

APP # _____

Date _____

Fee _____

(for office use only)

CITY OF LAKE SHORE
LOT SPLIT/SUBDIVISION/REZONING APPLICATION

Name of Applicant _____ Phone # _____

Property Address _____ Phone # _____

Mailing Address _____ E-mail _____

(if different than above)

City, State, Zip _____

Applicant is:

Legal Owner ☐

Contract Buyer ☐

Option Holder ☐

Agent ☐

Other _____

Title Holder of Property *(if other than applicant)*

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application (required): _____

By signing, the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____

(By signing, the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:

Property ID # _____ Zoning District _____

Nature of request (select only one):

Preliminary Plat ☐

Final Plat ☐

Metes and Bounds ☐

Rezoning ☐

Proposed New Zoning District _____

Fee _____ Paid in Full Date _____

Clerk Signature _____

Date of Planning Commission Hearing _____

Application: Approved ☐ / Denied ☐ by Planning Commission (Metes and Bounds)

Conditions _____

Planning and Zoning Administrator

Date

Date of Planning Commission Hearing _____

Application: Approved ☐ / Denied ☐ by City Council (Rezone or Plat)

Conditions _____

Planning and Zoning Administrator

Date

CHECKLIST

- _____ Completed application, signed by the property owner
- _____ Fee
- _____ Site suitability report and/or SSTs (Metes & Bounds, Plats)
- _____ All current City charges paid
- _____ Survey with minimum Ordinance requirements
- _____ Map showing property locations

CONTACT INFORMATION

Community Development
Administrator:

Nicole Hausmann
Sourcewell
202 12th St NE
Staples, MN 56479
Phone: (218) 541-5538
Nicole.Hausmann@sourcewell-mn.gov

PRELIMINARY PLAT REQUIREMENTS ONLY

1. Location map
2. Site map (including land within 300 feet of boundary)
3. Existing and proposed streets
4. Existing and proposed utilities
5. Names of adjacent property owners
6. Topography
7. Location of significant natural features
8. Areas subject to flooding and wetlands
9. Any easements or buildings on the tract to be platted
10. Location of existing and proposed parks, school sites, and other public areas
11. Existing and proposed zoning changes
12. Name of subdivision
13. Location of section, township, range, etc.
14. Names and addresses of owners and subdivider
15. Names of surveyor and engineer
16. Date the plat was prepared
17. North Arrow
18. Scale (no smaller than 1 inch = 100 feet)
19. Block and lot numbers
20. Names, locations, and widths of adjacent streets (existing)
21. Names, location, and widths of streets proposed by the subdivision (no duplication of existing streets unless the proposed street is an extension of an existing street)
22. Location and width of alley, crosswalks, or pedestrian ways, and easements
23. Lot layout with dimensions and building setback line
24. Parcels or land to be dedicated or reserved for a public purpose
25. Utilities (water lines, storm drains, sanitary sewers, fire hydrants, etc.)
26. Proposed and existing sidewalks
27. Street trees
28. Street lighting and signs
29. Proposed restrictive covenants