



SUBDIVISION APPLICATION

125 SOUTH BROADWAY
 WELLS, MN 56097
 507.553.6371 OFFICE
 507.553.5126 FAX
cityhall@cityofwells.net

FILE NUMBER	ZONING	NUMBER OF LOTS	DATE RECEIVED
PROPERTY INFORMATION			
Legal Description of Parcel			
Parcel ID Number(s)			
PROPERTY OWNER INFORMATION			
Owner Name			
Owner Address			
Owner Phone			
Owner Email			
APPLICANT INFORMATION			
Applicant Name			
Applicant Address			
Applicant Phone			
Applicant Email			
TYPE OF REQUEST			
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Preliminary & Final Plat	<input type="checkbox"/> Registered Land Survey

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other City approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

 Owner's Signature

 Date

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the City should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

 Applicant's Signature

 Date

APPLICATION PROCESS

1. **APPLICATION:** A property owner or their representative completes an application and submits this application with all required documents and fees to the City of Wells Zoning Administrator.

All plans and written information submitted are public information that may be used in written reports and distributed to the public.

2. **ADDITIONAL FEES:** At its discretion, the City of Wells may require outside consultant review of the application. Outside consultants may include attorneys, planners or engineers. Applicants are required to cover the cost of the consultant review. City staff will notify applicants that such review is required prior to hiring the consultant(s). At that time, the applicant must provide a cash escrow to the City to cover the cost of the review. If the applicant refuses to comply with this part of the application, the application will be deemed incomplete and will not be processed until escrow is provided.
3. **NOTIFICATION:** The City sends notification to all property owners within at least 350 feet of the property for which the request is being made. These property owners are encouraged to comment on the request and invited to attend a City Council public hearing which is held to consider the request.
4. **CITY REVIEW:** City staff reviews the submitted application and documents and prepares a written report recommending either approval or denial of the request. The written report, which includes any neighborhood feedback, is forwarded to the applicant or their representative and the Planning & Zoning Commission and City Council.
5. **PLANNING & ZONING COMMISSION REVIEW:** The Planning & Zoning Commission will review the plat(s) at their next meeting.

During the meeting: (1) staff makes its recommendation and (2) the applicant or their representative have an opportunity to address the commission.

After taking comments, the Planning & Zoning Commission discusses the request and votes to recommend the City Council approve or deny the request.

6. **CITY COUNCIL REVIEW:**
The City Council holds a public hearing on the request after a 10 day notice in the official newspaper and written notice to the adjacent property owners.

During the meeting: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request.

After taking comments, the City Council considers the request and votes to approve or deny the proposal.

A final decision on a preliminary plat must be made within 120-days of submittal of a complete application unless the applicant agrees to an extension.

A final decision on a final plat must be made within 60-days of submittal of a complete application unless the applicant agrees to an extension.

7. **APPROVAL:** If a request is approved, all conditions of approval must be satisfied before a building permit or certificate of occupancy will be issued.
8. **RECORDING:** Once a final plat is approved and signed, it must be recorded with the County Recorder.

SUBDIVISION SUBMITTAL REQUIREMENTS

The following items must be submitted for a subdivision application to be considered complete. **All plans and written information submitted are public information that may be used in written reports and distributed to the public.**

Preliminary Plat	The preliminary plat shall include items outlined in Chapter 151, Subdivision Regulations, in the City of Wells Code of Ordinances.	
Application Fee	There will be no fee unless a final plat is submitted.	
Final Plat	The final plat shall include items outlined in Chapter 151, Subdivision Regulations, in the City of Wells Code of Ordinances and Minnesota Statutes 462.358 and 505.	
Application Fee	\$300.00 + any consultant fees	
OFFICE USE ONLY		
Completed Application & Fee Received Date:	60-Day Approval Date:	120-Day Approval Date:
Application & Fee Approved By:	60-Day Extension Date:	
Planning & Zoning Commission Action Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Tabled <input type="checkbox"/> Denied	
City Council Public Hearing Notice Published Date:	City Council Public Hearing Notice Letters Sent Date:	
City Council Action Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Tabled <input type="checkbox"/> Denied	