



**It's Better  
in Becker**

Phone: 763.200.4239 12060 Sherburne Ave.  
Fax: 763.261.4411 P.O. Box 250  
www.ci.becker.mn.us Becker, MN 55308

**Fee: \$400.00  
+\$20 per lot  
+ \$5,000 escrow deposit**

Date Received: \_\_\_\_\_

**Preliminary Plat Application**

*APPLICANT/AGENT INFORMATION*

APPLICANT/AGENT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

*FEE OWNER INFORMATION, IF DIFFERENT THAN APPLICANT*

FEE OWNER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

*PROJECT SITE INFORMATION*

PROJECT/DEVELOPMENT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER (PIN) \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

\_\_\_\_\_  
\_\_\_\_\_

<b>Staff Use Only:</b>	<b>End of 120 Days:</b> _____	<b>Finance Code:</b> 100-3217-324
------------------------	-------------------------------	-----------------------------------

## PROCEDURE FOR PRELIMINARY PLAT APPROVAL

The following materials must be submitted with your application in order to be considered complete. A complete application must be made twenty four (24) days prior to the Planning Commission meeting for which you wish to be heard. To fully understand all of the information required for submittal, the City of Becker requires an initial meeting with review of a concept plan prior to submitting an application and documents for review. The plat request shall be filed with the City on this official application form, along with the established fee. Such application shall also be accompanied by two (2) large-scale copies, twelve (12) reduced 11"x17" scale copies and an electronic copy of a preliminary plat and supportive information in conformity with the City's Ordinances. The scale of such materials shall be the minimum necessary to ensure legibility. If you have any questions on the necessary materials please contact the City Planner, Therese Haffner at (763)200-4245.

The final plat for the first phase of the development shall be submitted within one year after said approval or approval of the preliminary plat shall be considered void. For plats with multiple phases a final plat application for a subsequent phase must be submitted within two (2) years after approval of the previous phase final plat or the preliminary plat shall be considered void. Prior to the expiration of the final plat deadline, the Planning Commission may extend the approval for an additional (2) years. The extension request shall be in writing specifically designating the expiration date. Only one (1) extension may be granted per phase of the preliminary plat.

### Required Information:

- Proposed name of subdivision, not similar to any recorded plat with Sherburne County.
- Date of preparation and North point.
- Scale of plat, not less than one (1) inch to one hundred (100) feet.
- Proposed covenants and private restrictions.
- Location map indicating location of proposed subdivision in relationship to general known area.
- Names and addresses of the applicant, land surveyor and engineer making plat and property owners of record within three hundred fifty (350) feet of the proposed subdivision.
- Legal description of proposed subdivision.
- Boundary line of proposed subdivision.
- Zoning of land within and abutting the subdivision.
- Layout, dimensions and acreage of proposed lots and blocks.
- Name, location and right-of-way width of existing or proposed streets, highways, alleys, sidewalks, and pedestrian ways.
- High water level of all lakes, rivers, streams and wetlands. Floodplain boundaries and elevations established locally or by the Federal Emergency Management Agency.
- Location, dimensions, and purpose of existing and proposed utilities and utility easements.
- Location, dimensions of existing and proposed public sewer and water systems.
- Existing and proposed storm water drainage systems including drainage ponds, outlots, and easements.
- A tree preservation plan and a survey prepared by a qualified person identifying all trees on the property, including location, size and species. Deciduous trees that are less than (6) inches in diameter at a point five (5) feet above natural grade, or trees that are of undesirable species, including Popular Boxelder, or Elm may be exempted from this survey.
- Boundary lines of adjoining un-subdivided or subdivided land within three hundred and fifty (350) feet, identifying by name and ownership.
- Proposed zoning changes, if necessary.
- Minimum front, side, and rear yard setbacks as required by the Zoning Chapter.
- Location, dimensions, and size of areas, other than streets, alleys, pedestrian ways, and utility easements, proposed to be dedicated or reserved for public uses.

- The type of structure and driveway location proposed based on drainage, grading, and sewer elevations must be shown for each lot in the subdivision.
- Soil survey, grading plan, soil erosion and sediment control plan, and landscaping plan.
- A list of any liens or encumbrances.
- Other information deemed necessary by the City.

**NOTE: PRELIMINARY AND FINAL PLAT IS SUBJECT TO PARK DEDICATION REQUIREMENTS.** Acceptance of either park land dedication or cash in lieu of park land dedication is at the discretion of the city.

Park Dedication Requirements:  
 Residential – 10 percent of land or \$1,940 per unit (Payment in Lieu)  
 Commercial – 5% land or \$1.64 per sf cash equivalent

We, the undersigned, have read and understand the above.

---

Signature of Applicant

Date

---

Signature of Owner (s)

Date