



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 Check if information is same as Applicant above

Name			
Address	City	State	Zip
Email		Phone	

Type of Ownership Fee Contract for Deed 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
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PROCEDURE FOR A SITE PLAN APPROVAL REQUEST

Overview: The site plan review procedure is an administrative review performed by City staff for uses which, because of their nature, operation, and location in relation to other uses, require a more thorough review procedure. The purpose of this procedure is to identify all relevant issues and permit requirements prior to the application for a building permit.

Pre-Application Procedure: Prior to submitting an application for Site Plan approval, applicants are encouraged to meet with City Staff to discuss the following:

- City plans and policies that might relate to or affect the property.
- Preliminary development or building plans for the property.

The applicant is responsible for understanding the requirements of the Zoning Code, including setbacks, landscaping, parking, required improvements, submittal requirements, signs, and so on. City Staff will also advise you of other potential governmental jurisdiction involvement.

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

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

If a decision is made to proceed after the advisory meeting or meetings, a formal application is required.

Process: Within ten (10) business days of submission of the application, the applicant will receive formal, written notice from the City about whether the application is complete. The Community Development Department will refer the application to other City Departments and to other interested parties. The Community Development Department will then review the proposed development for compliance with the provisions of the Zoning Code, the Subdivision Code and other applicable ordinances. Within 60 days of receipt of a complete application, the Community Development staff will take action to approve or deny the application or notify the applicant that additional review time is necessary.

APPLICATION INSTRUCTIONS

No application will be considered until all required information is submitted. The following information, along with the attached checklist, is 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 a Site Plan is per the City Fee Schedule. Cash, check payable to the “City of Prior Lake” or credit is accepted.
- **Signed Application:** A completed application form signed by the owner or owners of the property. Include authorization from the property owner on the application form or by attached letter of authorization if an owner representative signs the application.
- **Application Checklist:** The attached checklist identifies the necessary information. *Failure to provide any of the required information will result in an incomplete application. Attach the checklist with the application materials.*

SITE PLAN APPLICATION CHECKLIST

SITE ADDRESS: _____
PROJECT NAME: _____
APPLICANT NAME: _____
PROPERTY OWNER NAME: _____
DEVELOPER NAME: _____

REQUIRED INFORMATION	LOCATION	VERIFY (Staff Use Only)
The following data is required as part of a Site Plan application according to the City of Prior Lake Zoning Ordinance.	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	
Application		
1. A complete Application, signed by the applicant and the property owner(s) of the site.		
2. The name, address, and telephone number of the owner, the owner's agent, the applicant, surveyor, and designer of the project.		
3. The required application fee per the City Fee Schedule.		
4. Two (2) full copies and one 11" X 17" reduction of each sheet		
5. One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1-2 and 4 as listed above and any additional information required (see page 2 of this application, required information) or as suggested by Staff to: Planning@PriorLakeMN.gov *If over 10MB in size please send/use with any of the following options: Dropbox, weblink to FTP site, or disk drive.		

Required Information (Section 1150):		
1. A certificate of survey of the property;		
2. A detailed site plan based on the current survey. The site plan must include the following information:		
a. Site dimensions		
b. Site conditions and existing development on the subject property and immediately adjacent properties.		

c. The proposed use of all areas of the site.		
d. The proposed density, type, size, and location of all dwelling units, if dwelling units are proposed.		
e. The general size, location and use of any proposed nonresidential buildings on the site.		
f. All public streets, entrance and exit drives, and walkway locations.		
REQUIRED INFORMATION	LOCATION	VERIFY (Staff Use Only)
g. All parking areas.		
h. Trash enclosures.		
i. Outdoor mechanical equipment.		
3. Landscaping Plans, including irrigation plans.		
4. A tree inventory and tree preservation plan.		
5. Lighting plans showing all outside and building exterior lighting.		
6. Signage Plans.		
7. Grading and erosion control plan, including storm water drainage calculations		
8. Utility plans.		
9. A fire protection plan identifying fire lanes, hydrant locations, post indicator valves and Siamese connections.		
10. Building plans, including exterior wall elevations, exterior building materials and cross section floor layouts.		
11. Any other information the City may request to determine whether the proposed project meets the requirements of this subsection.		
Summary Sheets which include the following:		
1. Proposed densities, ground floor area and floor area ratios.		
2. Acreage or square footage of individual land uses on the site.		