



## CITY OF INVER GROVE HEIGHTS

8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
(651) 450-2545  
www.invergroveheights.org

### **PRELIMINARY PLAT** (City Code Section 11-2-3)

The following must be submitted prior to review and processing a request. If you have any questions, please contact the Planning Department.

- Prior to submitting a preliminary plat application, the subdivider shall offer to neighboring land owners the opportunity to meet with the subdivider to discuss the subdivision. All property owners within 350 feet of the property to be subdivided shall be notified of the neighborhood meeting in writing by the subdivider. If the subdivision is not to be served by municipal sanitary sewer, property owners within 1,000 feet of the subject property shall be notified by mail. The neighborhood meeting shall be offered to be held at least 10 days prior to filing the preliminary plat application, but no more than 30 days before filing the preliminary plat application. Minutes or a summary of the testimony presented by neighbors must also be submitted.
- For single family residential subdivisions, a park dedication fee of \$2,850 per lot is required for each resulting buildable lot. For multi-family residential subdivisions, commercial subdivisions, and all other zoning districts, the park dedication fee varies. Please see Section 11-4-6.
- A completed Planning Application Form with the appropriate fees.
- An Abstractor's Certificate with a list of names and addresses of the property owners within 350 feet of the property in consideration; if the property is not served by municipal sanitary sewer a list of names and addresses of the property owners within 1,000 feet of the property in consideration. \*\*An Abstractors Certificate can be obtained at abstract and title companies. Please note the abstract certificate may take up to two weeks to prepare.
- A written narrative clearly describing the request.
- Ten (10) folded full size copies, one set of 11 x 17 reductions, and an electronic plan set, if available, of the following:
  - Exact Legal Description(s) of the Property to be platted.
  - Preliminary Plat containing the information as specified in Title 11-2-5B.
  - Grading and Drainage Plan including the following:
    - Earthwork quantities
    - Final grades (3:1 maximum slopes, 4:1 preferred maximum)
    - Building pad elevations
    - Existing and proposed topography
    - Drainage calculations
    - 10-year storm pipe design
    - 100-year storm level of protection
    - Direction of drainage around each building pad location
    - Appropriate easements as required

- ❑ Erosion Control Plan including method, location and detail of erosion control measures.
- ❑ Utility Plan including the following:
  - For plats with public utilities:
    - The location and profile of existing utilities, proposed utilities, connection with existing utilities (watermain, sanitary sewer, storm sewer) appropriate easements as required.
    - Note whether the utilities will be publicly or privately constructed, owned and maintained.
  - For plats without public utilities:
    - For plats in the non-utilitied portion of the city note drainfield locations on proposed lots. (Must be located on undisturbed soil.)
- ❑ Street Plan including the following:
  - Plan and profile of internal roads, grades, lengths of cul-de-sacs
  - Curb data (horizontal and vertical)
  - Connection to existing streets or platted right-of-way
  - Provisions for future extensions or connections to adjacent land
  - Appropriate easements or right-of-way
- ❑ Wetland Plan showing the filling or draining of any wetland including sequencing justification and proposed mitigation consistent with the Wetland Conservation Act. All wetlands must be delineated in accordance with the Wetland Conservation Act.
- ❑ Tree Preservation Plan showing location, size and species of all significant trees (8 caliper inches or greater for deciduous trees, 10 feet in height for coniferous trees) including trees to be preserved, removed and those within 30 feet of grading limits.
- ❑ Reforestation or Landscape Plan showing reforestation required by City Code Title 10-15D and landscaping required by City Code Title 10-15-11. The plan must identify location, size, species and quantity of plant materials.
- ❑ Urban Development Concept Plan

All lands guided for residential development by the Comprehensive Plan that are located within the “A” Agricultural, “E-1” and “E-2” Estate Zoning Districts, are outside of the Metropolitan Urban Service Area (MUSA), and have a gross land area of 20.0 acres or more shall provide a concept plan indicating the manner in which land could be developed at urban densities. The Urban Development Concept Plan should be designed to current subdivision standards for urban development. In designing the subdivision, the following considerations shall be made:

  - The proposed street layout for the urban subdivision overlay may, at the discretion of the City Council, be required to integrate with the rural plat to maximize the use of existing built roadways and connections to off-site systems. All street right-of-ways for the Urban Development Concept Plan may, at the discretion of the City Council, be required to be platted as part of the rural plat to secure the integrity of future urban platting.
  - Lot size and arrangement may, at the discretion of the City Council, be required to be based on the R-1C One-Family Residential District standards. House pad locations for the rural development may, at the discretion of the City Council, be required to be indicated on the concept plan and be consistent with urban zoning standards so as to maximize efficient resubdivision of the rural lots into urban lots.

- Areas for potential park land dedication and trail connections shall be identified as Outlots that are suitable for dedication to the City if required by the City Council.
  - The potential location of easements for drainage, municipal water, sanitary sewer, and storm sewer systems may, at the discretion of the City Council, be required to be shown in the Urban Development Concept Plan, including connection points for utility systems at the plat boundaries. Such easements may be required to be dedicated together with the rural plat if the City Council requires it.
  - The preliminary storm drainage system design may, at the discretion of the City Council, be required to include proper pipe sizing and storm water ponding improvements for the urban development.
- Letter from Dakota County or MN/DOT containing recommendations on access or right-of-way requirements, if the property abuts county or state roads or right-of-way, or proposes access to a state or county road.
  - At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).

#### Other Possible Agency Reviews

- MN/DOT - When a proposed plat is adjacent to state right-of-way or road, or access to a state road is proposed.
- Dakota County - When a proposed plat is adjacent to a county right-of-way or road, or access to a county road is proposed.
- DNR - For subdivisions, Planned Unit Developments in a Shoreland Overlay Zone, or for variances requested from the Shoreland Management standards.
- EQB (Minnesota Environmental Quality Board) - Projects requiring environmental review.
- Any other applicable agency or jurisdiction.



# CITY OF INVER GROVE HEIGHTS

8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
(651) 450-2545  
www.invergroveheights.org

## PLANNING APPLICATION FORM

### SECTION 1 APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Cell Phone/Fax: \_\_\_\_\_ Cell Phone/Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

### SECTION 2 SITE & PROPERTY OWNER INFORMATION

Site Address: \_\_\_\_\_ County Tax PIN: 20 \_\_\_\_\_  
Legal Description (or attach separately): \_\_\_\_\_  
Owner Name (If different from above): \_\_\_\_\_  
Owner Email: \_\_\_\_\_  
Owner Mailing Address: \_\_\_\_\_

### SECTION 3 APPLICATION TYPE

\_\_\_\_\_ Variance \_\_\_\_\_ Conditional Use Permit \_\_\_\_\_ Major Site Plan Review  
\_\_\_\_\_ Rezoning \_\_\_\_\_ Preliminary Plat \_\_\_\_\_ Planned Unit Development  
\_\_\_\_\_ Comp Plan Amendment \_\_\_\_\_ Final Plat \_\_\_\_\_ Zoning Code Amendment  
\_\_\_\_\_ Waiver of Plat \_\_\_\_\_ Other: \_\_\_\_\_

### SECTION 4 OTHER INFORMATION

Attach the written description, plans and other required documents (See Petitioner's Instructions.).

*I attest that the information contained in this application is true and correct to the best of my knowledge.*

APPLICANT SIGNATURE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

### OFFICE USE ONLY

Case Number: \_\_\_\_\_ Planning Review Committee Date: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_ Planning Commission Date: \_\_\_\_\_  
Accepted By: \_\_\_\_\_ Park & Rec. Commission Date: \_\_\_\_\_  
Receipt #: \_\_\_\_\_ City Council Date: \_\_\_\_\_  
Escrow #: 702-229 **60 Day Deadline:** \_\_\_\_\_

## SECTION 5 FEES

REQUEST TYPE	BASE FEE	ABSTRACT FEE	GIS FEE	ESCROW*	TOTAL
Administrative Subdivision	\$100		\$25/lot		\$
Comprehensive Plan Amendment	\$500		\$50	\$2,500	\$
Comprehensive Plan Amendment – minor	\$200			\$250	\$
Conditional Use Permit, single family residential	\$250	\$46			\$
Conditional Use Permit, impervious surface single family residential	\$250	\$46		\$1,500	\$
Conditional Use Permit, other	\$500	\$46		\$5,000	\$
Conditional Use Permit, other – amendment	\$150	\$46		\$1,000	\$
Determination of Substantially Similar Use	\$200			\$200	\$
Final Plat – single family	\$500	\$46	\$25/lot	\$5,000	\$
Final Plat – other (i.e. Commercial or Industrial)	\$200	\$46	\$100/acre	\$5,000	\$
Interim Use Permit	\$500	\$46		\$1,250	
Major Site Plan Review	\$500			\$5,000	\$
Non-Conforming Use Certificate	\$500	\$46		\$1,250	
Northwest Area Environmental Studies Fee	\$80/gross acre				\$
Northwest Area Sketch Plan Review				\$1,000	\$
Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$46	Varies	\$5,000	\$
Planned Unit Development (PUD) – Final	\$500	\$46		\$3,000	\$
Planned Unit Development – Amendment	\$250	\$46		\$1,000	
Preliminary Plat	\$500 + \$5 per lot			\$5,000	\$
Rezoning	\$500		\$50	\$500	\$
Street Dedication	\$150	\$46	\$50		\$
Street/Easement Vacation	\$150	\$46	\$50	\$500	\$
Variance – Residential	\$200	\$46			\$
Variance - Commercial	\$200	\$46			\$
Waiver of Plat	\$300	\$46	\$25		\$
Wetland Conservation Act Certification	\$75				
Wetland Replacement Plan	\$200		\$100/acre	\$2,500	
Zoning Code Amendment	\$500			\$500	\$
Zoning Code Amendment – minor	\$100			\$250	\$
<b>TOTAL CUMULATIVE FEES</b>	<b>\$</b> (Code “AV”)	<b>\$</b> (Code “AV”)	<b>\$</b> (Code “CB”)	<b>\$</b> (Acct. # )	<b>\$</b>

\*The above escrow amounts represent the minimum deposit required. Additional escrow amounts may be required depending upon the size, complexity and scope of project.

CITY OF INVER GROVE HEIGHTS, MINNESOTA  
PLANNING DIVISION

PROPERTY ACCESS CONSENT FORM

This is to certify that on \_\_\_\_\_, 20\_\_\_\_, I, \_\_\_\_\_,  
owner of property described as follows (address or legal description):

---

---

---

---

filed a request, (or authorized, by my signature, the filing of a request) with the Inver Grove Heights Planning Division for \_\_\_\_\_ on the described property. By filing the above referenced request, I hereby consent to permit access to said property, at any reasonable time, to members of City Staff, the Planning Commission, and the City Council for purposes of viewing the site and information gathering that is pertinent to the request.

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

Dated: \_\_\_\_\_

(Please return this completed form to the Planning Division at the time of application for your planning request. If the Consent Form is not returned with your Planning Application Form, it will be assumed that you do not wish to grant access to your property for the stated purpose. A copy of the Consent Form will be retained in the planning file relative to your case. The consent granted by virtue of this form expires upon final City Council action relative to your request.)

---

**OFFICE USE ONLY**

Case No: \_\_\_\_\_

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



## CITY OF INVER GROVE HEIGHTS

8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
(651) 450-2545  
[www.invergroveheights.org](http://www.invergroveheights.org)

Dear Applicant:

As outlined in the Planning Application Form, the City of Inver Grove Heights requires a cash escrow deposit to cover all costs directly related to processing your application. These costs include City staff time, administrative costs, and costs for any consultants essential to complete the application's review.

The City makes every effort to minimize the cost of reviewing your application. To be most effective at this, it is important that you submit complete documents, plans, and designs. Incomplete submittals typically result in increased review time, and may require more of the City's consultants to become involved in the review. For example, if the City Attorney is required to draft legal documents that your attorney could draft, your escrow account would have to cover the City Attorney's time.

If your escrow deposit is depleted before the application is concluded, you will be required to make an additional deposit. In all cases, any negative balance in your escrow account will need to be paid prior to releasing City approvals of your application. Excess escrow will be refunded to you after final action is taken by the City Council and all billings are posted to your account.

Please contact the City Planner at 651-450-2554 if there are unanswered questions or you are unsure how to proceed.

Sincerely,

CITY OF INVER GROVE HEIGHTS

Acknowledgement by applicant that this letter has been read and understood:

\_\_\_\_\_  
(Applicant's signature)

\_\_\_\_\_  
(date)