

Application # _____	Date Application Rec'd ___/___/___	Fee Collected \$ _____
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(for office use only)

CORINNA TOWNSHIP
STANDARD SUBDIVISION & PLANNED UNIT DEVELOPMENT
APPLICATION

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ Local Phone _____
(if different than above) (if different than above)

City, State, Zip _____

Applicant is:		Title Holder of Property <i>(if other than applicant)</i>
Legal Owner	()	_____
Contract Buyer	()	(Name) _____
Option Holder	()	_____
Agent	()	(Address) _____
Other _____		_____
		(City, State, Zip)

Signature of Legal 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.)

Full legal description of property involved in this request, including total acreage (required – attach separate sheet if necessary):

Property ID # 206- ___ ___ - ___ ___ ___ ___ Zoning District _____
 (12 digit # on tax statement)

- Nature of request (select all that apply):
- Standard Subdivision – Preliminary Plat
 - Planned Unit Development, including Common Interest Communities (CICs)

Note: Applications for preliminary plat approval, if approved, must be followed by an application for final plat approval incorporating any changes or conditions required by the Corinna Town Board during the approval of the preliminary plat. Applications for final plat approval must be received within 12 months of preliminary plat approval or such approval becomes null and void.

CORINNA TOWNSHIP
STANDARD SUBDIVISION/PLANNED UNIT DEVELOPMENT CHECKLIST

The preliminary plat approval stage is the point in the review process in which all information pertinent to the proposed development is furnished by the subdivider for review by the Zoning Administrator, Planning Commission and the public. The information provides the basis for approval or denial of the application. The information submitted in the application shall address both existing conditions and changes that will occur during and after development. A preliminary plat is a plan of how the property will be developed. Changes may be required by the Zoning Administrator, Planning Commission or Board and additional information may be required during the review process. In the event that additional information is needed to provide an adequate basis for making a decision, the Zoning Administrator, Planning Commission or Board may request additional information in order to provide an adequate basis for making a decision.

The following information shall be provided as part of an application for a lot split/subdivision/rezoning (incomplete applications, as determined by the Zoning Administrator, will not be accepted or scheduled for a hearing):

- A completed application form and documents demonstrating sufficient ownership or control in the property being platted.
- One electronic (PDF) copy of the preliminary plat, one (1) large format paper copy and one (1) reproducible paper copy reduced to 11" x 17". At a minimum, the application shall contain the information required in this Ordinance.
- The application shall be accompanied by all fees established pursuant to this ordinance.

Existing Site Conditions and Features

- Existing property lines and property lines extending 100 feet from the exterior boundaries of the parcel to be subdivided, including the names of the adjacent property owners and current use of those properties.
- Existing public and private roads, showing widths of the roads and any associated easements.
- Location and size of any abandoned wells, sewage treatment systems and dumps.
- Existing buildings and any impervious surface.
- Topography at 2' intervals and source of contour interval, unless approved otherwise by the Zoning Administrator or Planning Commission. A contour map of the surrounding properties may also be required.
- Existing general outline of existing trees and vegetation (list type and percent of coverage; i.e. grassland, plowed field, wooded areas, etc.)
- Waterways, watercourses, lakes and public water wetlands
- Delineated wetland boundaries for all wetlands located within the plat boundaries that are not public waters or public waters wetlands, including a copy of the complete wetland delineation report.

- The 100 year flood elevation and Regulatory Flood Protection Elevation, if available.
- Floodway, flood fringe and/or general flood plain district boundary, if applicable.
- The shoreland district boundary, if any portion of the plat is located in shoreland.
- In the shoreland overlay district, the ordinary high water level and the highest known water level.
- In the shoreland overlay district, the toe and top of any bluffs present.
- In the shoreland overlay district, show near-shore aquatic conditions. Information should include lake or river depth, types of bottom sediment and aquatic conditions.
- Mapped soils according to the Wright County Soil Survey.
- Surface water drainage patterns.
- Any additional features deemed necessary at the pre-application meeting.

Proposed Subdivision Design Conditions/Features

- Proposed lot lines, dimensions and acreage of all new lots.
- Proposed uses and residential density.
- Name, location, grade and width of proposed streets and any provision for extending streets to serve adjacent areas.
- A detailed grading plan for streets located within the plat boundary.
- General plans for installation of sewer, storm water retention and/or drainage facilities. Include storm water management calculations and plans for the proposed development if required to obtain an NPDES Phase II permit under state or federal regulations.
- If not to be served with public sewer, identification on the preliminary plat for each applicable lot the location of one standard sewage treatment system site and one additional soil treatment area together with the site evaluation report completed by a licensed site evaluator.
- Proposed easements for utilities, drainage and storm water storage.
- The minimum setbacks and resulting building lines.
- Identification of any physical characteristics of the site constituting a susceptibility to erosion or siltation, including effects to any adjacent property, and identification of the erosion control measures, if any, to be used to prevent any erosion or siltation.
- Identification of the buildable lot area as set forth in this ordinance or the Corinna Township Zoning Ordinance.
- Proposed lot and block numbers.

- Proposed soil borrow areas for any new road within the plat boundary.

General Information

- The proposed name of the plat.
- Name, address and phone number of the owner, subdivider, agent, applicant, surveyor and other principles involved in the development of the plat.
- Proof of ownership.
- Existing zoning. Reference any zoning or similar land use actions that have already occurred that are pertinent to the proposed development.
- Total acreage of the land to be subdivided.
- Boundary line survey and legal description.
- North arrow and scale.
- Graphic scale of not less than 1 inch to 100 feet unless otherwise approved by the Department.
- The following shall be added to the plat map or drawing when a proposed preliminary plat includes lands abutting upon an existing or established trunk highway or proposed highway which has been designated by a centerline order filed in the Office of the County Recorder and/or Registrar of Titles or a preliminary plat that includes lands abutting upon an existing or established county or county state aid highway:
 - The outlet for and means of disposal of surface waters from the proposed platted area;
 - The land use designation and zoning category of the proposed platted area;
 - The locations of ingress and egress to the proposed platted area; and
 - A preliminary site plan for the proposed platted area, if one has been prepared.

Additional Information Requirements for Planned Unit Developments

- Proposed uses and location of common open space and restricted lands.
- Areas proposed to be conveyed, dedicated, or reserved for parks, parkways, playgrounds, public buildings, and similar public and semi-public uses.
- A plot plan for each building site and common open area, showing the approximate location of all buildings, structures, and improvements.
- Elevation and perspective drawings for all proposed structures and improvements except single-family residences and their accessory buildings.
- A development schedule indicating:
 - The approximate date when construction of the project can be expected to begin.
 - The stages in which the project will be built and the approximate date when construction of each stage can be expected to begin.
 - The approximate dates when the development of each of the stages in the development will be completed.
 - The area and location of common open space that will be provided at each stage.
- Agreements, provisions, or covenants which govern the use, maintenance, and continued protection of the planned unit development and any of its common open areas or restricted lands.
- Any other plans or studies determined necessary by the Planning Commission to protect the public health, safety or welfare.

** Under certain circumstances, the Planning Commission may require other detailed information when determined necessary to make an informed decision. In order to expedite your application and avoid delays, the Zoning Administrator may recommend the submittal of this information as part of the initial application or prior to the hearing date.*

CORINNA TOWNSHIP
STANDARD SUBDIVISION & PLANNED UNIT DEVELOPMENT APPLICATION

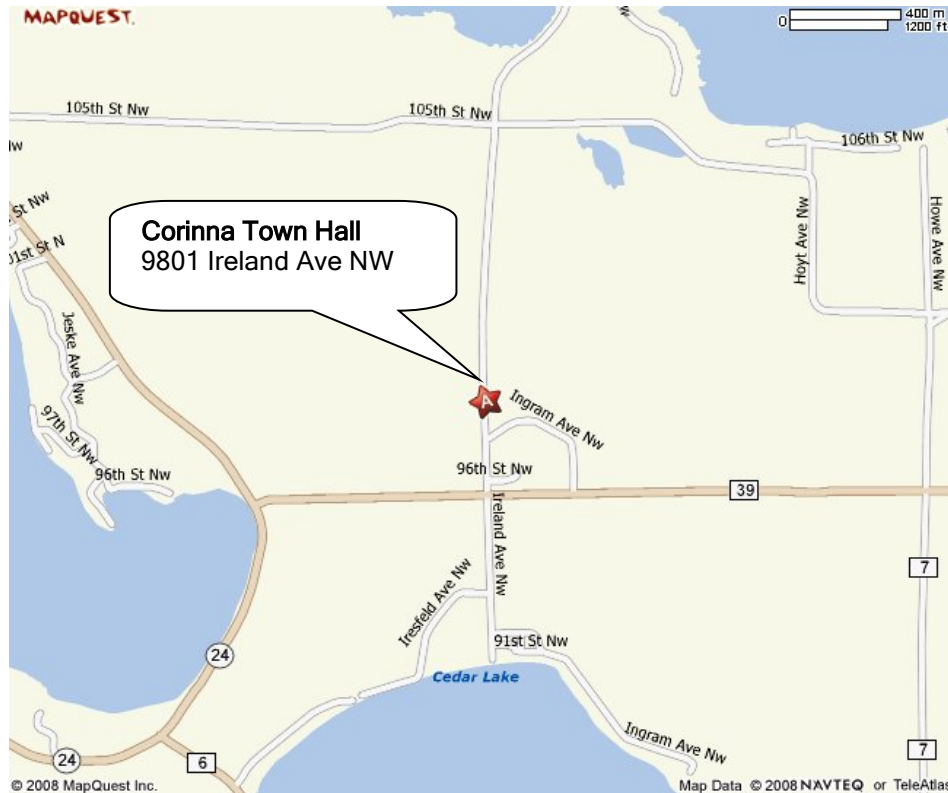
APPLICATION:

1. Applicant shall complete Standard Subdivision & Planned Unit Development Application provided by the Zoning Administrator and submit to the Township Offices at 9801 Ireland Ave NW, Annandale, MN 55302. See the attached schedule of public hearings for relevant application deadlines.
2. Application shall be accompanied by the required number of copies of a plat drawing complete with, at a minimum, the information from Standard Subdivision/Planned Unit Development Application Checklist.
3. Application shall be accompanied by an application fee made payable to Corinna Township. ***This fee does not cover any Land Use Permits which may be necessary separately if the subdivision application is approved.***
 - a. First five lots \$250.00 / \$+50.00 per lot over 5
 - b. 1 per 40 cluster: First Five \$250/ \$+50.00 per lot over 5
4. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within fifteen business days if additional information is required to complete the application. An application will not be accepted until it has been deemed complete by the Zoning Administrator.
5. A preliminary plat which included land abutting upon an existing or established trunk highway or proposed highway which has been designated by a centerline order filed in the Office of the County Recorder and/or Registrar of Titles shall be submitted to the Commissioner of Transportation for written comments and recommendations. Where a preliminary plat includes land abutting upon an existing or established county or county state aid highway, the preliminary plat shall be submitted to the County Highway Engineer for written comments and recommendations.
6. The Zoning Administrator shall set a public hearing on the preliminary plat application.
7. The Planning Commission shall conduct a public hearing before final consideration of the preliminary plat. Public notice shall be in accordance with Minnesota Statutes, Chapter 394; or successor statutes.
8. The Planning Commission shall submit its recommendations and findings to the Corinna Town Board. The recommendation may be conditional, and may recommend approval or denial of all or part of the preliminary plat.
9. The Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at the Township Office and online at www.hometownplanning.com/corinna-township.html approximately one week prior to the scheduled meeting date.
10. The Planning Commission shall consider, but not be limited to, the following criteria when considering a preliminary plat:

- a. The preliminary plat shall conform to all applicable official controls and all state and federal laws.
- b. The preliminary plat shall be consistent with the Corinna Township Comprehensive Plan.
- c. No plat shall be approved which does not conform to any applicable floodplain regulations.
- d. No plat shall be approved unless there is provision for two (2) standard on-site sewage treatment systems for each lot, unless served with public sewer or an approved cluster sewer system serving lots within the subdivision.
- e. A plat shall not be approved where a variance will subsequently be required in order to use the lots for their intended use.
- f. No plat shall be approved that does not contain adequate provisions for storm water runoff. If required, no plat shall be approved without an NPDES Phase II-compliant storm water management plan reviewed and approved by the Township or its designated representative.
- g. Each lot shall have sufficient buildable lot area which, for the purposes of this Ordinance, shall be defined as the contiguous area of a lot which is sufficient in area to accommodate the construction of water supply systems, sewage treatment systems, buildings and driveways, while still providing for adequate setbacks. Areas which are floodways, wetlands, rights-of-way, bluffs or which have soils that are unsuitable for individual sewage treatment systems cannot be included in calculating the buildable area of a lot.
- h. Each lot shall be of sufficient size and character to meet applicable sewage treatment system standards
- i. When deemed appropriate by the Zoning Administrator or the Planning Commission, the subdivider shall provide a vegetative buffer adjacent to delineated wetlands and/or wetlands identified on the National Wetland Inventory Map.
- j. The Planning Commission shall consider whether the plat as proposed adequately protects the health, safety and welfare of the residents of the Township by providing for safe and adequate drinking water supply, adequate sewage treatment capacity, safe road access, proper road alignment and proper setbacks and buffering from conflicting land uses.

CORINNA TOWNSHIP CONTACT INFORMATION

Land Use and other Permit Applications can be obtained at www.hometownplanning.com/corinna-township.html or at the Township office. Completed applications should be dropped off at the Town Hall during office hours (8am-3pm, Mon, Tues, Thurs and Fri – closed Wednesday). A drop box is available outside of Town Hall to obtain application forms or drop off completed applications 24 hours per day.



<p>Corinna Township may be reached at: Corinna Township 9801 Ireland Avenue NW Annandale, MN 55302 Phone: 320-274-8049 Fax: 320-274-3792 Email: clerk@corinnatownship.com www.corinnatownship.com</p>	<p>The Township Zoning Administrator is: Ben Oleson Hometown Planning Phone: 888-439-9793 Fax: 888-439-9793 E-mail: oleson@hometownplanning.com www.hometownplanning.com/corinna-township.html</p>
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The Corinna Township Land Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on www.hometownplanning.com/corinna-township.html.