



Zoning/Subdivision Ordinance Amendment Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) Pre-application meeting with Zoning Administrator.
- _____ 2) A completed and signed Land Use Application Form.
- _____ 3) A non-refundable fee and an escrow deposit.
- _____ 4) A written narrative describing the proposal, including:
 - a) Existing zoning and proposed zoning.
 - b) The nature and reason for request.
 - c) Intended use of the property.
 - d) Nature of uses of adjacent properties.
 - e) Impacts on adjoining properties, and mitigating measures to minimize impacts.
 - f) Impact on traffic.
 - g) Potential environmental impacts, and measures to avoid or minimize those potential impacts.
- _____ 5) An accompanying Sketch Plan, PUD/CUP application, or Preliminary Plat application, if necessary.
- _____ 6) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal.
- _____ 7) Certified Survey of property by registered surveyor, if deemed necessary.
- _____ 8) Compliance with Wetland Conservation Act. A wetland report by a Certified Wetland Specialist. Identification and delineation of all wetlands on the site including preservation and filling and mitigation.
- _____ 9) The plans should contain the following information:
 - a) Location map, including existing conditions and uses within 500 feet of the subject property.
 - b) Property dimensions and area in acres.
 - c) Septic (primary and secondary) and well locations, if located outside of the MUSA. Verification that the existing system is a working system, as applicable. Sanitary sewer and municipal water system design if located inside the MUSA.
 - d) Grading, erosion control and drainage plan, if applicable.

- _____ 10) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

The Zoning/Subdivision Ordinance Amendment request will be scheduled for a public hearing before the Planning and Zoning Commission. All property owners within a minimum of 500 feet of your lot line will be notified by mail, by the City, of the public hearing date and time. If the amendment involves consideration of change to the Comprehensive Plan land use map, goals and policies, or the Zoning Map for rezoning requests, the Long Range Planning Commission shall review the request and provide written comment to the City Council prior to Council action. The Planning and Zoning Commission's and the Long Range Planning Commission's recommendation will then be considered by the City Council.

No application which is denied by the City Council shall be considered by the Planning and Zoning Commission for a one year period following the date of City Council action, except if, in the Planning and Zoning Commission's opinion, new evidence or a change of circumstances warrants reconsideration

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Zoning/Subdivision Ordinance Amendment procedures can be found in Section 1-1-3 of the City Code and Chapter 12 (Amendments) of the Zoning Ordinance. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.



Sketch Plan Review Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled with the Administrative Review Committee. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) A written narrative describing the proposal.
- _____ 3) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal
- _____ 4) Certified Survey of property by registered surveyor, if deemed necessary.
- _____ 5) General Sketch Plan: General Sketch Plans include the proposed subdivision indicating any zoning changes, variances, or permits required. Include notation of any zoning changes or permits which would be required, and show that consideration has been given to the relationship of the proposed plat to existing community facilities that would serve it, to neighboring subdivision and development, and to the topography of the site.
- _____ 6) Preliminary drainage and storm water plans showing general locations and methods.
- _____ 7) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

After submission of a PUD sketch plan, staff may take up to ten (10) business days to determine if the information submitted is complete before scheduling the pre-application meeting. After the pre-application meeting, the zoning administrator, within fifteen (15) working days of the meeting, shall report back, in writing, to the developer with the information and any issues raised by the zoning administrator, city public services director, city engineer, or city attorney. At this time, the zoning administrator will report whether staff determines that a mandatory or discretionary environmental review is required prior to the formal application.

The zoning administrator shall then place the sketch plan on the next scheduled council meeting for council review but no sooner than five (5) business days. This review shall be advisory only and non-binding.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Sketch Plan Review procedures can be found in Chapter 6 (Planned Unit Development Process) of the Zoning Ordinance. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.



Preliminary Plat Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) A non-refundable fee and an escrow deposit.
- _____ 3) A written narrative describing the proposal.
- _____ 4) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal
- _____ 5) The plans shall contain the following
 - _____ a) Boundary and Topographic Survey of property by registered surveyor. A complete topographic map, with contour intervals not greater than two feet (2'), showing watercourses, wetlands, rock outcrops, and other significant features. Due to known high ground water elevations, contour intervals of not greater than one foot (1') shall be required for applications within Section 6, Township 133N-Range 28W; Section 1, Township 133N-Range 29W and Section 31, Township 134N-Range 28W. At least one print of the preliminary plat shall be superimposed on a copy of the topographic map. USGS datum shall be used for all topographic mapping.
 - b) Preliminary Plat: Preliminary Plats comply with all city ordinances and plans indicating identification and description information, existing conditions, subdivision design features, and other required information.
 - c) Estimated lot sizes for all lots and outlots in tabular form.
 - d) Utility Plans. Plan shall include
 - 1. Soil absorption (percolation) tests where disposal fields are proposed for more than one dwelling unit and any other subsoil information requested by the city engineer.
 - 2. Plans for water supply, sewage disposal, stormwater drainage system, including proposed location, size, and gradient of proposed sewer lines and water mains, and such other supporting data as may be required by the city engineer or the zoning administrator.
 - e) A Preliminary Grading and Erosion Control Plan, including but not limited to: proposed elevations, driveway grades, building pad locations, and elevations at the lowest floor and garage slab, surface water ponding and treatment areas and the location of storm sewers and catch basins.
 - f) A Drainage Calculations Worksheet.
 - g) A Preliminary Landscape Plan, indicating, among other things: tree, shrub and ground cover species, size, quantities, root specification and provisions for plant material watering as well as the location of berms, fences, retaining walls, sidewalks, trails, signage and lighting. The plan should also delineate sodded and seeded areas and contain planting details.

- _____ h) Evidence that the proposed plat has been submitted to the utility companies responsible for the provision of natural gas, electric power, and telephone services.
- _____ i) Compliance with Wetland Conservation Act. A wetland report by a Certified Wetland Specialist. Identification and delineation of all wetlands on the site including preservation and filling and mitigation.
- _____ j) Development Plan: A general development plan for the property indicating topography, location of existing and proposed buildings/structures, proposed streets and driveways, landscaping and drainage.
- _____ 6) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

The Preliminary Plat request will be scheduled for a public hearing before the Planning and Zoning Commission. The Zoning Administrator shall arrange for a public hearing on said plat, notice of said hearing to be published in the official paper at least ten (10) days prior to such hearing. All property owners within a minimum of 500 feet of your lot line will be notified by mail, by the City, of the public hearing date and time. The Planning and Zoning Commission's recommendation will then be considered by the City Council.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Preliminary Plat procedures can be found in 11-3-2 (Platting Procedures) of the Subdivision Regulations. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.



Final Plat Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) A non-refundable fee and an escrow deposit.
- _____ 3) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal
- _____ 4) Title opinion or a title insurance commitment.
- _____ 5) Proposed restrictive covenants to be recorded with the final plat.
- _____ 6) Valid title or ownership in the land to be subdivided or other such evidence.
- _____ 7) Final Plat: Final Plats indicate the subdivision name, map scale and north point, an accurate map of the proposed subdivision including:
 - a) Stormwater calculations.
 - b) Names of all streets
 - c) Monument locations and benchmark
 - d) Engineers estimate for the water, sewer and storm water.
 - e) Engineers specifications for water, sewer, storm water, streets and trails.
 - f) Lot sizes for all lots and outlots in tabular form.
- _____ 8) Notarized certification by a registered land surveyor that the map was made by a surveyor.
- _____ 9) Notarized certification by the owner(s) of record at the time of the approval of the plat, together with the dedication of streets and other public areas to the public, and if applicable, the dedication of common areas to a property owners' association.
- _____ 10) An agreement establishing a common interest community, if a part of the plat is to be dedicated for the use and control by a property owners' association.
- _____ 11) Certification showing that all real estate taxes and special assessments currently due on the property to be subdivided have been paid in full.
- _____ 12) Development Plan: A development plan for the property indicating necessary improvements and associated cost break down indicating topography, location of existing and proposed buildings/structures, proposed streets and driveways, landscaping, and drainage.
- _____ 13) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

The Final Plat request must be filed within one hundred eighty (180) days after the approval of the Preliminary Plat. Failure to submit the final plat, unless written request for extension has been submitted and for good cause granted by the Council, shall cause the Preliminary Plat Approval to become null and void. The Final Plat request will be scheduled for a public hearing before the Planning and Zoning Commission. The Planning and Zoning Commission's recommendation will then be considered by the City Council.

After final approval, the final plat shall be recorded with the county recorder within ninety (90) days of the city executing the final plat unless the council has granted an extension. The subdivider shall furnish the Zoning Administrator a Mylar original, three (3) copies of the final plat showing evidence of the final recording and an AutoCAD DWG or DXF file. The subdivider shall be responsible for any costs incurred pertaining to the verification of the final plat materials. Failure to furnish such copies shall be grounds for the city's refusal to issue building permits for lots within said final plat.

No changes, erasures, modifications, or revisions shall be made in any final plat after approval has been given by the council, unless said plat is resubmitted to the city and the city council approves any such modifications. In the event that any such final plat is recorded without complying with this requirement, approval of such final plat can be rendered null and void by the council and no building permits will be issued for lots within said final plat; and the council shall institute proceedings to have the plat stricken from the records of the city and of the county.

Please see the Baxter City Code for a complete, detailed listing of requirements. Final Plat procedures can be found in Section 11-3-3 (Final Plat Requirements) of the Subdivision Regulations. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.



Minor Subdivision Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) All materials required for Preliminary Plat (see preliminary plat application requirements).
- _____ 3) All materials required for Final Plat (see final plat application requirements).

A Minor Subdivision request is a lot division where each resulting parcel has no new streets or newly created rights of way. The platting process is expedited including both the Preliminary Plat and Final Plat and scheduled for a public hearing before the Planning and Zoning Commission. All property owners within a minimum of 500 feet of your lot line will be notified by mail, by the City, of the public hearing date and time. The Planning and Zoning Commission's recommendation will then be considered by the City Council.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Minor Subdivision procedures can be found in Chapter 3 (Platting Requirements) of the Subdivision Regulations. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.



Conditional Use Permit Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) A non-refundable fee and an escrow deposit.
- _____ 3) A written narrative describing the proposal, including (as applicable):
 - a) Nature of request.
 - b) Impact on adjoining properties and mitigating measures to minimize impact.
 - c) Buildings to be constructed or utilized.
 - d) Intended use of buildings and property.
 - e) Hours and days of operation.
 - f) Number of employees.
 - g) Impact on traffic, including type and amount of traffic, access, and parking provisions.
 - h) Potential environmental impacts and measures to avoid or minimize the potential impacts.
 - i) Proposed measures to provide buffering from proposed use to adjacent properties.
 - j) Future expansion plans.
 - k) Is the proposed use consistent with the Baxter Comprehensive and Land Use Plan?
- _____ 4) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal.
- _____ 5) Certified Survey of property by registered surveyor, if deemed necessary.
- _____ 6) Architectural Plans: Architectural plans for buildings indicating elevations, entrances, heights, floor plan and materials to be used on the exterior.
- _____ 7) Compliance with Wetland Conservation Act. A wetland report by a Certified Wetland Specialist. Identification and delineation of all wetlands on the site including preservation and filling and mitigation.
- _____ 8) Development Plan: A general development plan for the property indicating topography, location of existing and proposed buildings/structures, proposed streets and driveways, landscaping and drainage.
- _____ 9) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

The Conditional Use request will be scheduled for a public hearing before the Planning and Zoning Commission. All property owners within a minimum of 500 feet of your lot line will be notified by mail, by the City, of the public hearing date and time. The Planning and Zoning Commission's recommendation will then be considered by the City Council. Unless otherwise specified by the Zoning Administrator or City Council at time of approval, the Conditional Use Permit will expire within one year unless the property owner or applicant has substantially started the construction of any building, structure, addition or alteration, or use requested as part of the approved plan. Prior to the expiration, the applicant may apply for a time extension of up to one year.

No application for a conditional use permit which has been considered and denied by the city council shall be resubmitted for a period of six (6) months from the date of city council action denying the permit, except on grounds of new evidence, or proof of change of conditions found valid by the planning and zoning commission.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Conditional Use Permit procedures can be found in Chapter 7 (Conditional Use Permit) of the Zoning Ordinance. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.



Variance Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) A non-refundable fee and an escrow deposit (commercial only).
- _____ 3) A written description of the request for the variance, including an explanation of compliance with the variance criteria set forth in this section.
 - a) That there are practical difficulties in complying with the Zoning Ordinance.
 - b) That the conditions upon which a petition for a variation is based are unique to the parcel of land for which the variance is sought and were not created by the landowner.
 - c) That the granting of the variation will not alter the essential character of the locality.
 - d) The proposed variance would be in harmony with the general purposes and intent of the Ordinance.
 - e) The variance is consistent with the Comprehensive Plan.
- _____ 4) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal.
- _____ 5) A certified survey of property by registered surveyor, including dimensions of lot, location and size of all buildings, location of septic system, setbacks from all property lines, setbacks from septic system and well, and location of all easements. Also, topographic contours if topography or extreme grades are the basis on which the request is being made.
- _____ 6) Architectural Plans: A Site Plan showing location and setbacks of proposed buildings and adjacent uses.
- _____ 7) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

The Variance request will be scheduled for a public hearing before the Planning and Zoning Commission. All property owners within a minimum of 500 feet of your lot line will be notified by mail, by the City, of the public hearing date and time. The Planning and Zoning Commission's recommendation will then be considered by the City Council within thirty (30) days. If no recommendation is made within that time, the city council may act without the recommendation. This action shall take place within sixty (60) days of the initial application date, unless the applicant files a written request for an extension of time. A variance shall become void one year after it was granted unless made use of. If denied, no application for a variance wholly or in part shall be resubmitted for a period of six (6) months from the date of said order of denial, except on grounds of new evidence or proof of change of conditions found to be valid by the Planning and Zoning Commission.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Variance procedures can be found in Chapter 8 (Variances) of the Zoning Ordinance. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.

COMMERCIAL APPLICATION REQUIREMENTS

CODES ADOPTED

- A. 2015 Minnesota State Building Code (Which includes)
 - 1. 2012 International Building Code / with MN Amendments
 - 2. 2011 National electrical Code
 - 3. 2015 MN Mechanical and Fuel Gas Codes 1346
 - 4. 2007 MN State Fire Code
 - 5. 2015 MN Conservation Code 1311
 - 6. 2015 MN Accessibility Code 1341
 - 7. 2012 MN Plumbing Code 4715
 - 8. 2015 MN Commercial Energy Code 1323

Design Loads

- A. Ground snow load: 60lbs
- B. Winds speed: 90 mph
- C. Frost Depth: 60 inches
- D. Seismic zone: A

Building Plans

- A. 1 full set and 1, half size or PDF Electronic File, *preferred* (Architectural signatures required)
 - 1. Scaled site plan including
 - a. Setbacks of all proposed and existing built improvements from property lines.
 - b. Off street parking space and ratio calculations, size of spaces noted.
 - c. Landscaping plan meeting city requirements
 - d. Exterior lighting plans both pole and wall mounted lights showing details of type and size.
 - 2. Code analysis
 - 3. Elevations
 - 4. Building sections
 - 5. Connection details
 - 6. Structural sections (signed by a structural engineer)
 - 7. Sprinkler plans (if required, one copy to the State of MN Fire Marshal)
 - 8. Fire alarm plans (if required)
 - 9. Plumbing plans (one copy to the State of MN. DOLI)
 - 10. Electrical plans

Submittal Documents

- A. Specifications: 1 set
- B. Mechanical plans: (2 sets if not part of main plan) with all equipment sizes & energy calcs
- C. Energy code Analysis: 2 copies
- D. UL Listings: 1 copy on all fire stop systems and safety glazing used.
- E. Certificate of survey
- F. Utilities easement drawing and descriptions

G. Number of water meters needed with sizes including irrigation meters

Storm Water Plan

- A. Civil plans Acad.dwg & signed by a civil engineer
1. Concrete Sq. Ft.
 2. Bituminous Sq. Ft.
 3. Compacted aggregate surfacing material sq. ft.
 4. Grass & Planters Sq. Ft.
 5. Building Sq. Ft.
 6. Lot Sq. Ft.
 7. 100-year storm water design with elevations, one foot contours and calculations (Acad.dwg)
 8. Elevation of saturated soils

Developers Agreement

- A. Full legal company name of land owner
B. Land owners full legal name and title
C. Legal description of property

SAC & WAC

- A. Floor plans for each floor with usage labeled (Acad.dwg)
B. Water design layout with elevations (Acad.dwg)
C. Sewer design layout with elevations (Acad.dwg)

Architectural Review

- A. Elevation drawings with all mechanical and meter locations
B. Identification of all materials used
C. Samples of materials (when required)

Notes:

- All planning and zoning requirements should be approved prior to submitting the permit application.
- The required inspections must be called in a minimum of 24 hours in advance. Inspections are scheduled first come first serve, so you may not get an inspection in 24 hours.
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Electrical:

- *All construction must meet current code as described in the 2011 Electrical Code.*
- Applications and permits are handled through the city bldg. dept.
- All inspections are scheduled through the city bldg. dept. (218)454-5113
- The required inspection must be called a minimum of 24 hours in advance. Inspections are scheduled first come first serve, so you may not get an inspection in 24 hours so plan ahead

Mechanical:

- *All construction must meet current codes as described in ASHRAE 90.1-2004 and the International Mechanical Code 2006*
- Mechanical permits are “over the counter” they can be issued the day of receipt.
- Mechanical permit fees are based on valuation, call the bldg. dept. for a quote
- Inspections for new construction: Rough in, 25 lb. gas line air test, Final manometer
- Inspections for furnace replacement: final manometer
- If CSST is being used ensure a bond clamp is installed per the mfg instructions
- Air conditioners require a permit and a final inspection
- The required inspection must be called a minimum of 24 hours in advance. Inspections are scheduled first come first serve, so you may not get an inspection in 24 hours so plan ahead

Plumbing:

- *All construction must meet current code as described in MN Plumbing Code 4715*
- Plumbing permits are “over the counter” and can be issued the day of receipt
- Permit fees are based on the number of fixtures, please call the bldg. dept. for a quote
- Inspections for new construction: underground 5 lb. air test, Rough in 5 lb. air test and a final manometer.
- Inspections for remodel: same as new construction, depending on the extent of the work.
- The required inspection must be called a minimum of 24 hours in advance. Inspections are scheduled first come first serve, so you may not get an inspection in 24 hours so plan ahead



Vacation Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) A non-refundable fee and an escrow deposit.
- _____ 3) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal.
- _____ 4) For vacation of an easement, the legal description of the subject easement must be submitted.
- _____ 5) Information, both written and graphic, that describes the reason for, and location of, the proposed vacation.

The Vacation request will be scheduled for a public hearing before the City Council. All affected property owners will be notified by mail, by the City, of the public hearing date and time.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Vacation procedures can be found in Title 7 (Public Ways and Property) of the City Code. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.



Architectural Review Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) A written narrative describing the proposal.
- _____ 3) Ten (10) reduced (11x17), color sets and an electronic (PDF) format at the time of submittal.
 - a) Certified Survey of property by registered surveyor, if deemed necessary.
 - b) Architectural Plans: Preliminary scaled architectural plans and colored elevations for proposed building or buildings with notation of exterior finish materials.
 - c) Scaled site plan including landscaping, lighting, site amenities and mechanical equipment locations.
- _____ 4) Samples of exterior finish materials.

The Architectural Review request shall be reviewed along with building permit application to ensure compliance with the city council's approval. Proposals to change the color of the exterior materials of a building by painting, staining, etc., may be administratively approved if signed off by both the Community Development Director and Building Official (or other 2 staff members appointed by the City Administrator in their absence).

Applicants who disagree with the determination received from the reviewer may appeal the decision to the council. The council may require a fee for any appeal. Any deviation from the approved plans will require additional review.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Architectural Review procedures can be found in Subsection 10-4-10 (Design Standards) of the Zoning Ordinance. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.