

	Installation of public infrastructure	Describe work: _____ _____
	Tree removal	Describe work: _____
	Sewer and water connection	<p>At public main</p> <p>Within right-of-way</p> <p>Within the property line.</p> <p>Valuation of sewer and water (including cost of labor and materials): _____</p>

DEMOLITION CONTRACTOR			
Company name		Contractor Type	
Company address		Company phone number	
ID number		License Number	
Insurance Information (if applicable)			
Onsite contact person		Contact phone number	
Email Address			
Approximate start date		Anticipated amount of time to complete work (indicate hrs/wks/months)	
	Check here if you are attaching information on additional demolition contractors.		
SEWER AND WATER CONTRACTOR (DISCONNECT AT PUBLIC MAIN OR WITHIN EASEMENT)			
Company name		Contractor Type	
Company address		Company phone number	
ID number		License Number	
Insurance Information (if applicable)			
Onsite contact person		Contact phone number	
Email Address			
Approximate start date		Anticipated amount of time to complete work	

		(indicate hrs/wks/months)	
SEWER AND WATER CONTRACTOR (DISCONNECT WITHIN PROPERTY LINE)			
Company name		Contractor Type	
Company address		Company phone number	
ID number		License Number	
Insurance Information (if applicable)			
Onsite contact person		Contact phone number	
Email Address			
Approximate start date		Anticipated amount of time to complete work (indicate hrs/wks/months)	
CONTRACTORS PERFORMING WORK WITHIN RIGHT-OF-WAY			
Company name		Contractor Type	
Company address		Company phone number	
ID number		License Number	
Insurance Information (if applicable)			
Onsite contact person		Contact phone number	
Email Address			
Approximate start date		Anticipated amount of time to complete work (indicate hrs/wks/months)	
Check here if you are attaching information on additional contractors doing work within the right-of-way.			
GRADING CONTRACTOR			
Company name		Contractor Type	
Company address		Company phone number	
ID number		License Number	
Insurance Information (if applicable)			
Onsite contact person		Contact phone number	
Email Address			

Approximate start date		Anticipated amount of time to complete work (indicate hrs/wks/months)	
Check here if you are attaching information on additional grading contractors.			
TREE REMOVAL CONTRACTOR			
Company name		Contractor Type	
Company address		Company phone number	
ID number		License Number	
Insurance Information (if applicable)			
Onsite contact person		Contact phone number	
Email Address			
Approximate start date		Anticipated amount of time to complete work (indicate hrs/wks/months)	
SEWER AND WATER CONTRACTOR (CONNECTION AT PUBLIC MAIN OR WITHIN ROW)			
Company name		Contractor Type	
Company address		Company phone number	
ID number		License Number	
Insurance Information (if applicable)			
Onsite contact person		Contact phone number	
Email Address			
Approximate start date		Anticipated amount of time to complete work (indicate hrs/wks/months)	
SEWER AND WATER CONTRACTOR (CONNECTION WITHIN PROPERTY LINE)			
Company name		Contractor Type	
Company address		Company phone number	
ID number		License Number	
Insurance Information (if applicable)			
Onsite contact person		Contact phone number	

Email Address			
Approximate start date		Anticipated amount of time to complete work (indicate hrs/wks/months)	

PERMIT STATUS			
Check all applicable permits and provide the status of your permit application. If a permit is not required, attach a statement from the applicable agency.			
MPCA permit required		Watershed District permit required	
Status		District	Basset Creek
NPDES #			Minnehaha Creek
Transfer of Ownership			Nine Mile Creek
Other permit required			Riley-Purg Creek
Status		Status	

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

Signature

Date

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Signature

Date

SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of preliminary plat applications. The following items must be submitted for this application to be considered complete. **All plans and written information submitted as part of this application is public information that may be used in written reports and distributed to the public.**

Application Fee	The sum of work covered by permit:	
	<ul style="list-style-type: none"> Grading permit: \$150 for 500 cubic yards or less \$450 for greater than 501 cubic yards Sewer and water: Based on the valuation of work proposed: 	
	Total Valuation	Permit Fee
	\$1 to \$1,300	\$50
	\$1,301 to \$5,000	\$50.00 plus 2.98% of the amount over \$1,300
	\$5,001 to \$10,000	\$162.00 plus 2.70% of the amount over \$5,000
	\$10,001 to \$25,500	\$297.5 plus 2.35% of amount over \$10,000
	\$25,001 to \$50,000	\$651.00 plus 2.14% of amount over \$25,000
	\$50,001 and over	\$1,186.50 plus 1.8% of amount over \$50,000
	<ul style="list-style-type: none"> Work within a public ROW or easement: Applicant must calculate fees based on excavation details: 	
Work	Permit Fee	
Base fee for all permits	\$75	
Per hole in pavement	\$75	
Per hole in unpaved boulevard	\$50	
Open Trench <ul style="list-style-type: none"> First 100 L.F. Over 100 L.F. 	\$75 <u>and</u> \$.75 per additional L.F.	

Legal Description	A full legal description of the existing property, as documented on property deed or certificate of title must, be submitted.
Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: legal description, lot dimensions, property lines, all platted and recorded easements, natural features (lakes, creeks, floodplain, wetlands, trees), all existing and proposed structures with dimensions to show size and location, structure setbacks from all property lines, the location of existing and proposed driveways and utility lines, existing two foot contours, grade elevations at lot and building corners, and lowest floor elevations.
Wetland Delineation	A wetland delineation and appropriate documentation may be required. If required, the delineation must be staked in the field for city staff verification.
Tree Plan	Woodland Preservation, High Priority, and Significant trees, as defined in city code, must be identified on Existing and Resulting Conditions Plans.
Grading and Drainage Plan	A grading and drainage plan must be submitted and must include: <ul style="list-style-type: none"> • existing and proposed two-foot contours • location and size of proposed pipes and stormwater treatment areas • associated engineering calculations
Street and Utility Plan	A street and utility plan must be submitted and must include: <ul style="list-style-type: none"> • detailed location; • size; and • public vs. private ownership information.
Erosion Control and Tree Protection Plan	A plan that identifies and shows the location of all proposed erosion and sedimentation controls and tree protection methods to be used. An example can be found at: http://www.eminnetonka.com/community_development/permits/grading_erosion_control.cfm
Landscape Plan	A landscape plan must be submitted and must include, species and the total value of landscaping.
Written Statement	A written statement must be submitted describing the intended use of the property.
Other Items As Required	City staff may require that additional items be submitted for full review of the application.

Required Plans:

- 1 electronic plan set

ADDITIONAL INFORMATION

In addition to the submittal requirements, please note:

- The grading application process may include fees outside of this application, including fees for surveying, engineering, title work, legal work, and County recording fees.
- Wetland delineations, lot corners, building pads and proposed streets must be identified in the field.
- At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).
- Watershed district approval may be required: Minnehaha Creek Watershed: 952-471-0590 or Nine Mile Creek, Riley/Purgatory/Bluff Creek and Bassett Creek Watersheds: 952-832-2600.
- The applicant is responsible for the location and moving of any private utilities. The contractor shall contact Gopher State One Call before commencing excavation. Gopher State One Call System at 651-454-0002.
- Erosion control measures must be used, streets leading to the site must be swept as often as necessary to remove debris, and dust must be controlled.
- The burial of organic materials that could otherwise decompose is prohibited. This includes trees, lumber, yard waste, etc. No rock or irreducible material with a dimension greater than 12" shall be buried. Materials with a diameter greater than 12" are to be crushed until they conform to these criteria.
- Engineered fill and soil tests will be required when fill is placed under building pads.
- Disturbed areas are to be restored with seed or sod immediately after completing grading work.