

CONCEPT PLAN

APPLICATION SUBMITTAL CHECK LIST

- Planning Application completed and signed by applicant and property owners.
- Provide the property identification number and complete legal description of the property, in both hard copy and electronic version.
- Attach a written narrative explaining the reason for the application.
- Submit four 11" X 17" and four 8½" X 11" reductions of all maps/exhibits.
- Provide plans in a .pdf format via CD or e-mailed to kdennis@cottagegrovemn.gov.
- Submit the base application fee of \$1,000.00 fee plus an additional \$20.00 per acre in the concept scope plus \$1,000.00 escrow.

APPLICATION REVIEW PROCESS

- Applicant submits application, exhibits, narrative explaining the application and required application fee.
- The City determines if the application is complete.
- Planning staff will prepare the staff report.
- Concept plan reviewed by the City's Technical Review Committee.
- Concept plan information and materials submitted to City Advisory Commissions for review and comment.
- Planning Commission holds public meeting.
- Planning Commission's recommendations forwarded to City Council.
- Revised plans completed and submitted for City Council review.
- Planning staff will prepare updated review report.
- Action by City Council.
- Applicant prepares the preliminary plat or site plan review application according to conditions of the approved concept plan.
- Preliminary and final platting may be combined. See staff for details.