



City of Montgomery
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SKETCH PLAN FORM¹ FOR SUBDIVISION OF LAND

This handout is intended to provide guidance on putting together and submitting a sketch plan application in Montgomery. The purpose of the sketch plan form is to provide the City a chance to review your proposal.

In order to have your sketch plan application be complete and reviewed in the timeliest fashion, there are a number of steps that must be followed:

1. Contact City staff to discuss your subdivision of land request and obtain a land use application.
2. Put together an informational packet (described herein) that fulfills the sketch plan submittal requirements for subdivision of land. Initially providing detailed information and answers will greatly reduce the potential overall review time.
3. Submit your completed packet to staff by the applicable **due date of** for review. Staff will examine your information to determine if the application is complete, and contact you if additional information is required or was omitted. It is to your advantage to submit your materials as early as possible so staff can assist you in ensuring your application is complete. Applications found to be incomplete as of the due date shall not be reviewed until the following month².
4. Staff will address completed applications by reviewing all information and write a report regarding the request.
5. The Planning and Zoning Commission will review, discuss, and advise the applicant of the extent to which the proposed subdivision conforms to this and other ordinances, as well as its conformity to the Comprehensive Plan. The Planning and Zoning Commission shall make specific recommendations and comments about the Sketch Plan to be incorporated by the applicant into the Preliminary Plat. Attendance is **required** at this meeting for action. **Nonattendance** may result in denial.

The City Council has established a fee of **\$0** for processing a sketch plan application.

¹ The information provided in this document is intended to be a correct statement of the law as set forth in the Montgomery City Code and the laws of the State of Minnesota. However, the applicant should refer to the actual sources and consult with their own legal advisor regarding applicability to their application. In providing this information, the City makes no representations nor provides any legal advice or opinion.

² Minnesota State Statute 15.99 requires local governments to review an application within 10 days of its submission to determine if an application is complete and/or if additional information is needed to adequately review the subject request.

At a minimum, the following materials must be submitted prior to deeming an application complete:

Sub: Req: Item:

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| ___ | ___ | 1. Land Use Application signed by all property owners along with payment of the proper filing fee. |
| ___ | ___ | 2. Sketch Plan Form for Subdivision of Land |
| ___ | ___ | 3. Ten (10) Copies of a sketch plan depicting the property in question. <ul style="list-style-type: none">A. The location of that portion which is to be subdivided in relation to the entire tract, and the existing street pattern.B. All existing structures, wooded areas, streams and other significant physical features, within the portion to be subdivided and within five hundred (500) feet thereof. Topographic data shall also be indicated at intervals of not more than two (2) feet and be based on the datum of the 5th General Adjustment of 1929.C. The name of the owner and of all adjoining property owners as disclosed by the most recent tax records.D. The tax map sheet, block and lot numbers, if available.E. All utilities available, and all streets which are either proposed, mapped, or built.F. The proposed pattern of lots (including lot width and depth), street layout, recreation areas, systems of drainage, sewerage, and water supply within the subdivided area.G. All existing restrictions on the use of land including easements, covenants, or zoning lines. |
| ___ | ___ | 4. A Written Statement from the appropriate Township Board stating their comments on the proposed plat if it is located outside of city limits (if applicable). |
| ___ | ___ | 5. Evidence of ownership or enforceable option on the property. |
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Criteria when reviewing a Sketch Plan for Subdivision of Land Request

The Planning & Zoning Commission will review, discuss and advise the subdivider of the extent to which the proposed subdivision conforms to this and other ordinances, as well as its conformity to the Comprehensive Plan.

The Planning & Zoning Commission shall make specific recommendations and comments about the Sketch Plan to be incorporated by the applicant into the Preliminary Plat. Any advice, comments, or recommendations for modifications made at this point by staff or Planning Commission are advisory only and shall not constitute approval or commitment to approve. Review of the concept plan will include an initial determination whether environmental review documents must be completed pursuant to state law or rules. If such documents are required, the subdivider shall take the proper steps to ensure that the documents are prepared.

Staff Checklist for Sketch Plan for Subdivision of Land

- _____ Completed Application Form
- _____ Staff Report
- _____ Planning & Zoning Commission Item
- _____ Follow-Up Letter to Applicant