



CITY OF NEVIS APPLICATION FOR PRELIMINARY PLAT APPROVAL

P.O. Box 108, 104 Main Street West, Nevis, MN 56467

218-652-3866 email: neviscty@gmail.com

Preliminary Plat Application fee: \$500 + \$25 per lot, \$1,000 Escrow _____ pd

What is a Preliminary Plat: a map showing a proposed subdivision which has been submitted to the Platting Authority.

- 1 . Any subdivision of land into two or more lots and less than five acres in area or 300 feet in width, must be platted in accordance with the provision of Division 85 of the Nevis Zoning Ordinance.
- 2 . A subdivision will not be approved where a variance from the official controls will later be needed in order to use a lot for its intended purpose.
- 3 . A subdivision will not be approved unless domestic water supply is available and a sewage treatment system is in full compliance with Division 85 of the Zoning Ordinance can be provided for every lot.
- 4 . All new subdivisions shall have city sewer and water extended to them unless it has been determined that such service cannot be expected within a five-year period.
- 5 . Each lot in a subdivision shall meet the minimum lot size and dimensional requirements prescribed in the applicable section of the Ordinance, based on zoning district. Subdivisions which include lots that would require holding tanks ***shall not*** be approved.
- 6 . No city or town may approve a preliminary plat until it has received the county engineer's written comments and recommendations or until the county engineer's comment period has expired, whichever occurs first. MN Statute §505.03, (subd.2, c.)
- 7 . ALL Materials must be presented to the City Office at least 4 weeks to ensure this application is processed in a timely matter. If at any time, the City Attorney must be called for any type of work, the city will have an additional 30 – 60 days to process in accordance with MN Statute §462.358.
- 8 . A Public Hearing will be held by the Nevis Planning Commission; notification requirements will be mailed along with public notice published in the official Newspaper prior to the hearing.
- 9 . Following the Public Hearing, the Planning Commission makes a recommendation to the City Council, which then votes to approve or deny the preliminary plat.
- 10 . Final Plat vs. Preliminary Plat: Once the preliminary plat and its public hearing are out of the way, the subsequent

final plat usually does not require an additional public hearing, provided it meets all the terms and conditions established at the preliminary state.

OWNER/DEVELOPER: _____

PHONE: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____

ADDRESS OF SUBJECT PROPERTY (IF DIFFERENT):

DESCRIPTION OF REQUEST: _____

LEGAL DESCRIPTION OF SUBJECT PROPERTY: _____

NUMBER OF PROPOSED LOTS: _____ ZONING DISTRICT: _____

SIZE OF PROPOSED LOTS:

- | | |
|------------------|--------------------------|
| 1) _____ X _____ | TOTAL SQUARE FEET: _____ |
| 2) _____ X _____ | TOTAL SQUARE FEET: _____ |
| 3) _____ X _____ | TOTAL SQUARE FEET: _____ |
| 4) _____ X _____ | TOTAL SQUARE FEET: _____ |

Agreement: By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of the City of Nevis. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved. Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid. I authorize City of Nevis staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release the City of Nevis and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the applications or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

SIGNATURE OF APPLICANT

DATE

CITY OFFICIAL

DATE

Office Staff Section:

All documentation was received with application: _____ if not, what was missing

If not, what date did you notify the applicant that they needed to provide more information:

Full application received date: _____

The Nevis City Council met on _____, this application for a Preliminary Plat was
(Approved Denied).

If denied, reasons are: _____
_____.

Applicant was notified on: _____