



CITY OF INVER GROVE HEIGHTS

8150 Barbara Avenue
Inver Grove Heights, MN 55077
(651) 450-2545
www.ighmn.gov

WAIVER OF PLAT

(City Code Title 11, Chapter 1, Section 6)

The Waiver of Platting procedure may be utilized when the proposed property subdivision will result in the creation of no more than two parcels from one parcel currently under single ownership, and where all of the following criteria are met:

- The requested property division does not cause the need for the dedication of public right-of-way or other easements.
- The subject property does not lie adjacent to a public roadway shown on a City, County and/or State thoroughfare plan for which right-of-way dedication will be requested.
- The subject property does not lie adjacent to an existing public right-of-way for which an additional right-of-way dedication will be requested.

Property divisions that do not meet all of the above criteria shall be platted through the subdivision platting procedure outlined in City Code Title 11, Chapter 2.

INSTRUCTIONS

The following must be submitted prior to reviewing and processing a request. If you have any questions, please contact the Planning Department at 651-450-2545.

- A completed Planning Application Form with the appropriate fees.
- A written narrative clearly describing the request.
- An exact legal description of the property in Word format.
- Two (2) full size copies, one set of 11 x 17 reductions, and an electronic plan set of a certified survey map showing the following:
 - Property boundaries and legal descriptions
 - Proposed septic system locations (unsewered properties only)
 - Existing topography with a contour interval not exceeding two feet (if applicable)
 - Proposed building pad locations and elevations (if applicable)
- For properties that abut a State or County roadway, written certification from the appropriate agency shall be provided which:
 - Approves driveway access for the proposed parcels.
 - Waives the need for the provision of additional right-of-way and/or easements.
- For single family residential subdivisions, a park dedication fee of \$3,850 per lot is required for each resulting buildable lot. For multi-family residential subdivisions, commercial subdivisions, and all other zoning districts, the park dedication fee varies. This fee shall be paid at the time of final plat. Please see City Code Title 11, Chapter 4, Section 6.



CITY OF INVER GROVE HEIGHTS

8150 Barbara Avenue
Inver Grove Heights, MN 55077
(651) 450-2545
www.ighmn.gov

PLANNING APPLICATION FORM

SECTION 1 APPLICANT INFORMATION

Applicant Name: _____ Contact Name: _____
Mailing Address: _____ Mailing Address: _____

Daytime Phone: _____ Daytime Phone: _____
Cell Phone: _____ Cell Phone: _____
Email: _____ Email: _____

SECTION 2 SITE & PROPERTY OWNER INFORMATION

Site Address: _____ County Tax PIN: 20-_____
Legal Description (or attach separately): _____

Owner Name (If different from above): _____
Owner Email: _____
Owner Mailing Address: _____

SECTION 3 APPLICATION TYPE

_____ Variance	_____ Conditional Use Permit	_____ Major Site Plan Review
_____ Rezoning	_____ Preliminary Plat	_____ Planned Unit Dev
_____ Comp Plan Amendment	_____ Final Plat	_____ Zoning Code Amendment
_____ Waiver of Plat	_____ Admin Sub	_____ Other: _____

SECTION 4 OTHER INFORMATION

Attach the written description, plans and other required documents (See Petitioner's Instructions.).
I attest that the information contained in this application is true and correct to the best of my knowledge.

APPLICANT SIGNATURE: _____

OWNER SIGNATURE: _____

OFFICE USE ONLY	
Case Number: _____	Planning Review Committee Date: _____
Date Accepted: _____	Planning Commission Date: _____
Accepted By: _____	Park & Rec. Commission Date: _____
Receipt #: _____	City Council Date: _____
Escrow #: 702-229. _____	60 Day Deadline: _____

REQUEST TYPE	BASE FEE	ABSTRACT FEE	GIS FEE	ESCROW*	TOTAL
Administrative Subdivision	\$200		\$25/lot		\$
Comprehensive Plan Amendment	\$500		\$50	\$2,500	\$
Comprehensive Plan Amendment - Minor	\$200			\$250	\$
Conditional Use Permit	\$500	\$52		\$6,000	\$
Conditional Use Permit - Amendment	\$150	\$52		\$1,000	\$
Conditional Use Permit - single-family residential	\$250	\$52			\$
Determination of Substantially Similar Use	\$200			\$200	\$
Final Plat - single family	\$500	\$52	\$25/lot	\$6,000	\$
Final Plat - other (i.e. Commercial or Industrial)	\$200	\$52	\$100/acre	\$6,000	\$
Interim Use Permit	\$500	\$52		\$1,250	\$
Major Site Plan Review	\$500			\$6,000	\$
Non-Conforming Use Certificate	\$500	\$52		\$1,250	\$
Northwest Area Environmental Studies Fee (Paid with Final Plat/PUD in NWA)	\$80/gross acre				\$
Northwest Area Sketch Plan Review				\$1,000	\$
Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$52		\$6,000	\$
Planned Unit Development (PUD) - Final	\$500	\$52		\$6,000	\$
Planned Unit Development - Amendment	\$250	\$52		\$2,000	\$
Preliminary Plat	\$500 + \$5 per lot			\$6,000	\$
Rezoning	\$500		\$50	\$500	\$
Street Dedication	\$150	\$52	\$50		\$
Street/Easement Vacation	\$150	\$52	\$50	\$500	\$
Variance	\$200	\$52			\$
Waiver of Plat	\$300	\$52	\$25		\$
Wetland Replacement Plan	\$200		\$100/acre	\$2,500	\$
Zoning Code Amendment	\$500			\$500	\$
Zoning Code Amendment - Minor	\$100			\$250	\$
Zoning Interpretation Appeal	\$500			\$1,000	\$
TOTAL CUMULATIVE FEES	\$ Code "AV"	\$ Code "AV"	\$ Code "CB"	\$ Acct. #	\$

*The above escrow amounts represent the minimum deposit required. Additional escrow amounts may be required depending upon the size, complexity, and scope of project.

**CITY OF INVER GROVE HEIGHTS, MINNESOTA
PLANNING DIVISION**

PROPERTY ACCESS CONSENT FORM

This is to certify that on _____, 20____, I, _____,
owner of property described as follows (address or legal description):

filed a request, (or authorized, by my signature, the filing of a request) with the Inver Grove Heights Planning Division for _____ on the described property. By filing the above referenced request, I hereby consent to permit access to said property, at any reasonable time, to members of City Staff, the Planning Commission, and the City Council for purposes of viewing the site and information gathering that is pertinent to the request.

Property Owner

Dated: _____

(Please return this completed form to the Planning Division at the time of application for your planning request. If the Consent Form is not returned with your Planning Application Form, it will be assumed that you do not wish to grant access to your property for the stated purpose. A copy of the Consent Form will be retained in the planning file relative to your case. The consent granted by virtue of this form expires upon final City Council action relative to your request.)

OFFICE USE ONLY

Case No: _____

Applicant: _____