



**DEVELOPMENT APPLICATION
PROCESS AND SUBMISSION
REQUIREMENTS**

January 2009

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1. PURPOSE

The purpose of this document is to outline the City of Montrose's development process for zoning applications, making it as economical and efficient for all concerned.

2. GENERAL APPLICANT/STAFF RESPONSIBILITIES

To ensure that the development process is effective and timely, it is important to understand that both the City and applicants have certain responsibilities that effect the process. In this regard, the following responsibilities must be followed to ensure a positive application process.

Applicant Responsibilities:

- a. Information required by the City must be submitted in an acceptable format for review.
- b. Information required by the City must be submitted in a timely manner to allow adequate time for staff to review the information.
- c. The applicant must recognize that his/her proposal is one among many and will be reviewed in the order received.
- d. Questions and/or issues which emerge during the review process must be responded to by the applicant in a timely and appropriate manner.
- e. The applicant must be responsible for preparing required submission materials in accordance with explained City Code provisions and in an acceptable manner.
- f. The applicant must conduct himself/herself in a courteous and professional manner.
- g. The applicant will be held accountable for their portion of the information requested and that their failure to do so will ultimately result in delays in the project review and approval process.
- h. At public hearings, applicants must provide large scale versions of plans (in color when appropriate) suitable for public presentation.

Staff Responsibilities:

- a. Applications must be reviewed in a timely process, which includes eliminating unnecessary delays.
- b. Information related to the application process and submittal requirements must be provided to the applicant in a timely manner.

- c. Reasonable time schedules must be provided to the applicant.
- d. The staff will strive to minimize unnecessary costs associated with the respective development proposal.

The City of Montrose will assist the applicant throughout the development process in order to achieve a coordinated and well managed project. Questions related to the process should be directed to the City Clerk at 763-675-3717.

3. DEVELOPMENT PROCESS

The development process in Montrose varies depending upon the type of application. Regardless of the application type, the entire process is closely monitored to identify issues and solve any problems as they are realized. Applications will not be formally accepted or considered until all submission requirements have been met.

4. PRE-APPLICATION MEETINGS

A pre-application meeting with City staff is strongly recommended for all types of proposals prior to the formal submission of the application (and payment of fees). The purpose of the meeting is to provide an opportunity to explain ordinance requirements, identify details of the request, review concept plans, provide advice, and potentially avoid any unnecessary plan modifications or site design related conflicts. Pre-application meetings are held the first and third Tuesday of each month at 9:00 AM at City Hall. To attend a pre-application meeting, potential applicants must contact the City Clerk and be placed on an agenda. There is no direct charge for the initial pre-application meeting. Charges will, however, be imposed for subsequent pre-application meetings.

5. PROCESSING TIMELINE

Included in this document is a processing timeline which can be made available to applicants when applications are formally filed. The timeline schedule provides normal processing time for documents submitted in a complete manner. All application materials must be made to the City Clerk unless otherwise directed.

6. REQUIRED FEES/COST RECOVERY

All fees must be paid at the time of application and any additional amounts required through City staff review of the request, lack of information, site or design problems, or questions of Planning Commission or City Council, may be required prior to completion

of the development process and subsequent City decisions on the matter. Applicants can minimize planning, engineering, and legal fees by submitting complete, accurate plans and related documents.

The costs of the City in processing permits and requests under the Montrose Zoning and Subdivision Ordinances, such as, but not limited to, requests for rezoning (map or text), conditional use permits, variances, and subdivisions are considered to be unique to the applicant requesting such consideration. All costs of the City occasioned by such requests shall be borne by the applicant. The reimbursement to the City shall be limited to actual costs of the City.

Each applicant shall pay a non-refundable application fee at the time an application is presented to the City for a zoning application including, but not limited to: zoning and Comprehensive Plan change of any nature, site and building plan review, conditional use, administrative and other permits, variance and vacations, and subdivisions. This fee is intended to reimburse the City for its normal indirect costs in similar, uncomplicated matters. If this fee proves to be insufficient to cover such costs, such additional costs will be charged as a part of the escrow deposit.

In addition to the non-refundable basic zoning fee, each applicant shall pay an escrow deposit in an amount prescribed by City Council resolution. All actual costs including, but not limited to, planning, engineering, public notification and legal costs, incurred by the City in the processing of the application shall be paid from or reimbursed to the City from the escrow deposit. Actual costs not fully paid or reimbursed from the basic zoning fee shall be paid or reimbursed from this escrow deposit. At any time while the application is pending and before its final conclusion, if the City Administrator determines that the amount of the escrow is or is estimated to be insufficient to pay for present or anticipated actual costs of the application, an additional escrow shall be required by the City Administrator to be paid by the applicant. The one or more escrow deposits shall be in an amount sufficient to pay all actual costs of the City.

In the event that the escrow deposit is exceeded, a statement will be mailed on a monthly basis to the applicant and if payment is not made within thirty (30) days of mailing, all processing of the request will be halted until said payment is received.

Where applicable, outstanding balances on escrow deposits shall be calculated with issuance of a building permit.

Applicants are hereby notified by signing the application forms and payment of non-refundable application fee, escrow amount, and out of pocket expenses do not infer payment in full.

It shall be the responsibility of the applicant to contact the City in writing to request the return of any unused portion of the escrow deposit.

7. PROPERTY OWNER NOTIFICATION

All preliminary plats, site/building plans, conditional use permits, variances, rezoning or amendment requests in the City require that property owners within 350 feet of the subject property or who may otherwise be affected by the request be notified. The City will obtain a listing of names and addresses of such property owners and subsequently notify the property owners via mail (postmarked) and/or publishing public hearing notices of the proposed project at least 10 days prior to the Planning Commission meeting. Persons notified of the request may include those fee owners/parcels adjacent to or separated from the subject property which may be impacted by physical, visual, noise or other factors. This will be done at cost to the applicant, and should an application be withdrawn, property owners will be re-notified.

8. PUBLIC MEETINGS

The Park and Recreation Commission, Planning Commission, and City Council meet as follows, unless special additional meetings are called:

1. The Parks and Recreation Commission meets the first Tuesday of each month at 7:00 PM. The Park and Recreation Commission provides formal recommendation to the City Council regarding park and trail planning issues (as may be applicable).
2. The Planning Commission meets the third Wednesday of each month at 7:00 PM. The Planning Commission conducts public hearings (as may be required for a development proposal) and provides formal recommendation to the City Council.
3. The City Council meets the second Monday of each month at 7:00 PM. The City Council will approve or deny the application.

After Planning Commission hearing of a request and formal recommendation to the City Council, the application will be on the agenda of the first Council meeting agenda of the following month.

9. CONTACTS

- City Administrator/
Clerk/Treasurer:** Barbara Swanson
Montrose City Hall
311 Buffalo Avenue South
Montrose, MN 55363
Phone: 763-675-3717 Fax: 763-675-3032
bswanson@montrose-mn.com
- City Attorney:** Couri, MacArthur and Ruppe Law Office
Andrew J. MacArthur
P.O. Box 369
St. Michael, MN 55376
Phone: 763-497-1930 Fax: 763-497-2599
couriandmacarthur@pobox.com
- City Building Official:** Metro West Inspection Services Inc.
Rob Beckfeld
Box 248
Loretto, MN 55357
Phone: 763-684-0383 Fax: 763-682-0988
- City Engineer:** Bolton and Menk Inc.
Bradley C. DeWolf / Justin Kannas
2040 Highway 12 East
Willmar, MN 56201
Phone: 320-231-3956 Fax: 320-231-9710
bradde@bolton-menk.com
- City Planner:** Northwest Associated Consultants, Inc.
Bob Kirmis
4800 Olson Memorial Highway
Suite 202
Golden Valley, MN 55422
Phone: 763-231-2555 Fax: 763-231-2561
bkirmis@nacplanning.com

**CITY OF MONTROSE 2009
ZONING AND SUBDIVISION APPLICATION REVIEW SCHEDULE**

Due Date for Application, Fee, and Required Attachments <i>Typically about 30 days Prior to Planning Commission Meeting</i>	Planning Commission Meeting (Public Hearing) <i>Third Wednesday, unless otherwise noted</i>	City Council Meeting (Required for all Applications) <i>Second Monday, unless otherwise noted</i>
January 12, 2009	February 18, 2009	March 9, 2009
February 9, 2009	March 18, 2009	April 13, 2009
March 9, 2009	April 15, 2009	May 11, 2009
April 13, 2009	May 20, 2009	June 8, 2009
May 11, 2009	June 17, 2009	July 13, 2009
June 8, 2009	July 15, 2009	August 10, 2009
July 13, 2009	August 19, 2009	September 14, 2009
August 10, 2009	September 16, 2009	October 12, 2009
September 14, 2009	October 21, 2009	November 9, 2009
October 12, 2009	November 18, 2009	December 14, 2009
November 9, 2009	December 16, 2009	January 11, 2010
December 14, 2009	January 20, 2010	February 8, 2010

NOTE: This schedule will be followed without exception. If meeting dates or project due dates are missed, this will result in the Planning Commission review of the request being delayed at least one month. The City will review the application materials for completeness and submit a letter to the applicant, within 15 days of receipt of the application packet, indicating whether the application is deemed complete or listing materials that are required prior to initiating the formal review process.

**CITY OF MONTROSE
ZONING AND SUBDIVISION FEE SCHEDULE
AS OF JANUARY 2009**

	Base Fee ¹	Escrow Deposit ¹	Total
Zoning Item:			
Comprehensive Plan Amendment	\$300.00	\$1000.00	\$1,300.00
Variance	\$300.00	\$1000.00	\$1,300.00
Appeal	\$100.00	None	\$100.00
Conditional Use Permit	\$500.00	\$1000.00	\$1,500.00
Interim Use Permit	\$500.00	\$1000.00	\$1,500.00
Rezoning and Zoning Text Amendment	\$300.00	\$1000.00	\$1,300.00
Site Plan Review (does not include written report)	\$200.00	None	\$200.00
Subdivisions:			
Minor Subdivision	\$200.00	\$1000.00	\$1,200.00
Concept Plan (does not include written report)	\$300.00	None	\$300.00
Preliminary Plat	\$300.00	\$10,000.00	\$10,300.00
Final Plat	\$300.00	\$1000.00	\$1,300.00
Park Dedication:			
All Residential Units	Fees set by City Council Resolution	NA	10% land \$1,600.00/unit A combination of both equals the land value
Commercial	Fees set by City Council Resolution	NA	10% land \$3,000.00/acre
Industrial	Fees set by City Council Resolution	NA	10% land \$2,000.00/acre

¹ The applicant is required to pay a non-refundable base fee and escrow deposit to be charged against the time and expenses necessary to process the request. If the review and consideration of the request exceeds the cost covered by the escrow deposit as a consequence of lack of information, site or design problems, or questions raised by the staff, Planning Commission, or City Council, all processing of the request will be halted until an estimation of completion is determined and a new escrow deposit made. Following the Council's decision on the request, the City Clerk will notify the applicant of the decision and refund any portion of the escrow deposit remaining or bill the applicant for the balance due.

ZONING DISTRICT REQUIREMENT SUMMARY

Zoning District	District Classification	Minimum Lot Size	Minimum Lot Width (interior)	Setbacks				Principal Building Height
				F	S-I	S-C	R	
UR	Urban Reserve	40 acres	250 feet	30 feet	10 feet	30 feet	30 feet	2½ stories or 45 feet
R-1	Single Family Residential	10,000 SF	80 feet	25 feet	10 feet	25 feet	20 feet	2½ stories or 35 feet
R-2	Single Family Manufactured Home Park	Varies Depending on Dwelling Type (see Ordinance)						
R-3	Medium Density Residential	Varies Depending on Unit Type (see Ordinance)						
R-4	High Density Residential	15,000 SF	85 feet	Varies (see Ordinance)				2½ stories or 45 feet
R-B	Residential Business	Varies (see Ordinance)	75 feet	25 feet	10 feet	30 feet	10 feet	3 stories or 45 feet
B-1	Central Business	None	30 feet	None *				3 stories or 35 feet
B-2	Highway Business	20,000 SF	80 feet	30 feet	10 feet	20 feet	20 feet*	3 stories or 35 feet
I-1	Light Industrial	20,000 SF	100 feet	25 feet	15 feet*	25 feet*	25 feet*	4 stories or 45 feet
I-2	General Industrial	40,000 SF	100 feet	40 feet	20 feet*	40 feet*	25 feet*	4 stories or 45 feet
INS	Institutional District	20,000 SF	None	40 feet	20 feet	20 feet	50 feet	4 stories or 45 feet

F = Front yard setback as measured from the property line

S-I = Side yard setback on interior lots

S-C = Side yard setback on corner lots

R = Rear yard setback

* Setback increased if abutting a residential district (See Ordinance)



DEVELOPMENT APPLICATION

**P.O. Box 25
311 Buffalo Avenue South
Montrose, MN 55363
763-675-3717**

SUBJECT TO STAFF REVIEW

Street Location of Property: _____

Legal Description of Property: _____

=====

Owner of Record: Name: _____

Daytime Phone: _____

Address: _____

Applicant (if other than owner) Name: _____

Notary Stamp

Daytime Phone: _____

Address: _____

E-Mail Address: _____

Nature of Legal or Equitable Interest of Applicant (Documentation must be attached:)

=====

- | | | |
|--------------|--|--|
| Request: | <input type="radio"/> Conditional Use Permit | <input type="radio"/> Rezoning |
| | <input type="radio"/> Interim Use Permit | <input type="radio"/> Variance |
| Subdivision: | <input type="radio"/> Concept Plan | <input type="radio"/> Zoning Text Amendment |
| | <input type="radio"/> Preliminary Plat | <input type="radio"/> Planned Unit Development |
| | <input type="radio"/> Final Plat | <input type="radio"/> Comprehensive Plan Amendment |

Notes:

- Each requested approval may require a separate fee and/or escrow amount, even where they apply to the same project.

- A typewritten description of the project shall be provided. For variance requests, reasons for approval shall be cited.

Date Application Received: _____

Date Submission Deemed to be Complete: _____

SUPPORTING DOCUMENTATION: Applicant must submit with the application all documentation required by the Zoning or Subdivision Ordinance relating to the requested approval. Applicant will be advised of the completeness. Only when it has been determined that an application is complete will it be placed on a Planning Commission agenda for consideration. Applications that do not include the proper plans and/or documentation may be delayed from formal review. **FAILURE ON THE PART OF THE APPLICANT TO SUPPLY ALL NECESSARY SUPPORTIVE INFORMATION MAY BE GROUNDS FOR DENIAL OF THE REQUEST.**

APPLICANT RESPONSIBILITY FOR PAYMENT OF ALL CITY FEES AND COSTS IN PROCESSING APPLICATION: Applicant acknowledges that she/he understands that before this request can be considered and/or approved, all fees, including the basic application fee and any escrow processing deposits must be paid to the city and that, if additional fees are required to cover costs incurred by the City, the City Clerk has a right to require additional escrow amounts and payment. These fees include all actual costs including, but not limited to, planning, engineering, public notification and legal costs. All processing of an application will be halted if payments are not made within 30 days of receipt of a monthly statement from the City, in the event any escrow account established is insufficient to cover the costs.

SIGNED: (*signature and printed name*)

Fee Owner

Contract for Deed Owner

Other Owner in Chain of Title

Purchaser by Purchase Agreement

Other Owner in Chain of Title

Applicant other than Owner

=====

FOR CITY USE ONLY

Date Application Filed: _____

Basic Fees: _____

Received By: _____

Escrow Deposit: _____

Evidence of Ownership Submitted: Yes

No

Required

Certified Lot Survey: Yes

No

Required

Legal Description Adequate: Yes

No

Required

Date of Planning Commission Meeting: _____

Recommendation of Planning Commission on: _____ Approve Deny

Recommendation of City Council on: _____ Approve Deny

Subject to following conditions: _____



HOME OCCUPATION APPLICATION

**P.O. Box 25
311 Buffalo Avenue South
Montrose, MN 55363
763-675-3717**

SUBJECT TO STAFF REVIEW

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Signature: _____ Date: _____

=====

Property Owner/Fee Owner: _____
(If different from above)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Signature: _____ Date: _____

=====

Type of Request: Home Occupation (Permitted)
 Home Occupation (Special)

Address of the Proposed Home Occupation: _____

Legal Description/Parcel Identification Number: _____

Do you own or rent this property: Own Rent

Current Zoning: _____

If additional space is needed to adequately answer any of the following questions, answer on a separate sheet of paper or on the back of this application. Please number your answers to correspond with the question:

1. Describe the proposed home occupation:

2. Describe the character of the surrounding property:

3. Who will be employed in the home occupation and what will their duties be:

4. Will there be any people employed in the home occupation who do not live in the house? Yes No

If yes, describe the need for their employment:

5. In what part of the home will the home occupation be located:

6. Will the home occupation be carried out in a garage, shed, or any other part of the property other than the home? Yes No If yes, describe:

7. Will there be any outside storage of equipment or materials used in the home occupation: Yes No If yes, describe:

8. What are the intended days and hours of this home occupation?

9. How many customers will be served at any one time?

10. Do you have off-street customer parking available at your home occupation, if customers are intended to be served as part of your business? Yes No

If yes, a drawing showing the location, capacity and type of parking surface should be provided as specified in submission requirements.

11. Will you need to use the street for parking as part of your home occupation?

Yes No If yes, how much parking space will be needed?

12. Will the home occupation require or involve any equipment not normally found in a home? Yes No If yes, describe the equipment:

13. Will the home occupation involve the sale of merchandise over the counter that is produced off the property? Yes No
If yes, describe the merchandise to be sold?

14. How long do you anticipate the home occupation will be operated at this address?

15. How much of an investment in the property is required for this home occupation? Does this include any interior or exterior alterations? If yes, describe the alteration:

16. Will the home occupation produce glare, noise, odor or vibration that will be noticeable outside the home? Yes No If yes, describe:

17. Are there any licenses or permits that are required from any government agencies to legally conduct this home occupation? Yes No

If yes, list the licenses of permits below:

18. May the City inspect the property during the time this application is being considered for approval? Yes No
19. List any additional information concerning this home occupation that you believe is necessary for consideration of your application:

By signing this application, I declare that I have read Sections _____ through _____ of the Montrose Zoning Ordinance pertaining to home occupations, and that all of the information provided to the City of Montrose on this application, or as a part thereof, is true and accurate to the best of my knowledge.

Signature of Applicant

Date



APPLICATION PROCEDURES CHECKLIST

CONDITIONAL USE PERMIT, VARIANCE INTERIM USE PERMIT, ZONING ORDINANCE TEXT OR MAP AMENDMENT

SUBJECT TO STAFF REVIEW

A checklist of background information and submittal requirements for the processing of conditional use permits, variances, and Zoning Ordinance amendments (text or map) is provided below. Should there be an item which is not included in the submittal of the application, a detailed, written explanation should be made outlining the reason for the omission.

The City staff will also utilize the attached form as a checklist in the review of information which you submit. The decision on whether a request will be granted rests with the Montrose City Council. Please read all applicable ordinances and the attached checklist thoroughly.

	Compliance	
	Yes	No
Procedures:		
Review the appropriate sections of the City Zoning Ordinance		
Meet with City staff/Planner to discuss proposal		
Application filed concurrently with review fee		
Submittal Requirements:		
1. Proof of title and the legal description of the property for which the CUP is requested.		
2. Typewritten letter explaining why the request should be approved.		
3. Five (5) large scale copies, five (5) reduced scale (11" x 17") copies, and one (1) electronic copy of detailed written materials fully explaining the proposed change, development or use, and graphic materials as specified below, unless waived by the Zoning Administrator.		
a. Site Development Plan		
1) Location of all buildings on lots including both existing and proposed structures.		
2) Location of all adjacent buildings located within two hundred (200) feet of the exterior boundaries of the property in question.		
3) Location and number of existing and proposed parking spaces.		

	Compliance	
	Yes	No
4) Vehicular circulation.		
5) Architectural elevations (type and materials used in all external surfaces).		
6) Location and type of all proposed lights.		
7) Curb cuts, driveways, number of parking spaces.		
8) Site plan details such as trash receptacles, etc.		
b. Dimension Plan		
1) Lot dimensions and area.		
2) Dimensions of proposed and existing structures.		
3) "Typical" floor plan and "typical" room plan.		
4) Setbacks of all buildings located on property in question.		
5) Proposed setbacks.		
6) Sanitary sewer and water plan with estimated use per day.		
c. Grading Plan		
1) Existing contours.		
2) Proposed grading elevations.		
3) Drainage configuration.		
4) Storm sewer catch basins and invert elevations.		
5) Spot elevations.		
6) Proposed road profile.		
d. Landscape Plan		
1) Location of all existing trees, type, diameter, and which trees will be removed.		
2) Location, type and diameter of all proposed plantings.		
3) Location and material used for all screening devices.		

Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for denial of the request.



APPLICATION PROCEDURES CHECKLIST

SITE PLAN REVIEW

SUBJECT TO STAFF REVIEW

A checklist of background information and submittal requirements for the processing of site plans is provided below. Should there be an item which is not included in the submittal of the application, a detailed, written explanation should be made outlining the reason for the omission.

The City staff will also utilize the attached form as a checklist in the review of information which you submit. The decision on whether a request will be granted rests with the Montrose City Council. Please read all applicable ordinances and the attached checklist thoroughly.

	Compliance	
	Yes	No
Procedures:		
Review the appropriate sections of the City Zoning and/or Subdivision Ordinance.		
Meet with City staff/Planner to discuss proposal and concept plans.		
Application filed concurrently with submission requirements as set forth below.		
Application/review fees paid and escrow deposits made.		
Submittal Requirements:		
1. Proof of title and the legal description of the property for which the CUP is requested.		
2. Typewritten letter explaining why the request should be approved.		
3. Five (5) large scale copies, five (5) reduced scale (11" x 17") copies, and one (1) electronic copy of detailed written materials fully explaining the proposed change, development or use, and graphic materials as specified below, unless waived by the Zoning Administrator.		
a. Site Development Plan		
1) Location of all buildings on lots including both existing and proposed structures.		
2) Location of all adjacent buildings located within two hundred (200) feet of the exterior boundaries of the property in question.		
3) Location and number of existing and proposed parking spaces.		
4) Vehicular circulation.		
5) Architectural elevations (type and materials used in all external surfaces).		

	Compliance	
	Yes	No
6) Location and type of all proposed lights.		
7) Curb cuts, driveways, number of parking spaces.		
8) Site plan details such as trash receptacles, etc.		
b. Dimension Plan		
1) Lot dimensions and area.		
2) Dimensions of proposed and existing structures.		
3) "Typical" floor plan and "typical" room plan.		
4) Setbacks of all buildings located on property in question.		
5) Proposed setbacks.		
6) Sanitary sewer and water plan with estimated use per day.		
c. Grading Plan		
1) Existing contours.		
2) Proposed grading elevations.		
3) Drainage configuration.		
4) Storm sewer catch basins and invert elevations.		
5) Spot elevations.		
6) Proposed road profile.		
d. Landscape Plan		
1) Location of all existing trees, type, diameter, and which trees will be removed.		
2) Location, type and diameter of all proposed plantings.		
3) Location and material used for all screening devices.		

Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for denial of the request.



APPLICATION PROCEDURES CHECKLIST

**SUBDIVISION:
Concept Plan, Preliminary Plat, Final Plat**

SUBJECT TO STAFF REVIEW

A checklist of background information and submittal requirements for the processing of plats is provided below. The intent of this form is to furnish a clear understanding and detailed indication of the materials and documentation necessary for the review of subdivision requests.

City staff will also utilize the attached form as a checklist in the review of information which you submit. If an item is not included, documentation should be provided as to why the information was not furnished.

	Compliance	
	Yes	No
General Requirements:		
Review the Zoning Ordinance, Subdivision Ordinance, and Comprehensive Plan with respect to land planning and development.		
Meet with proper City officials to discuss proposal.		
File application for subdivision concurrent with submittal requirements as set forth below.		
Concept Plan Submittal Requirements:		
1. Application review fee is paid.		
2. Five (5) large scale copies, five (5) reduced scale (11" x 17") copies, and one (1) electronic copy.		
The concept plan shall contain the following information:		
a. Plat boundary.		
b. North arrow.		
c. Scale.		
d. Street layout.		
e. Designation of land use and current or proposed zoning.		
f. General lot locations and layout.		
g. Proposed parks and playgrounds (if applicable).		
h. Topography.		
i. 100 year floodplain (if applicable).		
j. Lot widths and depths.		
k. Aerial photo with concept plan overlay.		

	Compliance	
	Yes	No
l. Evaluation by applicant that the subdivision would not be determined to be premature pursuant to criteria outlined by the Comprehensive Plan and Subdivision Ordinance.		
m. Resource Inventory		
n. Yield Plan.		
Preliminary Plat Requirements:		
1. Application review fee is paid.		
2. Five (5) large scale copies, five (5) reduced scale (11" x 17") copies, and one (1) electronic copy of preliminary plat.		
The preliminary plat shall contain the following information:		
1. Plans:		
a. Certificate of survey.		
b. Resource inventory.		
c. Preliminary plat.		
d. Preliminary grading, drainage and erosion control plan.		
e. Preliminary utility plan.		
f. Wetland delineation and mitigation plan, if necessary.		
g. Yield plan, if necessary.		
h. Environmental evaluations, if necessary.		
i. Stormwater management plan.		
2. Certificate of survey prepared by a licensed land surveyor identifying the following:		
a. Scale.		
b. North arrow.		
c. Existing parcel boundaries to be platted with dimensions and area.		
d. Existing legal description.		
e. Easements of record.		
f. Delineated wetland boundary including OHWL.		
g. All encroachments.		
h. Existing buildings or structures and improvements within parcel and those 100 feet outside boundaries.		
i. Location, widths and names of all public streets, right-of-way or railroad rights-of-way showing type, width and condition of the improvements which pass through or are within 100 feet.		
j. Outside boundary of subject property clearly marked with survey monuments.		
3. Resource Inventory:		
a. Topographic contours at 1 foot intervals within 200 feet of adjacent properties.		
b. Soils report.		
c. Hydrologic characteristics.		
d. Tree inventory.		
e. Neighborhood context.		
4. Preliminary Plat:		
a. Proposed name of plat which shall not duplicate any other plat recorded in Wright County.		

	Compliance	
	Yes	No
b. Date of application, name, address, phone numbers and applicable license or registration number of owner, developer, agent, applicant, engineer, surveyor, planner, attorney or others involved in development of plat.		
c. Proof of ownership or legal interest in property.		
d. Existing land use and zoning designation.		
e. Total acreage of land to be subdivided and total upland area.		
f. Boundary line survey and legal description.		
g. North arrow.		
h. Existing covenants, liens, or encumbrances.		
i. Proposed lot lines, dimensions, and gross and buildable acreage of all lots. When lots located on a curve or cul-de-sac, building setback lines shall be shown.		
j. Building pad, minimum building setbacks shown on each lot with dimensions of setbacks. Location and width of buffer yards where subdivision adjoins collector or arterial streets, railroad right-of-way or overhead transmission lines.		
k. Layout of proposed streets showing the right-of-way widths, centerline gradients, roadway widths, typical cross sections, and proposed names of streets in conformance with City and County street identification policies. The name of any street heretofore used in the City or its environs shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.		
l. Access, right-of-way widths, driveways and street classifications shall be consistent with City standards.		
m. Parks, trails or other areas for public use or common ownership.		
n. Additional information as requested by Zoning Administrator.		
o. Dates of plan preparation and revision dates.		
p. All delineated wetlands and the OHWL of DNR protected waters.		
5. Preliminary Grading, Drainage and Erosion Control Plan:		
a. Scale.		
b. North arrow.		
c. Location of natural features including tree lines, delineated wetlands, water courses, ponds, lakes, streams, drainage channels, OHWL, and 100 year storm elevations, bluffs, steep slopes, etc.		
d. Existing contours at 1 foot intervals for subject property and extending 300 feet beyond outside boundary of proposed plat.		
e. Proposed grade elevations at 1 foot intervals shown as solid lines.		
f. Proposed plan for surface water management, ponding, drainage and flood control, including normal water level and high water level of all ponds and watercourses including those which drain beyond the boundaries of the subdivision.		
g. Provision for groundwater management including sub-surface drains, disposals, ponding, and flood controls.		

	Compliance	
	Yes	No
h. Location of all existing storm sewer facilities including pipes, manholes, catch basins, ponds, swales and drainage channels within 100 feet of subject property. Existing pipe sizes, grades, rim and invert elevations and normal and high water elevations shall be included.		
i. If property is within or adjacent to a 100 year floodplain, flood elevation and locations shall be shown.		
j. Spot elevations at drainage break points and directional arrows indicating site, swale and lot drainage.		
k. Lot and block numbers, building style, building pad location and elevations at the lowest floor and garage slab for each lot.		
l. Locations, sizes, grades, rim and invert elevations of all proposed stormwater facilities, including ponds, proposed to serve property.		
m. Phasing of grading.		
n. Location and purpose of all oversize, non-typical easements.		
o. All soil erosion and sediment control measures to be incorporated during and after construction, in accordance with MPCA's Best Management Practices. Location and standard detail plates for each measure shall be in accordance with City standards and including on the plan.		
p. All re-vegetation measures proposed for the subject property shall be included on the plan, including seed and mulch types and application rates.		
q. Drainage plan, including configuration of drainage areas and calculations for 1 year, 10 year, and 100 year flood elevations.		
r. Layout of proposed streets showing centerline gradients, section widths, and typical cross sections.		
s. Date of plan preparation and dates of all revisions.		
6. Preliminary Utility Plan:		
a. Scale.		
b. Location, dimension and purpose of all easements.		
c. Location and size of existing sewer lines and water mains.		
d. Locations and size of proposed sewer lines and water mains.		
e. Water mains shall be provided to serve subdivision by an extension of an existing municipal system.		
f. Municipal sanitary sewer trunk facilities, laterals and service connections shall be designed and installed in accordance with design standards approved by the City Engineer.		
g. Location of hydrants and values for proposed water mains.		
h. All other utilities shall be located and designed in accordance with the requirements of the City Engineer.		
i. Date of plan preparation and dates of all revisions.		
7. Yield Plan, if the project includes a conservation subdivision:		
a. Any required zoning changes.		
b. Minimum lot areas and widths that conform with proposed zoning for the site.		
c. Lot areas that consist of buildable land as defined by the Zoning Ordinance.		

		Compliance	
		Yes	No
Final Plat Requirements:			
1.	Application review fee is paid.		
2.	Five (5) large scale copies, five (5) reduced scale (11" x 17") copies, and one (1) electronic copy of final plat.		
3.	One (1) up-to-date (within 3 months) title insurance commitment for the property being subdivided, as required by the City Attorney.		
4.	One (1) copy of any title declaration, conservation easements, deed restrictions, restrictive covenants, homeowner's association documents, or common interest community documents.		
5.	Documents and information necessary to fulfill the conditions of approval of the preliminary plat.		
6.	Final plat general information:		
a.	Name of subdivision.		
b.	Location by section, township, range, county, and state as well as descriptive boundaries of the subdivision based on accurate traverse, giving angular and linear dimensions.		
c.	Scale.		
d.	North arrow.		
e.	Location of monuments and descriptions.		
f.	Location and dimensions of all lots, outlots, streets, and other features. Lots and blocks shall be numbered.		
g.	Listing of total area of each lot and outlot measured in gross square feet per lot, area per block, and total area of the plat.		
h.	A listing of the lot width of all lots, measured at front yard setback line.		
i.	The exact location, widths and names of all proposed streets.		
j.	Location and width of all easements to be dedicated.		
k.	Land dedicated as public park shall be labeled as outlot on the final plat and provide City access. The deed for outlots shall be given to the City with the final plat.		
l.	Name and address of registered surveyor of the plat with certification by such surveyor on the form required by Minnesota Statutes 505.03, as may be amended.		
m.	Statement dedicating all easements for installation and maintenance of utilities and drainage facilities over, under, and along the areas designated as drainage and utility easements, all of which provide City access.		
n.	Statement dedicating all streets or other rights-of-way to the public.		
o.	Final grading and construction plans shall be prepared and submitted in accordance with City standards.		
p.	Copies of permits from DNR, Corp of Engineers, MPCA, Department of Health, and other agencies as applicable. Permits shall be required as conditions of final plat approval.		
q.	Final stormwater management plan.		
r.	Final wetland report and mitigation plan.		
s.	Final tree preservation plan.		
t.	Development contracts.		

	Compliance	
	Yes	No
7. Additional Information:		
a. Accurate angular and lineal dimensions for all lines, angles and curvatures used to describe boundaries, streets, easements, areas to be reserved for public use, trees, and other important features. Lot lines to show dimensions in feet and hundredths.		
b. An identification system for all lots and blocks.		
c. True angles and distances to the nearest established street lines or official monuments (not less than two), which shall be accurately described in the plat.		
d. Municipal, Township, County, or section lines accurately tied to the lines of the subdivision by distances and angles.		
e. Radii, internal angles, points and curvatures, and lengths of all areas.		
f. Accurate location of all monuments. Pipes or steel rods shall be placed at the corners of each lot and at the edge of wetlands.		
g. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, or for the exclusive use of property owners within the subdivision with the purposes indicated therein.		
h. Certification by a registered land surveyor, to the effect that the plat represents a survey made by him and that monuments and markers shown thereof exist as located and that all dimensional and geodetic details are correct.		
i. Notarized certification by owner, and by any mortgage holder of record, of the adoption of the plat, and the dedication of streets and other public areas.		
j. Approval by signature of City, Township, and County officials concerned with the approval of the plat.		

For Approval of the City:

This plat of (name of plat) was approved and accepted by the City of Montrose, Minnesota, as a regular meeting thereof held this _____ day of _____.

CITY COUNCIL OF MONTROSE, MINNESOTA

By: _____
Mayor

ATTEST:

By: _____
City Clerk

Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for denial of the request.



APPLICATION PROCEDURES CHECKLIST

HOME OCCUPATIONS

SUBJECT TO STAFF REVIEW

A checklist of background information and submittal requirements for the processing of home occupations (permitted and special) is provided below. The intent of this form is to furnish a clear understanding and indication of the materials necessary for the review of such requests.

The City staff will also utilize the attached form and application in the review of the home occupation request. If an item is not included, documentation should be provided as to why the information was not furnished.

	Compliance	
	Yes	No
Procedures:		
Review the appropriate sections of Chapter 152 of the City Code (Zoning), including Sections 152.200 through 152.205 (Home Occupations).		
Meet with City staff/Planner to discuss applicant's request and define type of business being proposed.		
Application (attached) filed concurrently with review fee.		
Submittal Requirements:		
1. Proof of title and the legal description of the property for which the CUP is requested.		
2. Five (5) large scale copies, five (5) reduced scale (11" x 17") copies, and one (1) electronic copy of detailed written materials fully explaining the proposed home occupation and graphic materials as specified below.		
a. Site Development Plan		
1) Location of all buildings on lots including both existing and proposed structures.		
2) Location and number of existing and proposed parking spaces.		
3) Vehicular circulation.		
4) Architectural elevations (type and materials used in all external surfaces).		
5) Location and type of all proposed lights.		
6) Curb cuts, driveways, number of parking spaces.		
7) Site plan details such as trash receptacles, etc.		
8) Location and material used for all screening devices.		

	Compliance	
	Yes	No
b. Dimension Plan		
1) Lot dimensions and area.		
2) Dimensions of proposed and existing structures.		
3) Floor plan and room plan.		
4) Existing and proposed setbacks of all buildings located on property in question.		
c. Completed Application.		



APPLICATION PROCEDURES CHECKLIST

APPEALS

SUBJECT TO STAFF REVIEW

A checklist of background information and submittal requirements for the processing of appeals is provided below. The intent of this form is to provide an understanding as to materials necessary for the review of appeals.

The City staff, as well as the applicant, are to utilize this form as a checklist required for determining if the application is complete and adequate for acceptance. If information is lacking, the application will not be considered complete and no action will be taken by the City to consider the request.

	Compliance	
	Yes	No
Submittal Requirements:		
Appeal from the ruling of Administrative Officer is made by the property owner or their agent within thirty (30) days after the making of the order being appealed.		
The appeal is judged to be applicable to the legislative intent of the provisions of the Zoning Ordinance.		
Notice of appeal by property owner or agent should be in the form of a letter and include, but not be limited to, the following:		
a. A detailed written description of initial request, which is being made by the property owner or applicant.		
b. Action taken by the City staff on the request and the date of action.		
c. Explanation of why the appeal is justified (grounds for appeal) and the staff interpretation is viewed as incorrect.		
d. If applicable, all graphics and information required in the original submission.		
Filed appeal is accompanied by fee as provided for by City Council resolution.		

Signature of Applicant

Date

**“EXHIBIT __”
TO
DEVELOPMENT CONTRACT**

IRREVOCABLE LETTER OF CREDIT

No. _____
Date: _____

TO: City of Montrose
P.O. Box 25
311 Buffalo Avenue South
Montrose, MN 55363

Dear Sir or Madam:

We hereby issue, for the account of _____, and in your favor, our Irrevocable Letter of Credit in the amount of \$_____, available to you by your draft drawn on sight on the undersigned bank.

The draft must:

- a) Bear the clause, "Drawn under Letter of Credit No. _____, dated _____, 20____, of _____ (Name of Bank) _____";
- b) Be signed by the Mayor or City Clerk of the City of Montrose.
- c) Be presented for payment at _____ (Address of Bank) _____, on or before 4:00 p.m. on _____, 20__.

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be November 30 of each year), the Bank delivers written notice to the Montrose City Clerk that it intends to modify the terms of, or cancel, this Letter of Credit. Written notice is effective if sent by certified mail, postage prepaid, and deposited in the U.S. Mail, at least forty-five (45) days prior to the next annual renewal date addressed as follows: Montrose City Clerk, P.O. Box 25, 311 Buffalo Avenue South, Montrose, MN 55363, and is actually received by the City Clerk at least thirty (30) days prior to the renewal date.

This Letter of Credit sets forth in full our understanding which shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument, or agreement, whether or not referred to herein.

This Letter of Credit is not assignable. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall be governed by the most recent revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 400.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

BY: _____

Its _____
Authorized Insurance Representative