

Application # _____	Date Application Rec'd ___/___/___ (for office use only)	Fee Collected \$ _____
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ALEXANDRIA TOWNSHIP
MAJOR/MINOR SUBDIVISION & PLANNED UNIT DEVELOPMENT
APPLICATION

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ Local Phone _____
(if different than above) *(if different than above)*

City, State, Zip _____ E-mail _____

Applicant is:	Title Holder of Property <i>(if other than applicant)</i>
Legal Owner ()	_____
Contract Buyer ()	(Name) _____
Option Holder ()	_____
Agent ()	(Address) _____
Other _____	_____
	(City, State, Zip)

Signature of Legal Owner, authorizing application (required): _____
 By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
 (By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Full legal description of property involved in this request, including total acreage (required – attach separate sheet if necessary):

Property ID # _____ Zoning District _____
 (9 digit # on tax statement)

- Nature of request (select all that apply):
- Minor Subdivision (see definitions, Pg. 4-5)
 - Major Subdivision – Preliminary Plat (see definitions, Pg. 4-5)
 - Planned Unit Development, including Common Interest Communities (CICs)

Note: Applications for preliminary plat approval, if approved, must be followed by an application for final plat approval incorporating any changes or conditions required by the Alexandria Town Board during the approval of the preliminary plat. Applications for final plat approval must be received within 12 months of preliminary plat approval or such approval becomes null and void.

ALEXANDRIA TOWNSHIP
SUBDIVISION/PLANNED UNIT DEVELOPMENT CHECKLIST

The following information shall be provided as part of an application for a lot split/subdivision/rezoning (incomplete applications, as determined by the Zoning Administrator, will not be accepted or scheduled for a hearing):

- Completed application, including signature of property owner
- Application Fee
- No outstanding violations
- Twenty (20) copies of the preliminary plat drawing at a scale not less than one (1) inch equals one hundred (100) feet, including a scale bar, north arrow and date of completion. More than one sheet may be used, if necessary. Multiple sheets must be numbered in sequence. One copy may be submitted on 22" x 34" sheets – all others shall be submitted on sheets no larger than 11" x 17".
- Completed Wetland Conservation Act Notification of Wetland Areas form, signed by the appropriate official.
- If one or more acres of land are to be disturbed or if one or more acres of new impervious surfaces are to be constructed (whether by the developer or through the combined activities of future lot owners): a completed "Alexandria Township Storm Water Permit Application" including all required attachments (copy of application available at www.alexandriatownship.org).
- If less than one acre of land is to be disturbed, a rough grading plan, including all areas of cuts and fills, existing and proposed contours, site drainage pattern including flow arrows and inlet/outlet structures.
- If the plat is located within an area not served by a public sewer district, a report from a licensed sewer designer verifying that the soils are acceptable for at least two on-site sewer systems. The report shall include one soil boring per lot and one representative percolation test per change in soil type within the subdivision, records of soil boring and percolation test results, and a map of where soil borings and percolation tests were taken.
 - When frozen soil conditions exist at the time of application and soil borings/percolation tests are not feasible, a pit must be dug on each lot and the licensed sewer designer must submit records of the soil profile and submit a letter stating there is room for two drainfield sites on the lot.
- If creating a new street, a Completed Street Naming Conventions form, signed by appropriate officials.

Existing Site Conditions and Features

- Boundary line of the proposed site and all property(ies) to be subdivided. Include all contiguous land owned or controlled by the subdivider, including land owned in partnerships or where the subdivider is a majority partner in a corporation.
- Location, width, and names of all existing platted streets and rights-of-way.

- Location, width, and names of all existing recorded public and private easements within and affecting the site.
- Identify by name and ownership boundary lines of all adjoining lands within one hundred (100) feet of the proposed plat.
- Topographic data, including contours at vertical intervals of not more than two (2) feet.
- Significant natural and cultural resource features on or adjacent to the site, including near-shore areas (wetlands, floodplains, bluffs, aquatic vegetation, fish spawning areas, watercourses, wooded areas, historic sites, etc...)

Proposed Subdivision Design Conditions/Features

- Layout of proposed streets, showing right-of-way widths and total length of road
- Location and types of any proposed public or private easements
- Layout of proposed blocks and lots, including dimensions and areas.
- Minimum front, side and rear yard building setback lines for all lots.
- Illustrate or highlight the buildable area for each lot.
- Provide location of the Ordinary High Water Level and the present elevation of the public water body, if applicable.
- Location and size of all proposed and existing storm sewer, sanitary sewers, culverts, retention ponds and other stormwater facilities within the plat and to a distance of one hundred (100) feet beyond the site.

Additional Information Requirements for Planned Unit Developments

- The preliminary plat must include a density study.
- All preliminary plats must show the footprints of all structures to be built including accessory structures.
- Articles of Incorporation, Association Bylaws and Declaration of Covenants.
- Watersource.
- Sewage treatment.
- School district.
- Telephone company.
- Power company.
- Fire district.
- Soil type.

- Soil percolation test data, if the development will not be served by public sanitary sewer service. One (1) percolation test shall be performed for every five hundred (500) square feet of buildable area within a tier.
- Existing Conditions in Tract and in Surrounding Area to a Distance of Three Hundred (300) Feet.
 - Boundary line of proposed subdivision clearly indicated.
 - Total acreage.
 - Platted streets, rights-of-way, utility and other easements.
 - Boundary lines and ownership of adjoining land.
 - Sewers, wells, water mains, culverts, utilities or other underground facilities.
 - Buildings and structures.
 - Topography showing a lake, wetland, reservoir, watercourse or flowage; bluffs and steep slopes; and the one hundred (100) year floodplain (if applicable). Topography for the entire land area shall be shown in two (2) foot contour intervals.
 - The ordinary high water level (if established by the DNR) shall be shown.
 - Historic sites.
- Subdivision Design Features.
 - A conceptual drawing depicting the number and location of lots, which would be allowed if no regulations were modified under this section.
 - Layout and width of proposed streets and utility easements showing lake setback boundaries, buffer zone boundaries, lot boundaries, dedicated roads, parking and internal traffic circulation areas and proposed location of sewage system with alternate location, if applicable.
 - Preliminary street grades and drainage plans shall be shown on a copy of the contour map.
 - A line or contour representing the toe and top of a bluff and the minimum building setback for the bluff and lake, wetland, reservoir, watercourse or flowage if the subdivision is on a riparian lot.

** Under certain circumstances, the Planning Commission may require other detailed information when determined necessary to make an informed decision. In order to expedite your application and avoid delays, the Zoning Administrator may recommend the submittal of this information as part of the initial application or prior to the hearing date.*

ALEXANDRIA TOWNSHIP
MAJOR/MINOR SUBDIVISION & PLANNED UNIT DEVELOPMENT
APPLICATION

APPLICATION:

1. Applicant shall complete Major/Minor Subdivision Application provided by the Zoning Administrator and submit to the Township Offices in person at 324 Broadway Street, Suite 101, or by mail at PO Box 445, Alexandria, MN 56308. See the attached schedule of public hearings for relevant application deadlines. Applications are due by 1:00 pm on the date of the application deadline.
2. Application shall be accompanied by a copy of a plat drawing complete with, at a minimum, the information from Major/Minor Subdivision Application Checklist.
3. Application shall be accompanied by an application fee of \$550 plus \$25 per lot made payable to Alexandria Township. ***This fee does not cover any Land Use Permits which may be necessary separately if the subdivision application is approved.***
4. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within fifteen business days if additional information is required to complete the application. An application will not be accepted until it has been deemed complete by the Zoning Administrator.
5. The Planning Commission holds their monthly meeting on the fourth Monday of the month at 6:30 PM at the Township Offices.
6. The Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at the Township Office and online at www.alexandriatownship.org approximately one week prior to the scheduled meeting date.

DEFINITIONS:

Subdivision. Any land, vacant or improved, which is divided or proposed to be divided into two (2) or more lots, parcels, sites, units, plots, condominiums, tracts, or interests for the purpose of offer, sale, or development whether immediate or future, either on the installment plan or upon any and all other plans, terms, and conditions. Subdivision includes the division or development of residentially and nonresidentially zoned land, whether by deed, metes and bounds description, devise, intestacy, map, plat, or other recorded instrument. Subdivision includes metes and bounds subdivision, minor subdivisions, major subdivision, resubdivision and condominium creation or conversion.

Subdivision, Major. All subdivisions not classified as exceptions to the subdivision ordinance, metes and bounds subdivisions, or minor subdivisions. Major subdivisions are required where the subdivision of two (2) or more lots requires any new or extension of public rights-of-way or the extension of public facilities including sanitary sewer or water or the creation of any new public improvements. Major subdivisions shall include the resubdivision of previously approved subdivision where rights-of-way or public facilities are being relocated. Major subdivisions shall also

be required in sensitive areas as defined in Section V.S of the Alexandria Township Zoning Ordinance.

Subdivision, Metes and Bounds. A subdivision where a maximum of two lots from a parcel 40 acres or larger or an original ¼ ¼ section or government lot is created. A metes and bounds subdivision is illustrated by a scaled site drawing that uses a metes and bounds description method to describe the lots being created by measures of length, direction of length (metes) and boundary lines (bounds). A maximum of one metes and bounds subdivision may be processed for any such parcel on record with the Douglas County Recorder's Office upon the effective date of the adoption of this Ordinance.

Subdivision, Minor. Any subdivision where a platted recorded lot is being split into a maximum of five (5) lots, or a maximum of five (5) lots are being combined into four or fewer lots. All resulting lots must meet the minimum lot size and area requirements listed in the applicable zoning district regulations. The minor subdivision process shall not be allowed in the following situations:

1. Any lot within an approved Planned Unit Development (PUD).
2. Any lot within the Shoreland Residential District, as defined in Section VII of the Alexandria Township Zoning Ordinance
3. Any unplatted lands.
4. Where the subdivision includes either:
 - a. the dedication of additional right-of-way requiring street construction; or
 - b. the dedication of public easements or the granting of private easements; or
 - c. a change in existing streets, alleys, water mains, sewer mains or other major public improvements.
5. Where new streets, utilities, or other public improvements will be needed other than to directly serve the lots created and to provide a direct connection to an existing and approved system.
6. Where sensitive features exist, as defined in Section V.S of the Alexandria Township Zoning Ordinance.

REVIEW:

Minor Subdivision Procedures. Applicants shall file an application for review and approval by the Township Zoning Administrator according to the following:

1. **Submittal.** The submittal shall include:
 - a. A completed application for a Minor Subdivision on forms available from the Township Zoning Administrator;
 - b. Information (as approved by the Township Zoning Administrator) on all contiguous holdings of the owner including land in common ownership as defined in these regulations;
 - c. Three (3) copies of the final plat as described in Section 6 and complying in all respects with these regulations;
 - d. A Certificate of Exemption or an approved Wetland Replacement Plan as required by the Minnesota Wetland Conservation Act;
 - e. The appropriate fee as established in the Township's Fee Schedule.
2. **Referral of the Final Plat.** The Township Zoning Administrator shall transmit the final plat for review to members of the Development Review Team and appropriate officials or agencies. The Township Zoning Administrator shall request that all officials and agencies to

whom a request for review has been made, submit their report to the Township Zoning Administrator within **fifteen (15) calendar days** after receipt of the completed submittal. If no report is received within **15 calendar days**, it will be assumed by the Township Zoning Administrator that there are no objections in the final plat as submitted.

3. **Township Zoning Administrator Review.** The Township Zoning Administrator is authorized to approve all minor subdivisions that are in compliance with the provisions of this Ordinance and other applicable requirements.
4. **Recording.** The final plat shall be recorded in accordance with the provisions established in Section 3.9. In addition, a title insurance commitment or an Opinion of Title, prepared by the subdivider's attorney reflecting status of the title within **sixty (60) calendar days** of submittal and addressed to the Township Attorney, shall be provided. Real estate taxes and assessments due and payable in the year in which the minor subdivision is recorded must be paid in full at or before the time of recording.

Preliminary Plat Procedures for Major Subdivisions. Applicants shall file an application for review by the Planning Commission and approval by the Township Board according to the following:

1. **Complete Submittal.** The submittal shall include:
 - a. A completed application for a Preliminary Plat for a Major Subdivision on forms available from the Township Zoning Administrator; (note – this is required information on the preliminary plat).
 - b. Three (3) copies of the preliminary plat as described in Section 6 and complying in all respects with these regulations;
 - c. A Certificate of Exemption or an approved Wetland Replacement Plan as required by the Minnesota Wetland Conservation Act;
 - d. Three (3) copies of the preliminary construction plans in compliance with the Township specifications as described in this Ordinance and other Township requirements;
 - e. Nine (9) reduced copies of the preliminary plat with areas (11" x 17");
 - f. The appropriate fee as established in the Township's Fee Schedule.
2. **Referral of Preliminary Plat.** The Zoning Administrator shall transmit the preliminary plat for review to each member of the Development Review Team and appropriate officials or agencies as deemed necessary or as mandated by law. The Zoning Administrator shall submit one (1) copy of the preliminary plat to the governing bodies of any city the incorporated limits of which lie within two (2) miles of the proposed subdivisions. The Zoning Administrator shall request that all officials and agencies to whom a request for review has been made, submit their report to the Zoning Administrator within **thirty (30) calendar days** after receipt of the request. The Zoning Administrator will consolidate all the reports submitted by the officials and agencies concerning the preliminary plat and shall submit a report to the Planning Commission. If no report is received within **30 calendar days**, it will be assumed by the Planning Commission that there are no objections in the plan as submitted.
3. **Public Notice and Hearing.** Upon receipt of a completed submittal for preliminary plat, the Zoning Administrator shall set a public hearing with the Planning Commission to be held at the next regularly scheduled meeting in accordance with the application schedule. The Zoning Administrator shall submit a notice for publication in the official Township newspaper at least **ten (10) calendar days** prior to the public hearing. The Zoning Administrator shall mail notices to all property owners within one-half (1/2) mile of the proposed subdivision and the affected unincorporated areas, town board and city council of

any city within two (2) miles of the affected property and Douglas County. The owner or subdivider shall also be notified of the time and place of the hearing at which the subdivider will be afforded an opportunity to appear. The Township shall maintain file copies of the plat and preliminary construction plans when appropriate for public review prior to the hearing. The Planning Commission shall receive all public testimony on the proposed plat. It shall make a recommendation to the Township Board by either approval, conditional approval, or disapprove with reasons stated.

4. **Township Board Review and Approval.** The Zoning Administrator will forward the Planning Commission's recommendation, any public testimony, staff report, and application to the Township Board for their review. The Township Board shall approve, conditionally approve, or disapprove the preliminary plat. If the preliminary plat is not approved, the reasons for such action shall be recorded in the proceedings and transmitted to the applicant. If the preliminary plat is approved, such approval shall not constitute final acceptance of the subdivision. All conditions required by the Township Board shall be submitted in writing to the applicant. The approval of a preliminary plat is an acceptance of the general layout as submitted, and indicates to the subdivider that he may proceed toward fulfilling the necessary steps for approval of the final plat in accordance with the terms of approval.
5. **Preliminary Plat Revisions.** The Township Board may approve a preliminary plat and preliminary construction plans on the condition that a revised preliminary plat or other submittal item be revised and resubmitted before the final plat can be applied for. The Township Zoning Administrator shall advise the applicant of any required changes and/or additions. One (1) copy of the revised preliminary plat or other submittal item shall be returned to the Township Zoning Administrator.
6. **Standards for Approval of Preliminary Plats.** A preliminary plat of a proposed subdivision may be approved by the Township Board provided that:
 - a. The subdivision is in general conformance with the Township Comprehensive Plan;
 - b. All applicable provisions of the Township Ordinances and State laws are complied with, or a variance has been granted;
 - c. The proposed subdivision will be sufficiently compatible or separated by distance or screening from the area surrounding the subdivision;
 - d. Definite provision has been made for a water supply in accordance with Section 5.6 that is sufficient in terms of quantity, dependability, and quality to provide an appropriate supply of water for the type of subdivision proposed;
 - e. Adequate provision has been made for sanitary sewer service and, if other methods of sewage disposal are proposed, that such systems will comply with federal, state, and local laws and regulations;
 - f. Adequate provisions have been made for permanent drainage, erosion and stormwater management control consistent with reasonable guidelines or any applicable federal, state, and local laws and regulations.
 - g. All areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards or requiring special precautions have been identified by the subdivider and that the proposed uses of these areas are compatible with such conditions;
 - h. The proposed subdivision preserves the site's important natural, cultural or historic features whenever possible.
 - i. The subdivider has taken reasonable efforts to mitigate the impact of the proposed subdivision on public health, safety, and welfare.

If the foregoing standards are not met, the Township Board may disapprove a preliminary plat even though the land proposed for subdivision is zoned for the use to which the proposed subdivision will be put and the proposed use is consistent with the Comprehensive Plan. The Board may, after notifying the subdivider, employ qualified persons to check and verify such proposals, the cost of such services to be borne by the subdivider.

7. **Public Improvements.** The Township Board may require that all public improvements be installed and dedicated prior to the signing of the final subdivision plat by Township officials. If the Township Board does not require that all public improvements be installed and dedicated prior to signing of the final subdivision plat, the Township Board shall require that the applicant execute a developer's agreement and provide security for the agreement as provided in Section 4.
8. **Effective Period of Preliminary Plat Approval.** The approval of a preliminary plat shall be effective for a period of **one (1) year** from the date that the preliminary plat is approved by the Township Board, at the end of which time the applicant must have submitted a final subdivision plat for approval. If a subdivision plat is not submitted for final approval within the **one (1) year period**, the preliminary approval shall be null and void, and the applicant shall be required to submit a new preliminary plat for review subject to the then applicable zoning and subdivision regulations, except that the Township Board may grant one (1) extension of one (1) year.
9. **Grading of Site Prior to Final Approval.** After preliminary plat approval but prior to final plat approval, the developer may begin grading of the site in accordance with the terms or conditions of the preliminary plat approval and after all necessary permits have been obtained from the Zoning Administrator, provided that the Township has approved the grades and elevations of building areas and roadways as shown on the approved preliminary plat and construction plans.
10. **Amendments to Preliminary Plat.** At any time after preliminary plat approval and before submission of a final plat, the applicant may request that an amendment be made in the approval or conditional approval of the preliminary plat. The Planning Commission shall hold a public hearing on the proposed amendment in accordance with the same requirements for preliminary plat approval found in this Section, unless the proposed amendment results in a reduced number of lots or a reduction in the size of the subdivision provided that no rights-of-way or public facilities are affected. Any public hearing on a proposed amendment shall be limited to whether the proposed major amendment should or should not be approved. The Planning Commission shall make a recommendation to the Township Board on whether to approve or disapprove any part or all of the proposed amendment and may make any modifications in the terms and conditions of preliminary plat approval reasonably related to the proposed amendment. If the applicant is unwilling to accept the proposed major amendment under the terms and conditions required by the Planning Commission, the applicant may withdraw the proposed amendment.
11. **Rezoning.** If rezoning is required for the project, the applicant shall submit an application for rezoning the property to the Zoning Administrator. If the rezoning would result in a less restrictive zone than that of Douglas County, approval of the rezoning by Douglas County shall be obtained prior to approval by the Township. The rezoning request will be processed concurrent with the preliminary plat process and will follow procedures established in the Township Zoning Ordinance.

STREET NAMING CONVENTIONS

The Alexandria Township Subdivision Ordinance requires that proposed street names are to be shown on the preliminary plat; this is stated in Section 6.3, number 6, part a. The following document must be completed, reviewed and signed by the following entities in the order in which they are listed in the approval of new street names. This documentation is necessary for a number of reasons. The Township may have particular naming that they require within their boundaries and the Sheriff's Department is responsible for providing emergency services and must be able to expedite dispatching.

Date: _____

Legal Description:

Township: _____ **Section:** _____

Subdivision Name: _____

ROAD NAMES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature Blocks

1. Douglas County Survey Division (Public Works Dept)

Printed Name _____ Signature _____

(Survey Division must sign prior to Township Supervisor)

2. Township Supervisor

Printed Name _____ Signature _____

DOUGLAS COUNTY ROADWAY NAMING STANDARDS

ROADWAY NAMES

All public roadways require a name. To insure that uniformity is followed and to preclude difficulties with this, the Douglas County Survey Department will assist local authorities and private owners with roadway naming. All new road names will need to be approved by Douglas County Survey Department prior to approval by the respective Township Officials.

The 9-1-1 System precludes having two roadways with the same name in any jurisdiction. A database of current names will be maintained by the Douglas County Survey Department and will be available to assist in naming roadways.

Wherever possible, when a new roadway is created a unique name should be selected for the roadway. The following rules shall be kept in view during that process:

1. Avoid family or individual names of living persons.
2. If the road is continuous, do not change names at an intersection, a curve or some other point, including changing of political jurisdictions.
3. Avoid sound-a-like names (e.g., Bay View DR, Bayview DR; or Brainard LN, Barnard LN).
4. Use the NENA Recommended Format for roadway names (i.e., Street Name - maximum of 40 characters; Street Suffix - 4 characters; and Post Directional - 2 characters).
5. Do not use special characters in roadway names such as hyphens, apostrophes or dashes.
6. Avoid the use of standard prefix, suffix and post directional as roadway names (e.g., North BLVD, Court ST, Boulevard of the Allies).
7. Avoid the use of non-standard street name suffixes, which may be confused with subdivisions or commercial developments (Top's PLZ, Elmira Place).

PRIVATE ROADWAYS

Some private roadways will need to be named. Whenever two (2) or more residences/businesses are reached off a common private roadway, a unique road name may be needed.

GENERAL ROAD CLASSIFICATIONS for SUFFIXES

- Level I roads: State, County or Township roads with large thru traffic flows.
- Level II roads: Township roads with moderate thru traffic flows.
- Level III roads: Township and Private roads with low thru traffic, or no thru traffic.
- Road or Drive - (Level I) Is a road that is accessed from a State, County or Township road
- Lane, or Trail - (Level II or III) A road that is not a loop or circle.
- Way – (Level II or III) A road that connects to another road at each end.
- Loop - (Level II) A road that starts on any road and comes back to the same road at a different location
- Circle – (Level II or III) A road that starts from any road and circles back connecting to itself and encompasses real property.
- Court, Terrace or Place – (Level III) A road that is a dead end or cul-de-sac.

WETLAND CONSERVATION ACT
NOTIFICATION OF WETLAND AREAS

The property with the legal description of

Which is preliminarily platted as

_____ contains no wetlands and the Minnesota Wetland Conservation Act of 1991 does not apply. *

_____ contains wetlands **

* This determination was done off of aerial photos and soils maps, no on site visit was made.

** if wetlands are present on the property, the Wetland Conservation Act regulates any filling, draining , and excavation in wetland areas. If you are proposing work in or near the wetland areas contact the Douglas Soil and Water Conservation District office for approval of your work.

Date: _____

Regulatory Agency: _____

Printed Name: _____

Signature: _____