



PLATTING ALTERNATIVES APPLICATION AND REVIEW PROCESS FOR APPROVAL

Submission Requirements: The attached application form must be completed and submitted with all requested materials. City of Roseville has 120 days from the date a complete application is received to deny or approve a proposed platting alternative. Failure to submit all application materials may delay the review process described below.

Initial Review: Platting Alternatives applications will be reviewed by Community Development staff, and a determination of completeness will be provided to the applicant in the form of a letter within about 10 days of the application submittal date. A letter in response to an incomplete application will identify the materials that are needed in order to complete the application; once all of the required application materials are received, the 120-day action timeline will start. A letter in response to a complete application will outline the following schedule for the formal review and approval process.

Formal Review: Members of the Development Review Committee (DRC), a panel of City staff representing various departments, will address points of concern based on their respective professional experience. Based on its review of the proposal, the DRC will approve or deny the proposed platting alternative.

Validation of Approval: If a Platting Alternatives application is approved, the approval must be validated by the applicant by filing documentation of the approval at the office of the Ramsey County Recorder or Registrar of Titles, as may be appropriate, within one year of the date of the approval. Extensions of the time allowed for validation of the approval may be granted; written extension requests must be submitted to the Community Development Department, and must identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the approval. A platting alternative approval will automatically expire if the approval is not validated as described.

Please keep this page for your reference after you have submitted the attached application.



COMMUNITY DEVELOPMENT
2660 Civic Center Drive ❖ Roseville, MN 55113
651-792-7005 ❖ planning@cityofroseville.com

PLATTING ALTERNATIVES: APPLICATION FOR APPROVAL

CITY CODE CHAPTER 1102
www.cityofroseville.com

APPLICATION FEE: \$110

Application fee should be made payable to City of Roseville upon submittal of completed application.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

- 1. Property Owner:** If multiple property owners are involved, complete and submit additional application forms to identify each owner on separate forms.

Company name: _____
Last name: _____ First name: _____
Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____

- 2. Authorized Applicant:** If different from above, identify the party designated by the owner(s) of all property subject to the proposed plat to facilitate the application for approval of the plat.

Company name: _____
Last name: _____ First name: _____
Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____

- 3. Subject Property Address(es):** List the address(es) of all property owned by the Owner identified above and subject to the proposed plat.

- 4. Type of Application Requested:** Please mark the box identifying the proposed platting alternative.

- Common Wall Duplex Subdivision (*divides a property along the common wall of a duplex*)
 Recombination (*transfers a parcel of land from one lot of record to an abutting lot*)
 Correction (*corrects a survey or legal description of a parcel or lot*)

- 5. Statement of Intent:** Briefly describe the intended development of the resulting lot(s) or parcel(s).

- 6. Additional Required Information:** Please provide one printed copy of all required documentation; PDF files are also appreciated.
- a. PIN(s):** complete legal description(s) and the existing Parcel Identification Number(s) of all property subject to the proposed platting alternative
 - b. Sketch Plan:** scaled or dimensioned illustration of existing and proposed property boundaries, and where appropriate, including existing improvements, distance of existing improvements from proposed boundaries, and the footprint area of existing improvements
 - c. Written Narrative:** detailed description of the intended development facilitated by the proposed platting alternative
 - d. Other Information:** In addition to the required documentation listed above, property surveys, exterior building elevation drawings, and other information may also be required, if deemed necessary by the Community Development Department.
- 7. Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Authorized Applicant: _____

Date: _____