



Date: ___/___/___

City of Lakeville

Sketch Plan Application

Proposed Name of Subdivision/Project: _____

Legal Description/PID No. _____
(If metes and bounds, attach description)

Proposed Number of Lots _____ Site Area (acres) _____ Present Zoning _____

Existing Use of Property _____

Description of Request: _____


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Name of Applicant/Developer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name

Email address where invoices should be sent \_\_\_\_\_

~~~~~  
Property Owner/Fee Owner *(If different from above)* _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ E-mail _____

Signature _____ Date _____

Please Print Name

**✓ Please include all applicable information regarding the project as listed on the attached checklist.
(Additional information may be requested after review by the City)**

FEES: Escrow.....\$2,000 for legal notices, planning, engineering and legal services by staff and/or consultants.
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Community Development Department

20195 Holyoke Ave - Lakeville, MN 55044 - lakevillemn.gov - Phone: (952) 985-4420



Dear Applicant:

The City of Lakeville requires a cash escrow to cover costs incurred from staff and consultants directly related to processing your application. These costs are normally related to review of the application by City planning and engineering staff, City consultants, and possibly the City Attorney.

You will receive a statement of account every 30 days. If the deposit is depleted before the application is concluded, you may be asked to make an additional deposit. In all cases, bills must be current before final action on your application is taken by the City Council.

There will be no credit given in cases where requests are denied or determined to be premature. We make every attempt to keep costs down. It is important that completed documents, plans, and designs be furnished by you and your consultants in a timely fashion in order to accomplish this. Incomplete submittals result in time consuming report writing and increased review time.

Please contact the Community Development Department if there are unanswered questions or if you are unsure how to proceed. We will endeavor to process your application as quickly as possible and assist you in every way we can.

Sincerely,

Tina Goodroad
Community Development Director

I have read and understand the above letter.

Applicant's Signature

Date



Sketch Plan Checklist

City of Lakeville

Community Development Department

SUBMITTAL REQUIREMENTS:

A sketch plan is a conceptual design for a proposed development or project. The sketch plan application gives the developer an opportunity to present the project to staff and to discuss the general Zoning and Subdivision Ordinance requirements and any possible development applications or issues that may pertain to the project prior to the developer making further investments into the project. A neighborhood meeting may be recommended to present the sketch plan to the adjacent property owners within 500 feet of the project, prior to the application being submitted for Planning Commission and City Council consideration. The sketch plan is intended to be conceptual but must be drawn to scale and contain the following information:

1. Proposed name of subdivision or project.
2. Graphic scale of drawing (engineering scale only, not less than 1 inch equals 100 feet.).
3. Date and north arrow.
4. Plat boundary and legal description of the property.
5. Designation of land use and current and/or proposed zoning.
6. Existing site improvements within the subject property and fifty feet (50') outside the boundaries of the parcel of land to be subdivided.
7. Street layout on and adjacent to the proposed subdivision.
8. Layout, lot areas and preliminary dimensions of lots and blocks.
9. Topographical or physical features, including, but not limited to:
 - a. Existing contours at two-foot (2') intervals shown as dashed lines (may be prepared by a Minnesota licensed surveyor). Existing contours shall extend one hundred fifty feet (150') outside of the tract.
 - b. Proposed grade elevations at two-foot (2') intervals shown as solid lines.
 - c. Stormwater basins.
10. Basins, lakes, streams, rivers, or other waterways boarding on or running through the subject property and delineation of any or portions of any wetlands within or adjacent to the subject property.
11. Preliminary evaluation by the applicant that the subdivision is not classified as premature based upon criteria established in Chapter 2 of the Subdivision Ordinance.
12. In cases of major, multi-phased subdivisions, applicable preliminary plat submission information as regulated by Chapter 10-3-2 of the Subdivision Ordinance.
13. Submit one (1) electronic version of plans.