



Planning Case #: \_\_\_\_\_  
Fees: \_\_\_\_\_  
Date Received: \_\_\_\_\_

## Land Use/Development Application

### General Information:

**Property Owner:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address of Property Involved:** \_\_\_\_\_

**Property Identification Number:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_

- Type of Request:**
- \_\_\_\_\_ Subdivision
  - \_\_\_\_\_ Lot Consolidation
  - \_\_\_\_\_ Rezoning
  - \_\_\_\_\_ Concept/Preliminary/Final Plat
  - \_\_\_\_\_ Site and Building Plan Review
  - \_\_\_\_\_ Comprehensive Plan Amendment
  - \_\_\_\_\_ Administrative Permit
  - \_\_\_\_\_ PUD (concept plan/development)
  - \_\_\_\_\_ Ordinance Amendment (text or map)
  - \_\_\_\_\_ Other \_\_\_\_\_

**Description of Request:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Certified Land Survey and Site Plan Requirements

The City of Avon requires the submittal of a certified land survey and site plan(s) for all development projects in the City. Please contact the City Zoning Administrator for a complete list of all requirements.

True and accurate representation of the following requirements is the responsibility of the applicant. In all cases, the survey and site plan shall contain: Please see the Zoning Administrator for any additional information that may be needed.

Complete Incomplete N/A

**General Information:**

- Legal Description
- North point and graphic scale
- Benchmark Information
- Date of Survey
- Name of surveyor and registration number

**Project Information:**

- Name of project
- Location of project and assigned site address
- Name and address of owner/developer
- A separate written statement describing the intended use of the property and why the City should approve the request (including hardship statement if application is for a variance)

**Site/Building Plan Information:**

- Boundary lines of project site including dimensions at a scale of not less than (1) inch to fifty (50) feet (Iron monuments must be shown)
- Existing and proposed topographic information at two (2) foot intervals extending 100 feet from the exterior boundary
- Adjacent streets and rights-of-way
- Principal building location(s), dimensions and setbacks
- Preliminary annotated exterior elevations and building floor plans drawn to a minimum scale of 1/8"=1'
- Accessory building location(s), dimensions, and setbacks
- Driveway and sidewalk location with materials noted
- Fences and retaining wall locations

**Environmental Information:**

- Shoreland boundary (including official OHW elevation)
  - Wetland boundary (including a copy of the delineation report)
  - Floodplain/floodfringe boundary including elevations at building and lot corners
- NOTE: The lowest floor elevation (including basement) must be included

**Easement Information:**

- Private and public easement locations and dimensions
- Utilities and rights-of-way easements including man-hole elevations, pipe elevations and sizes

**Utilities and Infrastructure Information:**

- Grading plan. Existing and proposed contours shall be provided in two (2) foot contours.
- Traffic study including traffic flow and existing and projected volumes in and around the subject property. NOTE: Information must be prepared by a professional engineer.

Utilities plan—sizes and locations:

- \_\_\_\_\_ Sanitary sewer & water main
- \_\_\_\_\_ Natural gas & electrical load
- \_\_\_\_\_ Storm sewer design, catch basin inverts and locations, NURP pond dimensions and dimensions
- \_\_\_\_\_ Surface water collection and conveyance features including arrows indicating the direction of surface water flow over the map of proposed contours
- \_\_\_\_\_ Surface water ponds, drainage ditches and wetlands.
- \_\_\_\_\_ Drainage (storm water) calculations, including curve numbers for the property

**Other Considerations:**

- Parkland dedication (for subdivisions creating more than two lots)
- Samples of proposed building materials
- Landscaping plan with species and sizes of plants
- Lighting plan, including specifications of proposed lighting and photometric plan
- Proposed signage
- Photographs showing the location of the proposal and its relationship to the site and existing buildings
- Dumpster location(s)

**Complete/Incomplete Applications**

An incomplete application will delay the processing of land use requests. The application review period commences and an application is considered officially filed when the Zoning Administrator has received and examined the application and determined that the application is complete. The application shall be deemed complete or incomplete within fifteen (15) business days following the submittal of the application. The applicant will be notified regarding the completeness of the application.

**Payment of Fees and Filing Requirements**

The City requests that you make a pre-application meeting with the Zoning Administrator to discuss the application process, filing requirements, fees, deadlines, and draft plans. The undersigned acknowledges that she/he understands that before this request can be considered, the required application fee must be paid to the City in advance. *If additional fees are required to cover costs incurred by the City, the Zoning Administrator has the right to require additional payment from one or more of the undersigned, who shall be jointly liable for such fees.* Such expenses may include (but are not limited to) consultant review of the application by the City Attorney, City Engineer or other professionals.

**Agenda Deadline and Meeting Schedule**

The deadline for submittal of land use applications is listed in the table below. There are **no exceptions**. All regularly scheduled Planning Commission meetings are held in the City Hall Council Chambers beginning at 6:30 p.m. The Planning Commission, regularly meets on the Third Tuesday of each month, and the City Council regularly meets on the first Monday of each month. Applicants are advised that additional meetings and/or workshops are scheduled when necessary.

**Notice of Meeting Attendance**

In order for the Planning Commission to consider any application, the property owner, applicant, or representative previously designated in writing must be present at the scheduled meetings. If not, the matter will be tabled until the next available agenda.

**Notification of Minnesota Statutes Section 15.99**

On July 1, 1995, the Minnesota State Legislature passed a law that required approval and/or denial of all planning requests by a governmental agency within sixty (60) days from when the application was determined to be complete. In order to allow adequate time to thoroughly consider an application including allowance for public input, appropriate design and environmental review and compliance with the City of Avon's Comprehensive Plan, applicable ordinances, and consistent with City policy, staff may extend the review period an additional sixty days and may request further extension of this review period from the applicant.

**Acknowledgement and Signature**

I acknowledge that I have read all of the information listed in the City of Avon Land Use Application and fully understand that I am responsible for consultant costs incurred by the City related to the processing of this application. I understand that there may be additional information that the City may request. I fully understand that I am responsible for submitting any additional information requested by the City that may not be listed on this application.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date