



SKETCH PLAN
APPLICATION PROCEDURES
City of Empire
Dakota County, Minnesota

1. Prior to formal plat application procedure, all parties are encouraged to submit a subdivision sketch plan to City of Empire staff and consultants and appear before the Planning Commission for informal review and comment.
2. Submit application form and fees. Application must include 12 hard copies and one electronic version of the sketch plan, showing the proposed lot layout and size, intended land uses, generalized road layout, natural features, and any required zoning changes.
3. City of Empire staff and consultants will determine completeness of the application.
4. After the application is found complete, the item will be scheduled for discussion with the Planning Commission.
5. The Planning Commission will forward its comments to the City Council for discussion.
6. The City Council will review the sketch plan at the next available meeting.
7. All comments made by the Planning Commission and the City Council in the review of the sketch plan shall be advisory in nature and shall not bind the City of Empire to approve an application for a subdivision of the property.

Responsibility for Costs

The City of Empire has adopted ordinances that require reimbursement of costs associated with the review of any variances, permit requests, subdivisions, development reviews, ordinance amendments or comprehensive plan amendments under consideration by the City of Empire. These costs may include planning, engineering and legal fees. Payment of fees associated with reviews, in addition to the permit fees, will be the responsibility of the applicant, and payment will be required prior to final approval by the City of Empire.

The Planning Commission meets the 1st and 3rd Tuesdays of the month at 8:00 p.m. and the City Council meets the 2nd and 4th Tuesdays at 8:00 p.m. All meetings are held at the City Hall, 3385-197th Street West. Phone (651) 463-4494 Fax (651) 463-4620

**SKETCH PLAN APPLICATION
THE CITY OF EMPIRE
Dakota County, MN**

Applicant: _____ **Phone:** () _____

Individual Name

Company Name

Applicant Address: _____

Owner (If different from applicant): _____

Owner Address: _____

Site Address: _____

Legal Description of Property:

Section: _____ **City:** _____ **Range:** _____

Metes and bounds description attached: _____

If applicable, Lot: _____ **Block:** _____ **Addition:** _____

Existing Zoning: _____ **Proposed Zoning Classification:** _____

Comprehensive Plan Designation: _____

General Description: (e.g. acreage, number of lots, types of units, values, mixed uses)

Non-refundable Application Fee: \$150.00

Consultant Escrow: \$2500.00

Total: \$2650.00

AGREEMENT: I hereby certify that the information contained herein is correct, and agree to pay all reasonable costs in excess of the escrow above that are incurred by the City of Empire for professional consultants to review the application.

Dated: _____ **Signature of Applicant:** _____

Signature of Owner (If different from applicant): _____

Application and Fee Received: _____