



PLANNING DEVELOPMENT & LAND USE APPLICATION

File # _____

File Date _____ Fee Paid _____ Complete App. Date _____ Staff Initials _____

PROPERTY INFORMATION

Property Address	
Parcel ID Number	

LEGAL DESCRIPTION OF PROPERTY

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APPLICATION TYPE & FEES

Rezoning	\$200.00	Preliminary Plat	\$200.00
Conditional Use Permit (C.U.P.)	\$200.00	Final Plat	\$200.00
Amendment for C.U.P.	\$200.00	Variance	\$200.00
Sketch Plan	\$ 0.00		

APPLICATION INFORMATION

Name	
Address	
Phone	
Email	

TITLEHOLDER(S) INFORMATION

Name	
Address	
Phone	
Email	

CONTACT INFORMATION

Name	
Address	
Phone	
Email	

ARCHITECT/ ENGINEER INFORMATION

Name	#1)	#2)
Address		
Phone		
Email		

MINOR SUBDIVISION REQUEST

Property Acreage			
Proposed Number of Lots			
Type of Subdivision	Lot Division	Lot Combination	
Land Use	Residential / Other	Commercial	Industrial
Intended Use Per Each Split/Combination			

ACKNOWLEDGEMENT

APPLICATION STATEMENT

This application should be processed in my name, and I am the party whom the City of Heidelberg should contact about this application. I have completed all the applicable filing requirements, and to the best of my knowledge, the documents and information I have submitted are true and correct.

Applicant(s) Signature

Date

OWNER STATEMENT

I am the owner of the above-described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city of Heidelberg by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a Corporation or partnership, irresolution authorizing this action on behalf of the board or partnership must be attached.)

Landowner(s) Signature

Date

*The **CONTACT PERSON** list above will receive all review comments and requests for revisions from the City. They are responsible to inform all parties involved on the project of changes or updates that may occur throughout the process.*

SUBMITTAL REQUIREMENTS	
Application Fee(s)	Non-refundable application fee and any applicable attorney fees to cover expenses related to the review.
Legal Description	A full legal description, as documented on the property deed or certificate of title.
Boundary Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, plated and recorded easements and rights-of-way, existing and proposed structures for additions for other site improvements with dimensions to show size and location, structure setbacks from property lines, natural features, driveways and utilities. 2 copies of the survey, along with an electronic version of survey, shall be submitted to City Staff.
Written Statement	This narrative shall describe the requested Minor Subdivision approval and the intended use of the property, compatibility to the surrounding land uses, and a detailed justification as to why the city should consider and approve the request.
Legal Description (Existing)	Full legal description of the existing property, or properties, as documented on property deed or certificate of title, for registered survey must be submitted.
Legal Description (Proposed)	Full legal description of the property or properties must be submitted.
Wetland Delineation	A wetland delineation report and appropriate documentation may be required. If required, the delineation must be staked in the field for the City staff verification. The Le Sueur County Soil & Water Conservation District must approve any required wetland mitigation.
Access	Access approval from the road authority.
Mailing Labels	Mailing list, two sets of address labels, and map of names and addresses of property owners located within 350 feet of the subject property. (For all applicants, other than variances and final plats).
Other Items	City staff reserved the right to require additional items be submitted for a full review of the application if deemed necessary to consider the request.
Submittal Format	One (1) Hardcopy Plans – 11” x 17” and three (3) Hardcopy Plans – 24” x 36” Electronic Application & Plans

All documents are public information and may be used in written reports and distributed to the public.

NOTE: APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMISSIONS HAVE BEEN RECEIVED.