



**Greater Bemidji Area
Joint Planning Board**

Application for Subdivision Plat 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. Additional escrow or verification fees may apply for approved projects.

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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.

OFFICE USE ONLY	
Complete Application Rec'd	_____
Payment Rec'd	_____
Field Checked	_____
Zoning District	_____
Date Permitted	_____
Permit Number	_____
Comments	_____

APPLICANT DATA

NAME OF APPLICANT:	_____	EMAIL:	_____
MAILING ADDRESS:	_____		
SITE ADDRESS:	_____	PARCEL:	_____
PHONE NUMBER: WORK	_____	HOME	_____
CONTRACTOR NAME:	_____	PHONE:	_____
Does your property contain low areas, wetlands, or areas with standing water? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, do you intend to drain, fill or otherwise alter this area for any reason?			
Explain _____			

OFFICE USE ONLY		
Property Dimensions: Width _____ ft	Depth _____ ft	Total area _____ sq ft/acres
Is there one acre of contiguous land on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have there been any Variances/Use Permits granted on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Attach copies		
Is property within 1000 feet of a public water? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is property in an airport zone? <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Septic Data:</u> Year Installed: _____ Last Compliance Inspection: _____		
<input type="checkbox"/> Pass Compliance <input type="checkbox"/> Fail Compliance <input type="checkbox"/> Notarized Stipulation <input type="checkbox"/> Other _____		
<u>Municipal Services:</u> Water <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, is hook up possible? <input type="checkbox"/> Yes <input type="checkbox"/> No		

PROPOSAL

Describe the proposed use of your property: _____

Describe the existing use of your property: _____

Will your proposal generate an increased amount of traffic? Yes No (if yes explain) _____

How many people will occupy your premises on an average day? _____ Employees _____ Customers _____ Residents
Does your proposal include increased water usage? Yes No How many gallons per day? _____
Does your proposal include signs? Yes No Describe _____

Will your proposal generate additional waste? Yes No Describe your disposal method _____

Does your proposal include additional lighting that can be seen from roads or adjacent properties? Yes No
Explain _____

Does your proposal require additional parking from that which exists now? Yes No Explain _____

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

Are there any reasons, not addressed above, that would help to determine if your proposal should be granted?

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

Reviewed by _____ Date _____ Complete Application Yes No

COMPLETED FORMS CAN BE SUBMITTED AT CITY HALL, 317 4TH STREET NW, LOWER LEVEL



Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

317 4th Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

PRELIMINARY/FINAL PLAT & CIC/PUD SUBMISSION CHECKLIST

1. _____ Completed Application Including:

- a. _____ Proof of ownership/standing
- b. _____ Complete legal description from title/deed
- c. _____ Application fee
- d. _____ 15 (11x17) copies of plat & plans, 1 digital copy (pdf Format)
- e. _____ Drawings shall include the following:
 - i. Proposed name
 - ii. Total acreage plus acreage of each sub-unit
 - iii. North arrow
 - iv. Scale
 - v. Name of surveyor/preparer (license, address, phone)
 - vi. Location of map
 - vii. Elevation contours in 2 ft. intervals
 - viii. **Existing conditions**
 - (Items that may be applicable)
 1. Location & dimension of all existing property lines, & buildings on and within 100 feet of the subject property
 2. Location of all existing easements & utilities
 3. Location of all existing roads
 4. Location of all existing wetlands and open water
 5. Location of all existing wells and septic systems
 6. Location of all existing overlay district boundaries
 7. Current zoning
 8. Tree inventory
 9. Adjacent streets
 - ix. **Proposed improvements**
 - (Items that may be applicable)
 1. Lot layout with dimensions & size
 2. Road, sidewalk & trail layouts with dimensions
 3. Parking dimensions (if required)
 4. Landscape plan (if required)
 5. Tree preservation plan
 6. Parks, playgrounds, open space, etc...
 7. Required setbacks
 8. Signage – location & dimension
 9. Drainage ponds & easements

- f. ____ Preliminary erosion control and grading plan
 - i. Utility plan with sizes, location, and depth
 - ii. Storm water plan – direction of flow, size, and ponds
 - iii. Elevations at 2 ft. intervals
 - iv. Proposed building footprints (if applicable)
 - v. NPDES storm water permit requirements

- g. ____ Preliminary road authority approval(s)
- h. ____ Wetland delineation (if applicable)
- i. ____ ISTS Land Suitability Data (non-sewered areas only)
- j. ____ Declarations & association documents required by law
- k. ____ Other documents required at 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 deadline to provide review time)

Deadline is the last working day of the month

Public hearing – with JPC, the 4th Thursday of the month

Final plat

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

Plat is official once it is recorded