



City of Gem Lake

Heritage Hall

4200 Otter Lake Road | Gem Lake, MN 55110

651-747-2790/92 | 651-747-2795 (fax)

E-mail city@gemlakemn.org

Subdivision of Land Application

Applicant Information

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Property Information

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Legal Description or PIN #: _____ Property Size: Acres _____ Square feet _____

Current Zoning: _____ Current Use: _____

Proposed Future Use: _____

Type of Request

- Minor Subdivision (2-3 lots) Major Subdivision (4 plus lots) Lot Combination or Lot Line Adjustment

The applicant will be required to submit a plat prepared by a registered land surveyor showing the original lot and the proposed subdivision. The newly created parcels also shall meet all requirements of the Zoning Ordinance. A preliminary site plan for the proposed subdivided area showing building sites, driveway access points, drainage plans, and utility easements shall also be included.

It is the policy of The City of Gem Lake that all identifiable costs associated with Minor Subdivisions within the City shall be the sole responsibility of the owner of said property. The costs shall include but are not limited to the following: City planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reappointment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance).

Prior to the final hearing or determination by the City Council, all City expenses shall be paid by the owner. Subsequent expenses not paid at the time of final hearing or determination by the City (due to billings by consultants, etc.) shall be paid within 30 days upon receipt of a billing from the City. The application will be considered incomplete until all costs are paid to the city.

Data Practices Advisory (Tennessee Warning)

I understand that some of the information provided on this form will be public data. Public data is available to anyone who makes a request for such information. Under the Minnesota Data Practices Act, your address, email and/or telephone number are private data. You may choose not to provide some or all of this private data, but it may cause your Conditional Use Permit request to be denied. By completing this information, you are consenting to allow the City of Gem Lake staff to share this information in order to administer Gem Lake Ordinances regarding Conditional Use Permitting. Please sign below to affirm that you have read this notice.

Applicant Signature: _____ Date: _____

- | | |
|---|---|
| <input type="checkbox"/> Preliminary sketch of planned use of property. | <input type="checkbox"/> Drainage plans, utility easements, access points. |
| <input type="checkbox"/> Five (5) copies of registered surveyors plat showing original land(s) and subdivision as proposed. | <input type="checkbox"/> Certification from Ramsey County Property Taxation that all property taxes and assessments have been paid. |
| <input type="checkbox"/> Registered list of all adjacent property owners within 350 feet of the property obtained from Ramsey County Property Taxation. | <input type="checkbox"/> Other: _____ |

Office Use Only

Approval	Acting Body	Date	Approval	Acting Body	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No	City Planner	/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No	City Clerk	/ /
<input type="checkbox"/> Yes <input type="checkbox"/> No	City Engineer	/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No	Planning Commission	/ /
<input type="checkbox"/> Yes <input type="checkbox"/> No	Chief Building Official	/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No	City Council	/ /
<input type="checkbox"/> Yes <input type="checkbox"/> No	VLAWMO	/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No	City Attorney	/ /
<input type="checkbox"/> Yes <input type="checkbox"/> No	RWMWD	/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ramsey County Taxation	/ /
<input type="checkbox"/> Yes <input type="checkbox"/> No		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No	Public Hearing	/ /

<input type="checkbox"/> Minor Subdivision (2-3 lots)	Fee: _____	Processing Fee: _____	Total Fee: _____
<input type="checkbox"/> Subdivision of Property (4 plus lots)	Fee: _____	Processing Fee: _____	Total Fee: _____
<input type="checkbox"/> Lot Combination or Lot Line Adjustment	Fee: _____	Processing Fee: _____	Total Fee: _____
<input type="checkbox"/> Escrow	Fee: _____	Processing Fee: _____	Total Fee: _____

Application Fee Payment Check No.: _____ Card Last 4: _____ Receipt No.: _____
Escrow Fee Payment Check No.: _____ Card Last 4: _____ Receipt No.: _____

Additional Fees

City Planning Review Costs

	<u>Fee</u>	<u>Total Fee</u>
Reports	_____	_____
Meetings	_____	_____
Site Review	_____	_____

Engineering Review Costs

_____	_____
-------	-------

Legal Costs

Preparation of Hearing Notices	_____	_____
Legal Research	_____	_____
Certification	_____	_____

Publication Costs

Notice of Hearing	_____	_____
-------------------	-------	-------

Reapportionment of Assessments

Engineers Report	_____	_____
------------------	-------	-------

Mailing and Ownership Reports

Postage	_____	_____
Ownership/Encumbrance	_____	_____

Other:

_____	_____
_____	_____

Grand Total

