



**City Planning Department**

City Hall – 501 Laurel Street  
Brainerd, MN 56401  
218-828-2309/Fax 218-828-2316  
[www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)

Receipt # \_\_\_\_\_  
Check # \_\_\_\_\_  
Date Paid: \_\_\_\_\_

**PRELIMINARY PLAT/FINAL PLAT APPLICATION**

- PRELIMINARY PLAT (\$500.00 + \$30.00/lot residential + \$1,000.00 escrow deposit)**  
(\$600.00 + \$50.00/lot commercial + \$1,000.00 escrow deposit)
- FINAL PLAT (fee included with Preliminary Plat)**

**PROPERTY ADDRESS:** \_\_\_\_\_

**LEGAL DESCRIPTION:** Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_  
(attach description if lengthy)

**Property Owner Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Applicant Name:** (if different than Property Owner) \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Description of Request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Property Owner Signature**  
\_\_\_\_\_  
(Please print name)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature**  
\_\_\_\_\_  
(Please print name)

\_\_\_\_\_  
**Date**

# AGENCY REVIEW CHECKLIST

Your request may require review by one or more of the agencies listed below. The City of Brainerd will determine which agencies will need to review your application and provide that agency with the notice of public hearing regarding your application:

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## **BRAINERD FIRE DEPARTMENT**

Fire Chief; 23 Laurel St; Brainerd, MN 56401; 218-828-2312; [fire@ci.brainerd.mn.us](mailto:fire@ci.brainerd.mn.us)

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## **BRAINERD PUBLIC UTILITIES**

Attn: Scott Magnuson, Supt.; P. O. Box 373; Brainerd, MN 56401; 218-829-8726; [smagnuson@bpu.org](mailto:smagnuson@bpu.org)

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## **BRAINERD POLICE DEPARTMENT**

Attn: Corky McQuiston, Police Chief; 225 East River Road; Brainerd, MN 56401; 218-829-2805; [corky.mcquiston@ci.brainerd.mn.us](mailto:corky.mcquiston@ci.brainerd.mn.us)

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## **BWSR (MN Board of Water and Soil Resources)**

Attn: John Overland; 1601 Minnesota Dr; Brainerd, MN 56401; 218-828-2604; [john.overland@state.mn.us](mailto:john.overland@state.mn.us)

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## **CROW WING COUNTY HIGHWAY DEPARTMENT**

Attn: Tim Bray, County Engineer; 16589 County Rd 142; Brainerd, MN 56401; 218-824-1110; FAX 218-824-1111; [tim.bray@crowwing.us](mailto:tim.bray@crowwing.us)

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## **CROW WING COUNTY SOIL AND WATER CONSERVATION DISTRICT**

Attn: Melissa Barrick; 322 Laurel St-Ste. 13; Brainerd, MN 56401; 218-828-6197/FAX 828-6095; [melissa.barrick@crowwingswcd.org](mailto:melissa.barrick@crowwingswcd.org)

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## **CROW WING COUNTY SURVEYOR'S OFFICE**

Attn: Mark Liedl; 322 Laurel St Ste 14; Brainerd, MN 56401; 218-824-1124/FAX 824-1126; [mark.liedl@crowwing.us](mailto:mark.liedl@crowwing.us)

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## **HRA**

Attn: Jennifer Bergman; 324 E. River Rd, Brainerd, MN 56401; 218-828-3705/FAX 828-8817; [jennifer@brainerdhra.org](mailto:jennifer@brainerdhra.org)

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## **MISSISSIPPI HEADWATERS BOARD**

322 Laurel Street Ste 5; Brainerd, MN 56401; 218-824-1307 / FAX 824-1104; [cass.mhb@co.cass.mn.us](mailto:cass.mhb@co.cass.mn.us)

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## **MINNESOTA DEPARTMENT OF TRANSPORTATION**

Attn: Steve Voss; 7694 Industrial Park Rd; Baxter, MN 56425; 218-828-5779; [steve.voss@state.mn.us](mailto:steve.voss@state.mn.us)

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## **MINNESOTA DEPARTMENT OF NATURAL RESOURCES**

Attn: Wade Miller; 1601 Minnesota Dr, Brainerd, MN 56401; 218-828-2605/FAX 828-6043; [wade.miller@state.mn.us](mailto:wade.miller@state.mn.us)

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## **MINNESOTA POLLUTION CONTROL AGENCY**

Attn: Reed Larson; 7678 College Rd-Suite 105; Baxter, MN 56425; 218-828-2492/FAX 828-2594 [reed.larson@state.mn.us](mailto:reed.larson@state.mn.us)

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## **NOR-SON, INC**

7900 Hastings Rd.; Baxter, MN 56425; 218-828-1722

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## **U. S. ARMY CORPS OF ENGINEERS**

Attn: Jeff Koshak, 8896 E. Gull Lake Dr.; Brainerd, MN 56401; 218-829-8402