

PRELIMINARY / FINAL PLAT APPLICATION

Application Fee
(1-2 lots): \$300 (3+ lots): \$500
Escrow Fee
(1-2 lots): \$1,000 (3+ lots): \$2,500
Total Fees ¹ : \$ _____

CITY STAFF USE ONLY
Case No: _____
Date Received: _____
60 Day Date: _____
Receipt No: _____

Street Address of Parcel: _____
Applicant Information
Name: _____
Address: _____
Phone # _____ Email: _____
Owner Information <i>(if different from applicant)</i>
Name: _____
Address: _____
Phone # _____ Email: _____

Site Information
Legal/PID # _____ Present Zoning: _____
Total Acreage: _____ Proposed Number of Lots: _____
Proposed Plat Name: _____
Brief Description of Proposal _____

Required Attachments and Exhibits ²	
<input type="checkbox"/>	<p>Narrative outlining the proposed use of lots, type of residential building(s) with proposed dwelling units, and/or type of business or industry.</p> <hr/> <p>- The narrative must also detail how the proposed plan(s) meets the regulations and procedures identified in the West St. Paul Subdivision Ordinance 620.</p> <hr/>
<input type="checkbox"/>	<p>Legal description of the property including abstract and torrens, if applicable, as well as copies of all relevant documents such as covenants, by-laws, etc.</p> <hr/>
<input type="checkbox"/>	<p>Electronic and paper plan sets, prepared and signed by a registered civil engineer, architect, and/or a landscape architect showing all information listed below. Submittals shall include ten 11"x17" copies and one 24"x36" copy of the plans and all plans must be printed to scale.</p> <hr/> <p><input type="checkbox"/> Map of the property as well as all properties within 150 feet of the subject.</p> <hr/> <p><input type="checkbox"/> Plat or sketch plan showing the proposed subdivision name, all lot and block layouts, numbers, and areas. As well as all existing and proposed easements, structures, utilities, topographic data, and drainage.</p> <hr/> <p><input type="checkbox"/> Tree survey and landscaping plan showing location, size, and type of existing trees and landscaping, proposed removals and preservations as well as all new plantings</p> <hr/> <p><input type="checkbox"/> Other documentation may be required or requested by staff in order to perform a complete and comprehensive evaluation.</p> <hr/>

Signature and Acknowledgement ³	
Signature of Applicant: _____	Date: _____
Signature of Owner: _____ <i>(if different from applicant)</i>	Date: _____

1. Fees are payable at the time of application and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. Escrows are a credit toward all reasonable expenses charged by staff and/or consultant's time necessary in the investigation, report, and recommendation to city council regarding the application.
2. All application materials and fees must be filed on or before the dates listed on the submittal calendar on the [zoning page of the City of West St. Paul website](#). A meeting with city staff is encouraged prior to all submittals.
3. I hereby certify that I have read and reviewed this application and know all statements to be true and correct. All work herein mentioned will be done in accordance with all codes and ordinances of the City of West St. Paul and the State of Minnesota. I further understand that this application and related contents may be released to other local government agencies for review.