



**Greater Bemidji Area  
Joint Planning Board**

**Application for PRELIMINARY & FINAL Planned  
Unit Development / Common Interest  
Community**

Please complete this application carefully and completely.  
PLEASE PRINT. Failure to fill in all of the required information may  
result in a delay of processing your application.

A fee of \$ \_\_\_\_\_ made payable to the **City of Bemidji**  
must accompany this application.

An escrow of \$ \_\_\_\_\_ made payable to the **City of Bemidji** must accompany this application. Additional  
escrow or verification fees may apply for approved projects.

An escrow account is established as indicated above to cover technical and legal expenses incurred by the Joint Planning Board (JPB) as  
part of the plan review. The applicant is responsible for all costs incurred by the JPB during plan review. If the escrow amount drops  
below 10% of the original deposit amount the JPB may require submittal of an additional escrow deposit sufficient to cover any  
anticipated expenses. Upon determination by the JPB that the project is complete or expired, the JPB will return the remaining escrow  
deposit to the applicant.

<b>OFFICE USE ONLY</b>	
Complete Application Rec'd	_____
Payment Rec'd	_____
Field Checked	_____
Zoning District	_____
Date Permitted	_____
Permit Number	_____
Comments	_____

**APPLICANT DATA**

NAME OF APPLICANT:	_____	EMAIL:	_____
MAILING ADDRESS:	_____		
SITE ADDRESS:	_____	PARCEL:	_____
PHONE NUMBER: WORK	_____	HOME	_____
CONTRACTOR NAME:	_____	PHONE:	_____
Does your property contain low areas, wetlands, or areas with standing water? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, do you intend to drain, fill or otherwise alter this area for any reason? Explain _____ _____			

**OFFICE USE ONLY**

Property Dimensions: Width _____ ft	Depth _____ ft	Total area _____ sq ft/acres
Is there one acre of contiguous land on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have there been any Variances/Use Permits granted on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Attach copies		
Is property within 1000 feet of a public water? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is property in an airport zone? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Septic Data:</b> Year Installed: _____ Last Compliance Inspection: _____		
<input type="checkbox"/> Pass Compliance <input type="checkbox"/> Fail Compliance <input type="checkbox"/> Notarized Stipulation <input type="checkbox"/> Other _____		
<b>Municipal Services:</b> Water <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, is hook up possible? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**PROPOSAL**

Describe the existing use of your property including number of buildings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the distance to the nearest public water & sewer utilities? \_\_\_\_\_

Total number of units proposed: \_\_\_\_\_

Total number of acres/sq. feet: \_\_\_\_\_

Does your proposal require additional parking from that which exists now?  Yes  No

How many parking spaces will be provided? \_\_\_\_\_

What external impacts will be generated by this development? \_\_\_\_\_

Does your proposal include anything that may be a nuisance or otherwise be considered incompatible with your neighbors?  Yes  No Explain \_\_\_\_\_  
\_\_\_\_\_

Please provide additional information that will aid in processing your request. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Residential  Yes  No

Commercial  Yes  No

Mixed Use  Yes  No

# of Units: \_\_\_\_\_

# of Units: \_\_\_\_\_

**In Order for the request to be granted, the applicant may be required to demonstrate that the property in question has a minimum amount of contiguous upland that is suitable for building. Attach documentation to this Application. Attach preliminary sketch plan and all documentation required by checklist. A PUD shall have at least one (1) acre of contiguous property.**

A completed checklist with all required documentation is attached  Yes  No

**(USE ADDITIONAL SHEETS AS NEEDED)**

**ALL APPLICANTS MUST SIGN BELOW**

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the Greater Bemidji Area Zoning and Subdivision Regulations. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Greater Bemidji Area Joint Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant: \_\_\_\_\_

Applicant \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Complete Application  Yes  No

**COMPLETED FORMS CAN BE SUBMITTED AT CITY HALL, 317 4<sup>TH</sup> STREET NW, LOWER LEVEL**



Greater Bemidji Area Joint Planning Board  
City of Bemidji Northern Township

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

**PRELIMINARY/FINAL PLAT & CIC/PUD SUBMISSION CHECKLIST**

1. \_\_\_\_ Completed application with:

- a. \_\_\_\_ Proof of ownership/standing
- b. \_\_\_\_ Complete legal description from title/deed
- c. \_\_\_\_ Application fee
- d. \_\_\_\_ 15 (11x17) copies of plat & plans, 1 digital copy (pdf Format)
- e. \_\_\_\_ Drawings shall include the following:
  - i. Proposed name
  - ii. Total acreage plus acreage of each sub-unit
  - iii. North arrow
  - iv. Scale
  - v. Name of surveyor/preparer (license, address, phone)
  - vi. Location of map
  - vii. Elevation contours in 2 ft. intervals
  - viii. **Existing conditions**
    - (Items that may be applicable)
    1. Location & dimension of all existing property lines, & buildings on and within 100 feet of the subject property
    2. Location of all existing easements & utilities
    3. Location of all existing roads
    4. Location of all existing wetlands and open water
    5. Location of all existing wells and septic systems
    6. Location of all existing overlay district boundaries
    7. Current zoning
    8. Tree inventory
    9. Adjacent streets
  - ix. **Proposed improvements**
    - (Items that may be applicable)
    1. Lot layout with dimensions & size
    2. Road, sidewalk & trail layouts with dimensions
    3. Parking dimensions (if required)
    4. Landscape plan (if required)
    5. Tree preservation plan
    6. Parks, playgrounds, open space, etc...
    7. Required setbacks
    8. Signage – location & dimension
    9. Drainage ponds & easements

- f. \_\_\_\_ Preliminary erosion control and grading plan
  - i. Utility plan with sizes, location, and depth
  - ii. Storm water plan – direction of flow, size, and ponds
  - iii. Elevations at 2 ft. intervals
  - iv. Proposed building footprints (if applicable)
  - v. NPDES storm water permit requirements
- g. \_\_\_\_ Preliminary road authority approval(s)
- h. \_\_\_\_ Wetland delineation (if applicable)
- i. \_\_\_\_ ISTS Land Suitability Data (non-sewered areas only)
- j. \_\_\_\_ Declarations & association documents required by law
- k. \_\_\_\_ Other documents required at time of application

### **Time Table for Submission of Application**

#### Pre-application meeting

2 week advance notice – Meeting will be set up upon application

#### Preliminary plat

Application submittal (10 days before deadline to provide review time)

Deadline is the last working day of the month

Public hearing – with JPC, the 4<sup>th</sup> Thursday of the month

#### Final plat

Submit after the corrections/changes from JPC are complete and verified by staff

Plat is official once it is recorded