



METES AND BOUNDS SUBDIVISION
APPLICATION PROCEDURES

City of Empire
Dakota County, Minnesota

1. Prior to subdivision application procedure, all parties are encouraged to submit a subdivision concept 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 sets of subdivision documentation required in the City of Empire Subdivision Ordinance.
3. Empire staff and consultants will determine completeness of the application.
4. After the application is found complete, a meeting will be scheduled with the Planning Commission.
5. Certain subdivisions may require forwarding copies of the completed application and supporting documentation to affected jurisdictions (e.g. Dakota County, MnDOT, MnDNR, VRWJPO, abutting communities) for review and comment.
6. The Planning Commission will review the subdivision and make a recommendation to the City Council. The Planning Commission may withhold recommendations on the subdivision until comments have been received by affected jurisdictions.
7. The City Council will take final action on the subdivision application within 60 days of receipt of a completed application, unless the review period is extended in writing by the applicant.

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. 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

SUBDIVISION APPLICATION
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:** _____

Survey(s) attached: _____

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

Comprehensive Plan Designation: _____

General Description: (e.g. acreage, number of lots, building rights)

Non-refundable Application Fee: **\$250.00**

Consultant Escrow: **\$1200.00**

Total: **\$1450.00**

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: _____