

# DEVELOPMENT REVIEW PROCESS & RESPONSIBILITY MATRIX



**BALDWIN TOWNSHIP**  
**30239 128<sup>TH</sup> STREET, BALDWIN TWP, MN 55371**  
**(763) 389-8931**

STEPS	REVIEW STAGES	PROPERTY OWNER/APPLICANT	TOWN PLANNER	TOWN ENGINEER	TOWN ADMINISTRATIVE STAFF	OTHER
<b>1</b>	<b>Pre-Application Meeting</b> (highly recommended)	Bring ideas, maps, sketches or surveys that you have available. Meet with staff to review engineering requirements, zoning & subdivision ordinance criteria and feasibility.	Coordinates all pre-application meetings for all types of projects	Involved as needed, in major street, grading projects or plats	Sits in on meetings to stay informed about project	Sherburne County for access, right-of-way, impacts along county roads and ditches
<b>2</b>	<b>Plan Preparation</b> Site plans, surveys, wetland delineations, soil borings, lot buildability	Review <b>Submittal Checklist(s)</b> , hire contractors to prepare plans and perform required work (see glossary for types/description of work needed)				MNDOT for any access or impacts/development along State roads
<b>3</b>	<b>Application(s) submitted</b> (60-day review period starts when application is complete) <b>Fees &amp; Escrow Due</b>	<b>Application</b> submitted with required fees and escrow amounts (signed by property owner and applicant), <b>Fee Responsibility Agreement</b> form.	Planner reviews submission for completeness within 15 days	Engineer reviews road, grading or plat projects for completeness	Accepts application, fees and escrow money	All wetland delineations, impacts, driveway crossings, etc., subject to Sherburne County review.
<b>4</b>	<b>60-Day Review Period Begins</b> Any incomplete information delays start of 60-day review period	All plans must be received at the time of application; submit revised or additional information at the request of Town staff/consultants.	Incomplete letter sent to applicant if necessary			DNR for any protected waters
<b>5</b>	<b>Meeting Agenda &amp; Public Hearing Scheduled</b> (if required)		Project placed on next available Planning Commission Meeting agenda			

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6	Public Hearing Notice		Prepares public hearing notice, list of properties within 350 feet		Notices sent to official news paper, posted at Town Hall and mailed to properties within 350 feet	Town Attorney involvement may be required for review of legal documents, preparation of development agreements, shared driveway agreements, dedication of easements, or as deemed necessary by Town staff
7	Formal review of plans and reports or memos prepared for staff and governing bodies  Draft Findings of Fact prepared for meetings.		Reviews and documents all zoning and subdivision requirements and outlines conditions of approval	Reviews road street, storm-water, grading & plat projects, lowest floor elevations and all legal descriptions.	Staff prepares mtg. packets for posting online and for review by the Planning Commission and Town Board	
8	Planning Commission (PC) Meeting 4 <sup>th</sup> Wednesday of the month	Applicant attends the meeting or hearing and may be required to attend additional meetings if the project is tabled or continued to the next month.	PC recommends approval or denial, project moves on to Town Board for final decision			
			PC recommends that the project is tabled or public hearing continued to the next PC meeting, giving time for submission of revised or new information/plans as requested			
9	Town Board (TB) Meeting 2 <sup>nd</sup> and 4 <sup>th</sup> Monday of the month	Applicant attends the meeting or hearing and may be required to attend additional meetings if the project is tabled or continued to the next month.	TB decision to approve or deny project, move to Step 11			
			TB decision to table the project or continue the discussion for submission of requested plan changes/information until the next month's meeting			
10	Legal Documents Finalized, Signed & Notarized  Plats are submitted for review by the County Surveyor prior to mylars being prepared.	Deeds, Shared Driveway and Maintenance Agreement, Plat (Mylars), Consent to Plat, Resolution, Subordination Agreement, Title Commitment, Development Agreement, Easements (public or private), Certificate of Trust, Affidavit of Trustee or others as required	Assists Town staff with final document review and assists property owners with the recording process		Coordinates all final document review and assists property owners with the recording process	Town Attorney as needed (all legal documents with the exception of the Development Agreement are prepared by the applicant and reviewed by the Town).

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<b>11</b>	<b>Present all documents to the Town for final approval and Town seal.</b>	All outstanding bills are paid, along with <b>Park Dedication Fees</b> , if applicable	Assists Town staff with final document review and assists property owners with the recording process		Coordinates all final document review and assists property owners with the recording process	
<b>12</b>	<b>Recording of Documents</b> (some items are recorded by the Town and others by the property owner)	Property taxes must be paid in full for the year. Deeds, surveys, plats, easements, development agreements, findings of fact, etc. are all recorded at Sherburne County				Sherburne County Government Center
<b>13</b>	<b>Schedule Closings</b>	Following the recording of all documents, the sale/transfer of land may occur or applicant may proceed with building plans				
<b>14</b>	<b>Building Permit Review</b>  An approved septic system design is required for all building permits.	Submission of architectural and structural plans to <a href="mailto:permits@rumrivercc.com">permits@rumrivercc.com</a>  A survey is required with all principal buildings and most accessory buildings	Review and approval of plans to ensure compliance with the State Building Code and Town Code, including grading, pad elevations, structure height and materials, setbacks and structural building requirements			Review and approval of building and structural plans, by architects, engineers, as needed
<b>15</b>	<b>Driveway Permit Application</b> (if necessary)  Driveway Permits are available on the Town's website. The Town Maintenance Supervisor will specify the required culvert size and length.	If the property fronts on a Town road, complete a <b>Driveway Permit Application</b> and submit with or before the <b>Building Permit</b> application; mark the proposed location in the field  If the driveway fronts on an Sherburne County or State road, <b>Access Permits</b> should be obtained through those agencies.			<a href="https://BaldwinTownship.govoffice.com">https://BaldwinTownship.govoffice.com</a>  <a href="http://www.Sherburnecounty.us/345/access-permits">www.Sherburnecounty.us/345/access-permits</a>  <a href="http://www.Sherburnecounty.us/327/right-of-way-permits">www.Sherburnecounty.us/327/right-of-way-permits</a>  <a href="http://www.dot.state.mn.us/permits">www.dot.state.mn.us/permits</a>	

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16	Building Permit Issued	Pay <b>Building Permit</b> fees and setup required inspections according to the process outlined online				On-going inspections by building official
17	Construction Process		Periodic inspections of site grading, streets, erosion control and stormwater ponds/structures			On-going inspections by building official
18	Certificate of Occupancy	Work with your contractor and Town Building Official to ensure all building and safety codes have been met				Final Building Inspection
19	Final grading and establishment of turf, return of escrow or reduction/release of Letter of Credit	Schedule a final site inspection with the Town Planner or Town Engineer	The Town Planner or Town Engineer will verify that all criteria have been met per the <b>Resolution and Site &amp; Development Plans, Surveys and Plats or Civil Plans</b> prior to return of escrow			

## GLOSSARY

<b>60-day Review Period</b>	Under MN Statute, the Town has 60 days to review the project/plans and make a decision, but may extend the review period another 60 days if needed. The applicant may also be asked to extend the review period beyond 120 days.
<b>Administrative Subdivision</b>	Administrative subdivisions allow for an adjustment of a common boundary line or the combining of existing parcels by administrative approval. No new parcels are created.
<b>Access Permit – Sherburne County</b>	An Access Permit is required for any new driveway, field entrance, street, or commercial access onto a Sherburne County road. If a change in the use of property that is adjacent to the county road occurs, the county has the right to review access to the county road and require a new permit.
<b>Civil Plans</b>	Civil construction drawings are a set of plans that a contractor will use to build a project, and they are what engineers will use to convey the information of what they have designed so that formal review may occur. The contents of a set of civil construction drawings will vary whether the project is residential, commercial, or involves construction of roads within a plat.

<b>Conceptual or Sketch Plan</b>	A conceptual subdivision plan is often required as a first step in the platting process or when only a portion of a parcel is being subdivided at the present time. It shows how roads and lots will lay out at maximum development potential and is necessary even though the existing owner may have no intention of splitting further. <b>Subdivision and structure placement must not prevent future access to adjoining parcels.</b>
<b>Driveway Permit</b>	A permit required for access onto all Town roads, including establishment of new and secondary driveways.
<b>Fee Responsibility Agreement</b>	This document provides an estimate of Town Staff and consultant’s fees (Town Planner, Town Engineer, and Town Attorney) and hourly rates. The property owner and developer must acknowledge that consultant involvement and costs can vary but can be kept to a minimum by submitting complete plans which follow the recommendations of staff and Town Code regulations.
<b>MNDOT Access/ Driveway Permit</b>	An Access / Driveway Permit is required whenever there is a request for change in access to or from a Minnesota Department of Transportation (MnDOT) right-of-way or a change in use of the property.
<b>Park Dedication Fees</b>	When subdividing land, park dedication fees in the amount of \$1,200 per lot are required for all newly created RESIDENTIAL parcels, if land is not acquired for public recreational use.
<b>Plats</b>	Plats allow subdivision of land into lots smaller than the minimum metes and bounds size in the zoning district, and contain all elements and requirements set forth in all official controls adopted pursuant to Minnesota statutes 462 and 505. A plat is required to subdivide land where the proposed subdivision does not qualify for a simple plat, administrative subdivision, or registered land survey as set forth by the Town Subdivision Ordinance.
<b>Public Hearing</b>	A public hearing provides notification to adjacent, surrounding area and affected property owners and governmental agencies of the proposed development. A Public Hearing is required for plats of 3 lots or more, Comprehensive Plan amendments, Zoning Ordinance amendments, Zoning Map amendments, Conditional Use Permits, Interim Use Permits, Variances, and Vacating Easements.
<b>Registered Land Surveys</b>	Registered land surveys shall be required to convey a tract or tracts of registered property that are not full government subdivision or simple fractional or quantity part of a full government subdivision. In order to assist landowners in correcting legal descriptions, the policy of the town will be to allow a registered land survey of parcels that otherwise do not meet the requirements of the town zoning ordinance or subdivision ordinance. A registered land survey shall only be considered to correct existing boundary lines, and for the purposes stated in Minnesota statutes 508.47. A registered land survey shall not substitute for a plat and shall not result in subdivision of additional parcels.
<b>ROW Permit – Sherburne County</b>	Right-of-Way permits are required for utility installations (including private sewer and water connections), grading in the county right-of-way, or work which obstructs the right-of-way (driveway and culvert installation).

<b>Simple Plats</b>	Simple plats allow subdivision of land into lots smaller than the minimum metes and bounds area in the zoning district, where adequate infrastructure is already in place and no new public roads will be required, and contain all elements and requirements set forth in all official controls adopted pursuant to Minnesota statutes 462 and 505.
<b>Site Development Plans</b>	A Site Development Plan depicts the general layout and configuration of all existing and proposed site elements, including building footprints, parking and street layout, conceptual landscaping and lighting, site cross section drawings, and building elevations.
<b>Submittal Checklist</b>	A list provided by the Town of required submittal items necessary for project consideration and application.
<b>Wetland Delineation</b>	Determination of precise legal boundaries on the ground through field surveys. A wetland delineator uses the wetland regulatory definition and any supplementary criteria such as soils information and vegetation. This boundary must be shown as part of the survey data; all wetlands must be protected via buffer zones and drainage/utility easements.
<b>LIST OF DOCUMENTS</b>	
<b>Application(s)</b>	Applications vary by project type and can be acquired on the Town's website, at the Town Hall or provided via email from Administrative Staff or the Town Planner.
<b>Building Permit</b>	A building permit is issued by the Town's Building Official following review and approval of structural plans and specifications.
<b>Certificate of Occupancy</b>	Approval for people to occupy a home or other structure after all building code requirements are met and final inspection by the Town's Building Official. This also requires a final site inspection by the Town Planner to verify grading and landscaping.
<b>Conditional Use Permit</b>	Conditional Use Permits, or CUPs for short, are permits that require discretionary approval from the Town. These types of permits consent to a use not allowed by-right in a particular zone, but allow it subject to specified conditions.
<b>Consent to Plat</b>	A mortgage holder must consent to the plat by a written acknowledged statement in lieu of the mortgage holder's name and signature appearing on the plat. If a mortgage holder is included on the plat, the plat shall be signed by an authorized representative. Also required with this document is a Subordination Agreement.
<b>Construction Site Checklist (NPDES)</b>	A Construction Site Checklist is a checklist used in inspecting properties which are under construction to ensure compliance with the National Pollution Discharge Elimination System (erosion control and prevention of polluted runoff into wetlands and lakes) and MS4 Requirements.
<b>Deeds</b>	A legal document that conveys or transfers property or rights to another party.

<b>Development Agreement</b>	An agreement between the Town and a developer/landowner which defines the terms under which land is developed and streets, stormwater controls and other improvements are constructed.
<b>Driveway Permit</b>	A driveway permit is required for all new driveways onto Town roads and installation of a culvert within the road easement or right-of-way. A driveway permit must be submitted and approved prior to a building permit being issued for new construction. It requires culvert placement and a rock construction entrance be installed before project start.
<b>Findings of Fact</b>	Like a resolution, a formal decision of the Town Board or Planning Commission that outlines the facts and lists the reasons for approval along with any conditions required. This document, which is also prepared for projects denied, is always recorded against the property with accompanying plans and legal documents.
<b>Interim Use Permit</b>	Interim Use Permits, or IUPs for short, are permits that require discretionary approval from the Town. These types of permits consent to a use not allowed by-right in a particular zone, but allow it subject to specified conditions. An IUP requires a property owner to sign the document, thereby agreeing to the conditions set forth.
<b>Mylars</b>	A plastic film used for archiving important documents such as plats which are required by Sherburne County.
<b>Resolution</b>	A formal written decision made at a Town Board meeting by means of a vote on a project, course of action, method, or procedure ; a formal expression of an opinion, will or intent.
<b>Shared Driveway &amp; Maintenance Agreement</b>	An agreement which provides for the shared use and maintenance of a driveway access shared by two or more property owners.
<b>Submittal Checklists</b>	Town-provided checklists of submission requirements and regulations applicable to the project.
<b>Subordination Agreement (and Consent to Plat)</b>	If there is a mortgage on the property proposed to be platted, the mortgage holder must agree to be bound by the Plat and the Development Agreement should they ever foreclose on the mortgage. If these documents are not agreed to by the mortgage holder and recorded at Sherburne County, the Plat and Development Agreement would be “wiped out” if the bank ever foreclosed on its mortgage as the bank recorded its mortgage prior to the recording of both the Plat and Development Agreement.
<b>Survey</b>	A Registered Land Survey or Certificate of Survey prepared by and signed by a surveyor licensed in MN. A Certificate of Survey describes lots by metes and bounds.
<b>Title Opinion or Title Commitment</b>	This is a title company's professional judgment as to the state of title for a given piece of real property. This is issued following a title search. The opinion usually describes whether the title is clear and marketable or whether it is encumbered. It determines the legal owner of the property and reveals any mortgages, liens judgments or unpaid taxes outstanding on the property and details any existing restrictions, easements or leases that affect the property.

