Community and Economic Development Department
3400 Plymouth Blvd
Plymouth, MN 55447
(763) 509-5450

Pre-Application Sketch Plan Checklist

Please submit digital copies of the following via email to planning@plymouthmn.gov to submit your application. Applications will be processed once all items on this checklist are submitted.

Requirements

- **Completed Planning and Zoning Application Form**, signed by the property owner.
- **Accurate Certified Survey** showing the proposal, drawn to scale, including all dimensions and square footages, and the complete legal description of all parcels affected.
- **Narrative**
- **Sketch Plan** including:
  - The proposed site with reference to existing development on adjacent properties.
  - 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 sanitary sewer, water and storm drainage.
  - A statement showing the proposed density of the project with the method of calculating the density shown.
  - Extent of and any proposed modifications to land within the floodplain overlay district, shoreland management overlay district or wetlands district.
  - Wetland delineation.
  - Proposed general schedule of development.
  - Information on the proposed developer.
  - Letter of concurrence from landowner.
  - Estimated lot sizes.
  - Any other information or materials useful in reviewing the sketch.
- **Application Fee** payable to the City of Plymouth:
  - $350 plus $2000 cash escrow

    Please contact planning@plymouthmn.gov to set up online payment. Or submit a check or cash with the request.

Additional information may be requested concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant as necessary to establish performance conditions in relation to all pertinent sections of the zoning ordinance. For a complete list of required materials, refer to Section 21045.03 of the Plymouth Zoning Ordinance.