

Property Owner	
Contact / Title If Company	
Address	
City, ST Zip	
Telephone / Fax	
Property Address	
Legal description or PIN #	
Property Size	acres square feet
Tenant Other Than Owner	
Current Zoning & Use	
Proposed Future Use	

✓	DESCRIPTION OF REQUEST	CURRENT CITY FEE	TOTAL FEE	PAID CHECK
	Simple Property Split - 3 Lots Maximum	\$	\$	#
	Subdivision Of Property - More Than 3 Lots	\$:	\$	#
	Variance From Subdivision Code (Separate Application Required)	\$ See current fee schedule	\$	#

✓	PRELIMINARY ATTACHMENTS REQUIRED	✓	PRELIMINARY ATTACHMENTS REQUIRED
	Preliminary sketch of planned use of property.		Drainage plans, utility easements, access points.
	Ten (10) copies of registered surveyors plat showing original land(s) and subdivision as proposed.		Certification from Ramsey County Property Taxation that all property taxes and assessments have been paid.
	Registered list of all adjacent property owners within 350 feet of the property obtained from Ramsey County Property Taxation.		Other:

Property Owner Signature	Date:
City Clerk Signature Received	Date:
City Clerk Signature Complete	Date:

City Use Only			STATUS (Circle Appropriate Decision, Date & Attach Documentation)			City Use Only		
APPROVAL	ACTING BODY	DATE	APPROVAL	ACTING BODY	DATE	APPROVAL	ACTING BODY	DATE
Yes No	Zoning Administrator #1	/ /	Yes No	City Clerk	/ /			
Yes No	Zoning Administrator #2	/ /	Yes No	Planning Commission	/ /			
Yes No	City Engineer	/ /	Yes No	City Council	/ /			
Yes No	Chief Building Official	/ /	Yes No	City Attorney	/ /			
Yes No	VLAWMO	/ /	Yes No	Ramsey County Taxation	/ /			
Yes No	RWMWD	/ /	Yes No	Public Hearing	/ /			