



**Greater Bemidji Area  
Joint Planning Board**

|                                  |
|----------------------------------|
| <b>OFFICE USE ONLY</b>           |
| Complete Application Rec'd _____ |
| Comments _____                   |
| _____                            |

**Application for SUBDIVISION PLAT, Planned Unit  
Development, OR Common Interest Community  
REVIEW**

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

A fee of \$ \_\_\_\_\_ made payable to the **City of Bemidji** must accompany this application.

An escrow of \$ \_\_\_\_\_ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

An escrow account is established as indicated above to cover technical and legal expenses incurred by the Joint Planning Board (JPB) as part of the plan review. The applicant is responsible for all costs incurred by the JPB during plan review. If the escrow amount drops below 10% of the original deposit amount the JPB may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the JPB that the project is complete or expired, the JPB will return the remaining escrow deposit to the applicant.

**APPLICANT DATA**

|                              |              |
|------------------------------|--------------|
| NAME OF APPLICANT: _____     | PHONE: _____ |
| MAILING ADDRESS: _____       |              |
| EMAIL ADDRESS: _____         |              |
| SITE PARCEL NUMBER(S): _____ |              |
| AGENT/SURVEYOR NAME: _____   | PHONE: _____ |

**PROPOSAL**

|   |  |
|---|--|
| <b>APPROVAL STAGE:</b>  | <b>SUBDIVISION TYPE:</b>                                 |
| Concept (PUDs/CICs): _____  | Minor Subdivision (4-8 parcels): _____                   |
| Preliminary: _____  | Major Subdivision (9 or more parcels): _____             |
| Final: _____  | Planned Unit Development (new public spaces): _____      |
|   | Common Interest Community (sharing common spaces): _____ |
| Describe the EXISTING use of your property including number of buildings: _____                 |  |
| _____   |  |
| _____   |  |
| Describe the PROPOSED use of your property including number of buildings: _____                 |  |
| _____   |  |
| _____   |  |
| What is the distance to the nearest public water & sewer utilities? _____                       |  |
| Does your property contain low areas, wetlands, or areas with standing water? __ Yes __ No      |  |
| If Yes, do you intend to drain, fill or otherwise alter this area for any reason? __ Yes* __ No |  |
| *Explain _____  |  |
| _____   |  |

Total number existing parcels: \_\_\_\_\_ Total number of PROPOSED parcels: \_\_\_\_\_

Total number of acres/sq. feet in Plat: \_\_\_\_\_

Does your proposal include anything that may be a nuisance or otherwise be considered incompatible with your neighbors?  Yes  No Explain \_\_\_\_\_

Does your proposal require a rezone, or greater flexibility than otherwise allowed under the zoning or subdivision code for the existing or proposed zoning district?  Yes  No

Please provide additional information that will aid in processing your request. \_\_\_\_\_

Residential  Yes  No

Commercial  Yes  No

Mixed Use  Yes  No

# of Units: \_\_\_\_\_

# of Units: \_\_\_\_\_

**In Order for the request to be granted, the applicant may be required to demonstrate that the property in question has a minimum amount of contiguous upland that is suitable for building. Attach documentation to this Application. Attach preliminary sketch plan and all documentation required by checklist. A PUD shall have at least one (1) acre of contiguous property.**

**A completed checklist with all required documentation is attached  Yes  No**

**(USE ADDITIONAL SHEETS AS NEEDED)**

**ALL APPLICANTS MUST SIGN BELOW**

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the Greater Bemidji Area Zoning and Subdivision Regulations. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Greater Bemidji Area Joint Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

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

Applicant \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Is there one acre of contiguous land on the property?  Yes  No

Have there been any Variances/Use Permits granted on this property?  Yes  No  Don't Know  Attach copies

Is property within 1000 feet of a public water?  Yes  No Is property in an airport zone?  Yes  No

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Complete Application  Yes  No



## Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

315 5<sup>th</sup> St NW Suite 2, Bemidji, MN, 56601 • Office (218) 759-3579 • Fax (218) 759-3591

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### CONCEPT PUD/CIC SUBMISSION CHECKLIST

1. \_\_\_\_ Completed Application w/ fee
2. \_\_\_\_ Proof of ownership/standing
3. \_\_\_\_ Complete legal description from title/deed
4. \_\_\_\_ 1 digital copy (pdf Format) of proposed layout/plan, including the following;
  - A. Site plan
  - B. Traffic patterns
  - C. Utilities needed and proposed
  - D. Landscaping layout
  - E. Any and all plans and studies required by the JPB staff to support approval.  
Examples include: traffic study, wetland evaluation, tree removal approval, etc.



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## **PRELIMINARY PLAT & CIC/PUD SUBMISSION CHECKLIST**

1. \_\_\_\_ **Completed application form, with:**
  - A. Application w/ fee
  - B. Proof Ownership/Standing (Deed or Purchase Agreement with contingent sale)
  - C. One (1) digital copy (text document) of the complete legal description from title/deed
  - D. One (1) digital copy of plans\*
  
2. \_\_\_\_ **All necessary plan data, which must include the following:**
  - A. Proposed name
  - B. Total acreage plus acreage of each sub-unit
  - C. North arrow
  - D. Scale
  - E. Name of surveyor/preparer (license, address, phone)
  - F. Location of map
  - G. Elevation contours in 2 ft. intervals – within 150 ft. of boundaries
  - H. Elevation contours in 10 ft. intervals – within 1000 ft. of boundaries
  
  - I. Existing conditions:
    - i. Location & dimension of all existing property lines, & buildings on and within 50 feet of the subject property
    - ii. Location of all existing easements & utilities
    - iii. Location of all existing roads
    - iv. Location of all existing wetlands and open water
    - v. Location of all existing wells and septic systems
    - vi. Location of all existing overlay district boundaries
    - vii. Current zoning
    - viii. Tree inventory
    - ix. Adjacent streets
  
  - J. Proposed improvements:
    - i. Lot layout with dimensions & size
    - ii. Road, sidewalk & trail layouts with dimensions & 2' contours
    - iii. Drainage ponds & easements – 2' contours
    - iv. Parking dimensions (if required)
    - v. Landscape plan (if required)
    - vi. Tree preservation plan (if required)
    - vii. Parks, playgrounds, open space, etc...
    - viii. Required setbacks
    - ix. Signage – location & dimension



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- K. Preliminary grading, storm water management, and erosion control plan; including, but not limited to:
- i. Utility plan with sizes, location, and depth
  - ii. Storm water plan – direction of flow, size, and ponds
  - iii. Elevations at 2 ft. contours
  - iv. Proposed street centerline gradients
  - v. Proposed building footprints (if applicable)
  
  - vi. NPDES storm water permit requirements:
    - a. Preliminary road authority approval(s)
    - b. Wetland delineation (if applicable)
    - c. ISTS Land Suitability Data (non-sewered areas only)
    - d. Declarations & association documents required by law
    - e. Other documents required at time of application

*\*Note: Additional copies may be needed by various agencies. Determination of need shall be made at the time of the PRE-PLAT meeting or by staff at the time of application.*

### **Time Table for Submission of Application**

#### **Pre-application meeting**

2-week advance notice – Meeting will be set up upon application

#### **Preliminary plat**

Application submittal (10 days before application deadline)

Deadline is the last working day of the month

Public hearing – with JPC, the 4<sup>th</sup> Thursday of the month

#### **Final plat**

Submit after the corrections/changes from JPC are complete and verified by staff

Review and approval by JPB after JPC review

Plat is official once it is recorded



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## **FINAL PLAT APPLICATION CHECKLIST**

1.  **Completed application form, with:**
  - A. Application w/ fee
  - B. Proof Ownership/Standing (Deed or Purchase Agreement with contingent sale)
  - C. One (1) digital copy of plans
  
2.  **All necessary final plat data as required by JPB Zoning & Subdivision Regulations Section 1103, including:**
  - A. Accurate angular and lineal dimensions for all lines, angles, and curvatures used to describe boundaries, streets, alley, easements, area reserved for public use, and other important features. Dimensions of lot lines shall be shown in feet and hundredths of a foot;
  - B. Names and right-of-way width of each street, highway, easement, or other right-of-way as required by state law;
  - C. An identification of all lots and blocks, including lot lines and dimensions;
  - D. Accurate location of all monuments as required by state law;
  - E. Names and location of adjoining subdivision, streets and un-platted properties;
  - F. Municipal, townships, county or section lines accurately tied to the lines of the subdivision by distance and angles;
  - G. Radii, internal angles, points and curvatures, tangent bearings, and lengths of all areas.
  - H. Certification on plat of title showing that the applicant is the owner and a statement by that owner dedicating streets, rights-of-way and any other sites for public use;
  - I. Accurate outlines and legal description of any areas to be dedicated or reserved for public use, or for the exclusive use of property owners within the subdivision with the purposes indicated therein;
  - J. Public drainage and utility easements along the entire internal and external boundary lines of every lot in the plat;



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- K. Certification by a registered surveyor in the form required by Section 505.03 Minnesota Statutes;
  - L. Execution by all owners of any interest in the land any holders of a mortgage thereon of the certificate required by Section 505.03 Minnesota Statutes, and which certificate shall include a dedication of the utility easements and any other public areas in such form as shall be approved by the JPB Attorney;
  - M. Certification showing that all taxes and special assessments currently due on the property to be subdivided have been paid in full;
  - N. Location of public waters as required by state law;
  - O. Letters of approval of highway access points and service roads from the Commissioner of the Department of Transportation and County Engineer, as applicable, shall be submitted with the final plat;
  - P. Form of approval by local authorities, either by the JPB and/or the governing body of the jurisdiction(s) where the plat is located, as may be required under Minnesota Statutes Chapter 505, may be worded substantially as follows:  
Approved by the Greater Bemidji Area Joint Planning Board, Minnesota this 9th day of April, 2014. JPB Chair
  - Q. Form for approval by County authorities as required by law.
- 3.  **Developers Agreement for all public improvements with required governmental jurisdiction(s) (Sections 1110 D & G)**
  - 4.  **Other documentation identified during platting process**
  - 5.  **Hard copies of the final plat, as may be required by the Beltrami County Recorder's office**