



# Administrative Lot Division

---

## 0-LOT LINE

| PROPERTY INFORMATION  |  |
|-----------------------|--|
| Property Address      |  |
| Parcel ID Number      |  |
| OWNER INFORMATION     |  |
| Owner Name            |  |
| Owner Address         |  |
| Owner Phone           |  |
| Owner Email           |  |
| APPLICANT INFORMATION |  |
| Applicant Name        |  |
| Applicant Address     |  |
| Applicant Phone       |  |
| Applicant Email       |  |

**OWNER'S STATEMENT**

I am the owner of the above described property. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. I agree to this application. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

---

**Signature**

**Date**

**APPLICANT'S STATEMENT**

This application should be processed in my name and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

---

**Signature**

**Date**

## SUBMITTAL REQUIREMENTS

Property may be divided in two ways: by plat or by lot division. The platting process generally results in simplified legal descriptions. Required easements may be dedicated directly on the plat drawing. A Lot Division may result in more complicated legal descriptions. The process also requires that easements be dedicated in a written document, which must be prepared by an attorney. **Be aware that: (1) a property will not necessarily be divided more quickly by using the Lot Division process; and (2) if a proposed Lot Division is approved the property owner will need to retain an attorney to complete the easement documents.**

City code outlines various items which must be submitted and considered as part of Lot Division applications. The following items must be submitted for a lot division application to be considered complete. **All plans and written information submitted as part of this application is public information that may be used in written reports and distributed to the public.**

|                                    |   |
|------------------------------------|---|
| <b>Application Fee</b>             | \$500.00 unless part of a “Consolidated Development Application” or when a “Complexity Surcharge” is required. Consult with Planner to determine exact fees.  |
| <b>Registered Survey</b>           | A survey is required for all new construction and additions. The survey must identify all existing property lines, rights-of-way, paved areas of adjacent streets, public and private easements, and buildings, driveways, two-foot contours on the property and adjacent lots. |
| <b>Existing Legal Descriptions</b> | Full legal descriptions of the existing properties, as documented on property deed or certificate of title or registered survey must be submitted.  |
| <b>Proposed Legal Descriptions</b> | Full legal descriptions of the proposed properties must be submitted.   |
| <b>Proposed Easements</b>          | Full easement documents and associated drawings must be submitted. These easement documents must be must be prepared by an attorney knowledgeable in the area of real estate.   |
| <b>Utility Plan</b>                | A utility plan must be submitted and must include detailed location and size information.   |
| <b>Written Statement</b>           | A written statement must be submitted describing the intended use of the property.  |
| <b>Other Items As Required</b>     | City staff may require that additional items be submitted for full review of the application  |

### If plans larger than 8.5” by 11” are submitted:

- 15 copies of such plans must be submitted;
- Plans must be folded to a size no greater than 8.5” by 14”
- One 8.5” by 11” reduction must be submitted.

## ADDITIONAL INFORMATION

In addition to the submittal requirements, please note:

- If the lot division will create a new lot or adjusts a lot line to create a buildable lot, the proposal **cannot** be considered for administrative approval.
- This lot division may be allowed only if: (1) the multi-family building to be divided is already built; (2) proposed lot line(s) is along an existing, common wall; and (3) the property owner provides verification that the building would meet building code requirements with the new lot line.
- The city planner may choose, in his or her discretion, to require a minor subdivision to follow the procedure applicable to other subdivisions.
- The city planner may choose, in his or her discretion, to accept lot division applications for platted or unplatted property. The complexity of existing and proposed legal description will be one factor considered.
- Should a lot division require the vacation of easements, a separate application for the vacation(s) must be submitted to the planning division and approved by the city council.
- A title opinion or title insurance policy must be submitted no more than thirty days before the city releases the lot division documentation for recording. The owner's signature on this application does not substitute for sufficient title evidence.
- The lot division process may include fees outside of this application, including fees for surveying, engineering, title work, legal work, and County recording fees.
- A surveyor is required to certify that the land surveyed for the lot division covers the entire parcel(s) and that there are no gaps or overlaps with adjoining parcels.
- Wetland delineations, lot corners, building pads and proposed streets must be identified in the field.
- At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).

## PROCESS

- A property owner or their representative completes an Administrative Lot Division application and submits this application with all required documents to the Planning Division.
- The application and associated drawings will be reviewed by a planner. The applicant and required documents, including title evidence and easements, will be reviewed by city attorney.
- The city will send out approval or denial documentation to property owners and applicants. Approval documentation must be filed with Hennepin County.
- By state law, a final decision on a Lot Division request must be made within 120-days of submittal of a complete application. An applicant may waive this 120-day time limit.

## APPROVAL

- **If a lot division is approved, it is generally approved subject to several conditions; many of these conditions must be satisfied before the lot division documentation will be released by the city for filing with Hennepin County.**
- If a lot division is approved, it must be filed with Hennepin County within one-year of the approval or the city must approve a time extension. If neither occurs the lot division will be null and void.