



APPLICATION FOR REQUESTED ACTION
Preliminary Plat

Planning Case # _____
Filing Fee _____
Plat Escrow _____
Hearing Date _____

SITE ADDRESS _____

PROPERTY OWNER _____ E-MAIL _____

PHONE _____ (H) _____ (W) _____ (C)

ADDRESS _____

DEVELOPER (if other than owner) _____

PHONE _____ (H) _____ (W) _____ (C)

ADDRESS _____

LEGAL DESCRIPTION _____

ACREAGE/SIZE OF PROPERTY _____

CURRENT ZONING _____

PROPOSED ZONING IF CHANGE IS NEEDED _____

EXISTING USE OF PROPERTY _____

PROPOSED USE OF PROPERTY _____
(Including number of units per acre and types of uses if mixed use)

IDENTIFY ALL ADJACENT LAND USES _____

SIGNATURE OF OWNER _____ **DATE** _____
(if other than the applicant)

SIGNATURE OF APPLICANT _____ **DATE** _____
(Must submit proof of property control)

**PLEASE PROVIDE ALL INFORMATION REQUESTED ON THIS FORM
AND THE ATTACHED CHECKLIST.**

**PRELIMINARY PLAT
Required Submittals**

◆ **Digital (PDF) copies of the preliminary plat showing:**

- Legal Description
- Name of subdivision (if applicable)
- Location of boundary lines (registered land survey)
- Vicinity sketch
- Names and addresses of all persons having property interest, developer, designer, and surveyor with registration number
- Scale of plat (not less than 1" to 100')
- Date and North arrow
- Boundary line and total acreage
- Existing zoning for land within and abutting the subdivision and any proposed zoning changes
- Location, width, and names of: all existing/platted streets, railroad and utility rights-of-way, parks/public open spaces, permanent structures, easements, section and corporate lines (within the tract and to a distance of 100 feet beyond the tract)
- Location and size of: existing sewers, water mains, culverts (within the tract and to a distance of 100 feet beyond the tract). Include grades, invert elevations, and locations of catch basins, manholes and hydrants.
- Boundary lines of adjoining un-subdivided or subdivided land (within 100 feet) identified by name and ownership
- Topographic data (contours at vertical intervals of not more than 2 feet, watercourses, floodplain areas, wetlands, rock outcrops, power transmission poles and lines) of the site within 100 feet
- Layout of proposed streets (right-of-way widths, centerline gradients, typical cross-sections, and proposed street names)
- Locations and widths of proposed alleys and pedestrian ways
- Locations and size of proposed sewer lines and water mains

◆ **Required supplemental information** (As requested by city staff)

- Proposed protective covenants or restrictions
- Grading plan (gradients of streets and lots, proposed grading and drainage of the site, and anticipated garage floor or basement elevations of all structures)
- Preliminary storm water plan (location of culverts, bridges, underground pipe, improved channels, and natural waterways)
- Soil survey
- Tree coverage survey (type, weakness, maturity, potential hazard, infestation, vigor, density, and spacing)
- Proposed use of lots (type of buildings with number of proposed dwelling units or type of business or industry—revealing the effect of the development on traffic, fire hazards, and congestion of population)
- Proposed zoning plan (if zoning changes are contemplated)
- Provision for surface water disposal, ponding, drainage, and flood control
- Sketch plan of remainder of property if subdivider owns property adjacent
- Plan to possibly re-subdivide large or excessively deep lots
- Soil erosion and sediment control plan (during construction and after development)
- Developer financial statement may be required when the city has agreed to install improvements
- Other information as required

◆ **Filing fee & Plat Escrow**

SIGNATURE OF APPLICANT _____ **DATE** _____

Planning case #

2016 FEES, CHARGES AND UTILITY RATES

2016

Subdivision fees

Preliminary plat	\$350+\$15/parcel
Final plat (500+ acres)	\$200+\$10/parcel + Rice Co. fees
Lot splits/combinations	\$100 + Rice Co. fees
Plat Escrow	\$1,500-\$5,000
Extend Approved Plat	\$150

Zoning

Zoning Ordinance Amendments/Application	
Text amendments	\$350 *
Rezoning	\$350 *
Zoning Compliance Letter	\$30
Rush Zoning Letter (if needed within 2 business days)	\$30
Site Plan Escrow	
Single family residential	\$1,000
All other uses	110% of improvements
Variance Request/Application	
Single family residential	\$300
All other land uses	\$350+\$50 ea add *
Building Without Variance (after the fact)	\$500 *
Vacation requests	\$350 *
Annexation	\$200+\$5/acre + \$1,500 Escrow *

*Applicant shall pay City Attorney and Consultant costs over \$2,500 and recording fees.

Conditional Use Permits

Single family residential uses	\$300 *
Other residential uses	\$350 *
Commercial/Industrial	\$500 *
Public/Semi-public facilities	\$300 *
CUP amendment residential/public/semi-public	\$250 *
CUP amendment commercial/Industrial	\$300 *
CUP Extension	\$150
Building Without CUP (after the fact)	\$500

*Applicant shall pay City Attorney and Consultant costs over \$2,500 and recording fees.

Development Ordinances - available online

Unified Development Ordinance (Zoning/Subdivision)	\$40
Comprehensive Plan	\$50
Interim Use Permit	\$250
Building Without IUP (after the fact)	\$500
Extend Approved IUP	\$200

Planned Unit Development

Residential	\$600+\$10/unit *
Commercial/Industrial/Mixed Use	\$750 (0 - 5 acres) *
	\$1,500(5 - 20 acres) *
	\$3,000(20 + acres) *
PUD Escrow	\$3,000-\$7,000 *
PUD Amend w/out Plat	\$300 *
Comprehensive Plan Amendment + \$1,500 - \$5,000 Escrow	\$400 *
Environmental Assessment Worksheet (Covers cost of hearing 2 hearing sessions)	100% + \$300 *
Address/Street name change (Covers cost of hearing notices & publication of Ord)	\$200 *

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Home Occupation Permits

Original application/Registration	\$40/2years
Registration renewal	\$25/2years