



Planning & Zoning Department

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Concept Plan Checklist

General Information

The subdivider-developer is encouraged to submit a general concept plan of the proposed subdivision and preliminary proposal for essential services for review and comment by the Planning Commission and City Council prior to submission of a preliminary plat application. (Ref: Annandale City Zoning Ordinance Section 151.06 Subd.1).

THE FOLLOWING CHECKLIST MUST BE COMPLETED IN ORDER FOR A SITE PLAN REVIEW APPLICATION TO BE CONSIDERED COMPLETE (THE ZONING ADMINISTRATOR MAY WAIVE ANY ITEM BY INITIALING NEXT TO THE CHECK BOX).

- The property owner or its agent shall meet with the Zoning Administrator to discuss the project and what will need to be complete the application.
Date of Meeting: _____
- The property owner and/or its agent shall meet with the following group of people to perform a walkthrough of the site to identify significant areas of natural resources:
 - At least one member from the Annandale Park Commission
 - At least one member from the Annandale Planning and Zoning Commission
 - At least one member from the Annandale City Council
 - City Staff
 - City Planner
 - City Engineer
- All requested information must be submitted at least thirty (30) days before the Planning Commission meeting in which the permit is to be reviewed. Please refer to the "Application Deadlines and Hearing Dates" document for specific deadlines.
- Submit the Application of Planning Consideration to the Zoning Administrator.
- Submit the Concept Plan application fee as prescribed in the City Fee Schedule.
- Submit an accurate list of property owners' names and addresses within the affected zone and within three hundred and fifty (350) feet of the outer boundaries of the property in question.

- Submit to scale, eight (8) full size concept plans – 22” x 34” preferred or 24” x 36”, two (2) 11”x17”, and one (1) electronic copy of the following to the Planning Department:
 - Concept Plan showing:
 - Any zoning changes
 - How the plan will effect existing community facilities
 - How it relates to neighboring subdivisions
 - Topography of the area – current USGS or aerial topo
 - Plans for the area
 - North arrow
 - Legal description of the property
 - Proposed street extensions to neighboring properties
 - Proposed trails, easements, parks, ROW concepts as guided by City of Annandale overlay maps, Land Use Plan and Comprehensive Plan.
 - Vicinity Map
 - Concepts with current aerial photograph is appreciated
 - Names of all abutting streets
 - Dimensions of all lot lines, setbacks, and easements of record
 - Natural resource locations and preliminary preservation, if applicable, for the following resources as specified in the Natural Resource Protection Ordinance Section 152:
 - Bluffs and Bluff Setbacks
 - Mature and/or Young Woodlands
 - Lakes and Ponds
 - Streams
 - Shore Buffers
 - Floodplains/Floodways/Floodlands
 - Drainageways
 - Wetlands, Shoreland Wetlands, and Wetland Buffers
- Submit any further information requested by the Zoning Administrator, in order to allow for reasonable review of the development

Process following application completion (Ref. Annandale City Subdivision Ordinance Section 151.06):

The Planning Commission shall hold a public review of the Concept Plan. Following its review and study, the Planning Commission shall prepare a report recommending approval, disapproval, or approval with conditions and submit it to the City Council.

After receiving the Planning Commission recommendation, the City Council shall consider the application and shall approve or disapprove the application with any changes or conditions as it deems appropriate. The subdivider-developer may proceed with the preliminary plat upon approval by the City Council.

If the City Council disapproves the Concept Plan, the City Council will notify the subdivider-developer of the reasons for the action and what requirements will be necessary to meet the City Council's approval. The approval of the Concept Plan does not constitute an acceptance of the subdivision, but is merely an authorization to proceed with preparing the preliminary plat.

Further question or information:

Feel free to contact the Planning & Zoning Department at 320.274.3055

3-12-07