Flow Chart 1. Overall Subdivision Process in Lynden Township

1. Obtain Plat Packet from Lynden Township Planning Administrator or from the Township's website (www.lyndentownship.org)

2. Discuss the development process with PC Chair or alternate; set a Pre-application meeting with the County to determine density (All information from meeting should be in writing from County).

3. The LO or dev develops a Resource Assessment Map (RAM) for the property under consideration, as described in Section 201 and based upon the standards established in this Ordinance (No lot lines shall be drawn at this step). RAM data may be obtained through Stearns County Environmental Services.

4. LO or dev contacts the Planning Administrator to be scheduled for the next available PC agenda.

5. PC reviews RAM data and determines if it is complete at Jt. Mtg. If it is complete the PC schedules a site review and concept meeting.

6. LO or dev and PC complete a site walkthrough of the property. The development process is discussed with the landowner or developer.

7. A Sketch Plan Map is create by LO or dev using the RAM as a base. Transparent overlays should be used to illustrate each step of the process.

8. Sketch Plan is reviewed by the PC and the Board at the Jt. Mtg. If accepted Landowner or developer proceeds to next step.

9. LO or dev prepares Preliminary Plat based on accepted Sketch Plan.

10. Prelim. Plat Application is submitted to the Twp at the joint meeting of the PC/Board. PC reviews and makes recommendation to the Board. If all of the information is complete a Public Hearing date can be set by the Board.

11. Public Hearing is held and any conditions of the Prelim Plat are determined and the terms of the Dev Agreement are discussed. The Township Board reviews the Preliminary Plat and, if approved, the preliminary plat with comments/conditions is forwarded to the County.

12. Final Plat application, all supporting documents and financial guarantees are submitted to the township for review, approval and signature at a meeting of Joint PC/Board or Board.

Note:
The amount of time and the number of meetings may vary depending on the complexity of the site and type of development option utilized.