

Subdivision/Minor Subdivision/SCPUD
Pre-Application Meeting (Optional)
Application and Requirements Checklist

Office Use Only

Date Received _____

DRC Mtg Date _____

_____ Subdivision _____ Minor Subdivision _____ SCPUD

Purpose. Any applicant proposing to subdivide any land(s) located within the city for purposes of single-family dwellings, or PUDs may schedule a pre-application meeting with the Development Review Committee (DRC). **The City highly recommends a pre-application meeting prior to submitting a Preliminary Subdivision Plat Application.** A pre-application meeting is optional and does not count toward the maximum number of review cycles for subdivision land use applications. The purposes of this meeting are to promote understanding of the City's requirements for subdivisions, to obtain applications and required application materials, to obtain feedback on the concept plan, and to review application procedures.

Time Frame. Upon receiving a Pre-Application Meeting Application, within fifteen (15) business days of the request, the City shall, schedule a meeting to review the concept plan.

Process. Following the pre-application meeting with the DRC, and upon the applicant's request, the DRC may present the information to the Planning Commission (PC), acting as the Administrative Land Use Authority (ALUA) at a regular PC meeting as a discussion item only. The PC may identify items the applicant should consider with a Preliminary Subdivision Plat Application.

Proposed Subdivision Name: _____ **Address of Property:** _____

Tax ID/Parcel Number: _____ **Current Zoning:** _____ **Number of Lots:** _____ **Total acres:** _____

Existing Use of Property: _____ **Proposed Use of Property:** _____

Applicant Name(s) or Authorized Agent(s): _____

Mailing Address: _____ **City, State, Zip:** _____

Phone: _____ **Email:** _____

Property Owner(s) (if other than applicant): _____

Mailing Address: _____ **City, State, Zip:** _____

Phone: _____ **Email:** _____

Name of Engineer/Surveyor: _____ **Company:** _____

Mailing Address: _____ **City, State, Zip:** _____

Phone: _____ **Email:** _____

Applicant Certification: I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that River Heights' feedback is based upon the information provided and is subject to applicable city code in effect at this time. I also agree to allow the city staff, PC, or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Signature: _____

Date: _____

Action Not Binding. A Pre-Application Meeting Application does not constitute a Land Use Application under city code or state law, for any approval, review cycle, permit or license and is not binding on the City or the applicant. A pre-application meeting or PC discussion should not be considered by the applicant, or any others, as an indication in any way of a land use application approval, permit, or license, or disapproval, either actual or implied. Compliance with comments by individual staff members, and/or members of the ALUA does not grant any vested rights and will not guarantee or imply approval of the preliminary subdivision plat or final subdivision plat and improvement plans for the subdivision. A Pre-Application Meeting Application is a discussion document only. The application is designed to facilitate and promote discussion, feedback, and understanding, including application processing and review procedures, subdivision requirements and standards.

Pre-Application Requirements Checklist

The River Heights City Code can be found at www.riverheights.gov (Title 11-4)

- ☐ A completed Pre-Application Meeting Application.
- ☐ Owner's affidavit and consent.
- ☐ A complete and accurate legal description of the subject property.
- ☐ Provide seven (7) copies of the proposed concept plan(s), in a legible eleven inch by seventeen-inch (11" x 17") size.
- ☐ Provide a digital copy of the proposed concept plan drawn to a scale (usable engineer's scale).

Concept Plan must show the following:

- ☐ A conceptual layout of the proposed subdivision for the entire area of the subdivision site, and all property owned or controlled by the developer or owner adjacent to the proposed subdivision, including all proposed subdivision phases, as applicable, and all proposed lots, meeting the minimum development standards, as required by the River Heights City Code, in which the subdivision site is located including lot area, lot frontage, lot width, and yard requirements.
- ☐ Identify the proposed layout of all public and private roads and streets, including proposed rights-of-way widths, road, and street lengths, and proposed connections to all existing roads and streets and adjoining properties.
- ☐ Vicinity map showing project location relative to city boundaries, major roads and minor roads that serve the site.
- ☐ Date, scale and north arrow.
- ☐ Existing streets, major utilities, easements, fencing, parks, trails, open space, amenities, and infrastructure on or adjacent to the property.
- ☐ Any proposed parks, trails, open space, and planned amenities.

Fee: \$400 (applied to ALUA fees)

The above fee covers administration, public works, and planning commission expenses. All subdivisions will also require preliminary and final reviews by the city engineer, city attorney, and citizen planner. The cost for all professional reviews shall be billed to and paid by the City. The City will then bill the developer for 100% (plus 10% admin fee) of the actual cost incurred by the City for the professional reviews. Payment is required within thirty (30) days of the time the bill is sent by the City. The applicant/developer shall be responsible for all legal expenses and costs by the City for collection of any fees required herein. The final plat shall not be recorded until all final application (plat and construction drawings) review fees incurred by the City are paid in full.

Applicant/Developer Signature _____ Date _____

City Use Only: Amt Paid _____ Date Received _____ Check # _____ By _____