



## **DIGITAL SUBMITTAL PROCESS**

1. **COMPLETE Applications** are accepted digital at this email only. [planning@cityofeagan.com](mailto:planning@cityofeagan.com) on the **3<sup>rd</sup> Wednesday** of every month by **NOON**.
  - All items need to be submitted in one email but the forms like the application, checklist, escrow deposit agreement, certified mailing list, and narrative in separate PDF's .
  - Please make sure you have separate PDFs of each document submitted.
  - A **complete application** would include all items from the checklists such as, a signed application by applicant and current property owner, escrow deposit agreement signed and notarized by applicant and currently property owner, fees, certified mailing list and labels, narrative and plans in both full-size sets and 8 ½ x 11.
2. **Fill out application completely (both sides)**
  - Needs to be signed by applicant & current property owner
  - The back page does not need to be signed unless you are requesting an estimate of consultant fees. It is an estimate and usually the escrow collected with each project will cover the costs. If you would like an estimate the project might be held up for a month until we can get that information. We will try to get it as soon as possible.
3. **Escrow Deposit Agreement** filled out completely.
  - Current property owner and applicant must sign and notarized. We will accept a scan of the signed and notarized agreement.
4. **Certified Mailing list and mail labels**
  - You will need to contact a Title and/or Abstract company about a week or 2 before submittal to get it in time of submittal.
  - The mailing labels need to be mailed to City of Eagan, Attn: Julie Strid 3830 Pilot Knob Road, Eagan, MN 55122
5. **Narrative**
  - **Written narrative concisely describing the request of the proposal.**
6. **Project Plan sets**
  - Refer to checklists for specifications.
  - Full-size plans and 8 ½ x11; separate files