



SUBDIVISION AND ZONING REQUEST APPLICATION

City of Prior Lake | Community Development
 4646 Dakota Street SE | Prior Lake MN 55125
 Office: 952.447.9810 | permits@PriorLakeMN.gov

SITE INFORMATION			
Site Address	Lot	Block	Parcel ID
Legal Description of Subject Property			
APPLICANT INFORMATION			
Name			
Address	City	State	Zip
Email		Phone	
PROPERTY OWNER(S) INFORMATION <input type="checkbox"/> Check if information is same as Applicant above			
Name			
Address	City	State	Zip
Email		Phone	
Type of Ownership	<input type="checkbox"/> Fee <input type="checkbox"/> Contract for Deed <input type="checkbox"/> Purchase Agreement		
ENGINEER/SURVEYOR			
Company Name		Contact	
Email		Phone	
SUBDIVISION REQUEST		ZONING REQUEST	
<input type="checkbox"/> Administrative Combination	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Annexation	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Administrative Subdivision	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Appeal	<input type="checkbox"/> Zoning Text Amendment
<input type="checkbox"/> CIC Plat	<input type="checkbox"/> Final Plat Minor Amendment	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Vacation
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Final Plat Major Amendment	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Variance
<input type="checkbox"/> Combined Preliminary & Final Plat	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Rezoning	<input type="checkbox"/> Zoning Map Amendment
<input type="checkbox"/> Concept Plan	<input type="checkbox"/> Other	<input type="checkbox"/> Other	
SIGNATURES			
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 City Code and procedural guidelines and understand that applications will not be processed until deemed complete by City Staff.			
Signature of Applicant		Date	
Printed Name of Applicant			
Fee Owner's Signature		Date	
Fee Owner's Printed Name			
STAFF USE ONLY			
Date Received		Project Number	

**PROPERTY OWNER PETITION TO
MUNICIPALITY FOR ANNEXATION BY
ORDINANCE - 120 Acres or Less**

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE
ANNEXATION OF CERTAIN LAND TO THE CITY OF PRIOR LAKE, MINNESOTA
PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 2(3)

TO: Council of the City of Prior Lake, Minnesota

PETITIONER(S) STATE: All of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 2(3).

It is hereby requested by:

- _____ the sole property owner; or
_____ all of the property owners (If the land is owned by both spouses, both
must sign the petition to represent all owners.)

of the area proposed for annexation to annex certain property described herein lying in the Township of _____ to the City of Prior Lake, County of Scott, Minnesota.

The area proposed for annexation is described as follows:

***INSERT THE COMPLETE AND ACCURATE PROPERTY DESCRIPTION. DO
NOT USE DESCRIPTIONS FROM PROPERTY TAX STATEMENTS.***

1. There are property owners in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she/they is only counted once as an owner - the number of parcels owned by a petitioner is not counted.)
2. The land abuts the municipality and the area to be annexed is 120 acres or less, and the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available.

Except as provided for by an orderly annexation agreement, this clause may not be used to annex any property contiguous to any property previously annexed under this clause within the preceding 12 months if the property is owned by the same owners and annexation would cumulatively exceed 120 acres.

3. Said property is unincorporated, abuts on the city's N S E W (circle one) boundary(ies), and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is _____ acres.
5. The reason for the requested annexation is _____.

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of Prior Lake, Minnesota.

Dated: _____

Signatures: _____

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 2b, before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), a municipality must hold a public hearing and give 30 days' written notice by certified mail to the town or towns affected by the proposed ordinance and to all landowners within and contiguous to the area to be annexed.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 11, when a municipality declares land annexed to the municipality under subdivision 2, clause (3), and the land is within a designated floodplain, as provided by section 103F.111, subdivision 4, or a shoreland area, as provided by section 103F.205, subdivision 4, the municipality shall adopt or amend its land use controls to conform to chapter 103F, and any new development of the annexed land shall be subject to chapter 103F.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 12, when a municipality annexes land under subdivision 2, clause (2), (3) or (4), property taxes payable on the annexed land shall continue to be paid to the affected town or towns for the year in which the annexation becomes effective. If the annexation becomes effective on or before August 1 of a levy year, the municipality may levy on the annexed area beginning with that same levy year. If the annexation becomes effective after August 1 of a levy year, the town may continue to levy on the annexed area for that levy year, and the municipality may not levy on the annexed area until the following levy year.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd 13, at least 30 days before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), the petitioner must be notified by the municipality that the cost of electric utility service to the petitioner may change if the land is annexed to the municipality. The notice must include an estimate of the cost impact of any change in electric utility services, including rate changes and assessments, resulting from the annexation.

Municipal Boundary Adjustment Unit Contacts

Star Holman Star.holman@state.mn.us 651-361-7909

Katie Lin Katie.lin@state.mn.us 651-361-7911

(June 2011)

PROCEDURE FOR A PETITION FOR ANNEXATION BY ORDINANCE REQUEST (120 Acres or less)

The first step in the process is to contact the City of Prior Lake Community Development Department to arrange a pre-application meeting with a Planner. You can reach the Community Development Department at 952.447.9810. The purpose of this meeting is to advise you about the annexation process and to help you coordinate your application.

The following information must be brought to the pre-application meeting:

1. The location of the property; and
2. Any preliminary plans developed for the property.

REQUIREMENTS:

Per Minnesota Statute § 414.033 Subd. 2(3) A city may annex unincorporated property by passing an ordinance declaring the land as annexed to the city and any such land is deemed to be urban or suburban in character or about to become so if:

- 3 The land abuts the city and the area to be annexed is 120 acres or less, not presently served or capable of being served by available public wastewater facilities, and all the landowners petition the city for annexation (except as provided for by an orderly annexation agreement, this clause may not be used to annex any property contiguous to any property either simultaneously proposed to be or previously annexed under this clause within the preceding 12 months if the property is or has been owned at any point during that period by the same owners and annexation would cumulatively exceed 120 acres).

INSTRUCTIONS:

No petition will be scheduled for a City Council Public Hearing until all required information is submitted and state notice requirement are met. The following information, along with the attached checklist, constitutes the information required for a complete application. The City also reserves the right to request additional information when needed to review an application.

- **Application Fee:** The non-refundable application fee for Annexation by Ordinance is per the City Fee Schedule. Cash, check payable to the “City of Prior Lake” or credit accepted.
- **Signed Petition:** All property owner(s) must complete and sign the Property Owner Petition to Municipality For Annexation by Ordinance – 120 acres or less.
- **Checklist:** The following information is required to be submitted as part of the application. Please indicate where you have provided the required information (such as sheet #, narrative or attached report, etc.). Failure to provide any of the required information will result in an incomplete application. **Submit the checklist with the application materials.**

ANNEXATION BY ORDINANCE (120 ACRES OR LESS) CHECKLIST

PID: _____

SITE ADDRESS: _____

APPLICANT NAME: _____

Property Owner(s): _____

REQUIRED INFORMATION	LOCATION	VERIFY (Staff Use Only)
The following data is required as part of a Property Owner Petition to Municipality For Annexation by Ordinance – 120 Acres or Less	Indicate where this information is provided in the application material such as sheet #, narrative or other attached report.	
1. A complete Property Owner Petition to Municipality for Annexation by Ordinance form, signed by all property owners of the property.		
2. A radius map and a list and 2 sets of labels listing names and addresses of all adjacent property owners. These shall be obtained from and certified by an abstract company.		
3. The required application fee and escrow(s) per the City Fee Schedule.		
4. Name of Electric service provider for the property.		
5. Acknowledgment from Scott County Environmental Services Department regarding the status of any existing septic system(s) on the property (e.g., compliant, non-compliant).		
6. Status of any existing well(s) on the property and proof of Well Abandonment (if applicable).		
7. Any other information the City finds necessary to determine the impact the proposed annexation will have on the health, safety, and welfare of property in the City and its residents.		

***** STAFF USE ONLY *****

	Date	Notes
1. Petition Filed by Property Owner(s)		
2. Create a Location Map		
3. Contact Municipal Boundary Adjustment Unit		<i>Purpose of contacting MBAU is to make them aware of a submitted petition and to confirm proposed map is sufficient.</i>
4. City Council sets Public Hearing Date		
5. Distribute a copy of Petition and Location Map within ten (10) days of receipt of Petition to the following: <ul style="list-style-type: none"> • Municipal Boundary Adjustment Unit/Administrative Law Judge • Scott County Board of Commissioners • Applicable Town Board • Government Body of all cities abutting the land to be annexed 		
6. Distribute a copy of Petition, Location Map and Public Hearing Notice at least 30 days prior to adopting the Ordinance via certified mail to the following: <ul style="list-style-type: none"> • Applicable Town Board • Abutting property owners 		<i>This notice can be combined with the 10-day notice. Minnesota Statute does not require the notice to be published in the newspaper.</i>
7. Notify Petitioner(s) within that the cost of electric utility service may change if the land is annexed at least 30 days prior to the adoption of the ordinance.		<i>Notice must include an estimate of the costs impact of any change in electric utility services, including rate changes and assessments, resulting from the annexation.</i>
8. City Council conducts Public Hearing; adopts or denies proposed Ordinance		
9. Copy of new Ordinance is filed with: <ul style="list-style-type: none"> • Applicable Town Clerk • Scott County Auditor • Municipal Boundary Adjustment Unit/Administrative Law Judge • Minnesota Secretary of State 		<i>The Ordinance for Annexation is not effective until the MBAU/Administrative Law Judge approves the ordinance.</i>