

Comp. App. Date	_____
PC Rec. Date	_____
CC Action Date	_____
CC Approval	_____ Denial _____

Final Plat Application

Applicant(s):

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Cell # _____ Other # _____

Email _____

Property Owner(s)/Fee Owner(s), if different from above:

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email _____

Parcel Information:

Property ID#(s): _____ Parcel Size: _____

Complete Legal Description (not abbreviated description from tax statement): _____

Present Zoning: _____

Proposed Name of Subdivision: _____

Proposed Zoning: _____ Proposed # of Lots: _____

Primary Contact:

East Grand Forks
Planning Department

600 Demers Avenue
East Grand Forks, MN 56721
218.773.0124

Application Fee & Financial Guarantee Deposit:

Fee	Receipt #
\$0	

Additional Fees. Must be paid prior to scheduling a request for City Council action on the Final Plat.

Infrastructure fee or Financial Guarantee		_____ # of Lots	\$ _____
City Park Dedication			
New Residential Lots	\$250 per lot	_____ # of Lots	\$ _____
Fee Total to be Collected Prior to Scheduling City Council Action		_____ Receipt #	\$ _____

I hereby authorize East Grand Forks Planning Staff to enter upon property subject to this application to gather information pertinent to this request.

Signature(s) of Applicant(s): _____ Date: _____

_____ Date: _____

Signature(s) of Owner(s): _____ Date: _____

_____ Date: _____

APPLICATION INFORMATION:

I. Application Quantities, Submittal Formats, & Complete Application Submittal Requirements:

Complete applications shall consist of the following information, unless waived by the Planning Department. The Final Plat Application shall have incorporated all the conditions of City Council approval of the Preliminary Plat. Information shall be provided in graphic and/or written formats as appropriate. Additional information or modifications may be required by Planning Staff, Planning Commission, or City Council, and additional information may be requested during the review process.

- ___ 1. Two (2) mylar copies of the final plat.
- ___ 2. Twelve (12) **folded** blueline copies of the final plat and supporting graphic materials that are larger than 11" x 17" in size. Additional copies may be requested as deemed necessary by the Planning Department.
 - ___ a. One (1) reproducible copy reduced to 11" x 17" of the above.
 - ___ b. One (1) reproducible copy reduced to 8.5" x 11" of the above.
- ___ 3. One (1) copy of the final plat, topography contours, and all related engineering plans in a digital format (**DWG file in North Dakota State Plane [North] coordinates**) compatible with City requirements.
- ___ 4. One (1) reproducible copy at 8.5" x 11" of all other supporting documents.
- ___ 5. One (1) copy of any title declaration, deed restriction, restrictive covenant, or homeowner's association documents in recordable form.
- ___ 6. Application fee and financial guarantee.
- ___ 7. Any additional information as requested by the Planning Department.

II. Submittal Deadlines:

The Final Plat Application shall be considered to be officially filed when the Planning Department has received and examined the application and has determined that the application is complete.

The following is a list of deadlines for a complete application to be accepted by the Planning Department for scheduling to be on the Planning Commission Meeting agenda. The Planning Commission meets on the 2nd Thursday of each month. Applications are due dates three (3) weeks prior to the meeting date if a public hearing is required, otherwise applications are due one (1) week prior to the meeting date.