and any supporting data and one 11"X 17" reduction of each sheet.		
4. Any other information the City finds necessary to determine the impact the proposed modification will have on the health, safety and welfare of property in the City and City residents.		
<b>5. One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1-4 as listed above) to:</b>  <a href="mailto:swoods@cityofpriorlake.com" style="color: blue; text-decoration: underline;">swoods@cityofpriorlake.com</a>  <b>*If over 10MB in size please send/use with any of the following options:</b>		
6. <b>Dropbox, weblink to FTP site, or disk drive</b>		