



<b>For Office Use Only</b>	
	Stamp
Fee Paid: _____	
Escrow Paid: _____	

## Sketch Plan Review Land Use Application & Checklist

*Procedures for processing sketch plan applications are found in Hugo City Code Chapter 90, Section 90-36.*

Applicants may present a sketch plan to the Community Development Director or designee who shall have the authority to refer the sketch plan to the Planning Commission and/or City Council for discussion, review, and informal comment. Any opinions or comments provided to the applicant by the Community Development Director or designee, Planning Commission, and/or City Council shall be considered advisory only and shall not constitute a binding decision on the request.

### Property Information:

Street Address of Property \_\_\_\_\_ P.I.D. Number \_\_\_\_\_

Legal Description  
(Please attach description if lengthy) \_\_\_\_\_

### Applicant (Applicant will receive all correspondence from the City):

Developer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

<b>Property Owner(s)</b>	
Name _____	
Address _____ City _____ State _____ Zip _____	
Phone ( ) _____ Cell ( ) _____ Email _____	
<b>Affidavit of Ownership (Application must be signed by all owners in fee title to which the permit shall apply)</b>	
That I(we) am(are) the owner(s) of the property for which a land use approval is sought or have the lawful Power of Attorney therefore. <b>All signatures must be notarized.</b> If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the above information.	
<b>All property owners must sign.</b>	
<b>PRINT</b> Name of property owner & PIN _____	
Signature _____ Date _____	

STATE OF MINNESOTA )

) ss.

(Individual Notary)

COUNTY OF WASHINGTON)

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_

and \_\_\_\_\_, who signed the foregoing instrument and acknowledged said instrument to be their free act and deed.

\_\_\_\_\_  
Notary Public

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**ALL OF THE FOLLOWING INFORMATION **MUST** BE SUBMITTED.**

\_\_\_\_\_ Completed Application, signed by all owners in fee title, of the property to be subdivided.

\_\_\_\_\_ Sketch Plan:

- The plan shall be conceptual but shall be drawn to scale with topography of a contour interval of ten (10) feet, unless two (2) foot intervals are available, and may include the following:
- The proposed site with reference to existing development on adjacent properties, at least to within two hundred (200) feet.
- General location of proposed structures.
- Tentative street arrangements, both public and private.
- Amenities to be provided such as recreational areas, open space, walkways, etc.
- General location of parking areas.
- Proposed public sanitary sewer, water and storm drainage.
- A statement showing the proposed gross and net density of the project with the method of calculating said density also shown.

\_\_\_\_\_ Application fee and escrow.

**Applications must include electronic copies of plans and application items. Large copies of plans may be requested in addition to electronic copies.**