



SIMPLE SUBDIVISION PROCEDURE¹

This handout is intended to provide guidance on putting together and submitting an application for a simple subdivision in Minnetrista. A simple subdivision involves the transfer of property between parcels that does not result in a new buildable lot(s). The creation or alteration of a private easement shall also be considered a simple subdivision.

In order to have your simple subdivision application be complete and reviewed in the timeliest fashion, there are a number of steps that must be followed:

1. Contact City staff to discuss your proposed simple subdivision and obtain a land use application.
2. Put together an informational packet (described herein) that outlines your request and provides the necessary background on the intent behind the proposal. Providing detailed information and answers will greatly reduce the potential overall review time.
3. Submit your completed packet at City Hall. Staff will examine your information to determine if the application is complete, and contact you if additional information is required or was omitted. Once the application is complete, staff will write a report and schedule the matter on the next available City Council agenda³.
4. The City Council will consider the request and either grant or deny the simple subdivision plan.
5. If approved, documentation must be legally recorded and finalized.

Per the City Fee Schedule Ordinance, the City Council has established the following fees⁴ for a simple subdivision application:

Simple Subdivision: **\$400 + \$400 Deposit**

At a minimum, the following materials must be submitted prior to deeming an application complete:

- | <u>Sub:</u> | <u>Req:</u> | <u>Item:</u> |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A completed land use application form signed by all property owners along with payment of the proper filing fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Title Work. The City must insure that the listed applicants are the only parties with interest in the subject property. If your property is described in Abstract, the city will need a copy of an <u>updated abstract</u> . If your property is described in Torrens, the city will need a <u>Registered Property Abstract (RPA)</u> . In either case, the city will also accept a <u>commitment for title insurance</u> in lieu of the above to fulfill this requirement. |

¹The information provided in this document is intended to be a correct statement of the law as set forth in the Minnetrista City Code and the laws of the State of Minnesota. However, the applicant should refer to the actual sources and consult with their own legal advisor regarding applicability to their application. In providing this information, the City makes no representations nor provides any legal advice or opinion.

² Applicant is also responsible for any additional fees incurred by the City (i.e. engineering, postage, legal expenses, and et cetera).

³ Please note that meeting dates are subject to change due to holidays, lack of quorum, etc. Please contact City Hall to confirm all dates and times.



- | <u>Sub:</u> | <u>Req:</u> | <u>Item:</u> |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Certification that there are no delinquent property taxes, special assessments, penalties, interest due on the parcel and municipal utility fees due on the parcel. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Written statement explaining the purpose of the simple subdivision. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Three (3) copies of a certified survey depicting the lots or tracts to be subdivided. The survey or site plan shall be at a readable and measurable engineering scale, be composed of one or more sheets not smaller ⁴ than 8½ by 11, be pre-folded for distribution, and include the following information ⁵ : <ul style="list-style-type: none"><input type="checkbox"/> ▪ Appropriate identification of the drawing as a “simple subdivision”<input type="checkbox"/> ▪ Proposed name of the subdivision (if being done as a plat)<input type="checkbox"/> ▪ Exact location of the existing and proposed lot lines. Existing lot lines should be easily distinguishable from the proposed lot lines and not be a prominent feature on the plat<input type="checkbox"/> ▪ Exact location of all buildings and structures showing setbacks to the existing and proposed lot lines<input type="checkbox"/> ▪ Denote the existing and proposed gross area of each parcel involved with the subdivision (in the units of acres and square feet)<input type="checkbox"/> ▪ Denote the resulting <u>buildable</u> area of each parcel involved with the subdivision (in the units of acres and square feet)<input type="checkbox"/> ▪ Existing contours at intervals of two feet. Contours must extend a minimum of 200 feet beyond the boundary of the parcel(s) in question<input type="checkbox"/> ▪ Delineation of wetlands and/or watercourses within 200 feet of the perimeter of the subdivision parcel<input type="checkbox"/> ▪ Delineation of bluff lines (if any)<input type="checkbox"/> ▪ Location, width, and names of existing road rights-of-way abutting the subdivision parcel(s)<input type="checkbox"/> ▪ Location and width of existing and proposed easements within or adjacent to the subdivision parcel(s)<input type="checkbox"/> ▪ Location of any unique natural and/or historic features (if any)<input type="checkbox"/> ▪ Lines establishing the buildable area on each lot (setbacks) |

⁴ If your survey must be larger than 11x17 to be fully legible, we ask that three (3) copies of the plan be in the large format, with the remainder reduced to 11x17.

⁵ Please consult with staff on exactly what to include on your survey. Every application is unique and may require more or less information than what is listed in this handout. Staff reserves the right to require additional information.



(survey requirements continued)

- ▪ Name, address, and phone number of landowners involved in the process
- ▪ Name, address, and phone number of engineer, surveyor, landscape architect, or land planner preparing the plat (include registration #'s)
- ▪ Signature of surveyor certifying the document
- ▪ Date of plan preparation with revision date(s) if any
- ▪ Graphic scale and true north arrow
- ▪ Zoning district(s) of the land being subdivided (if more than one zoning district, zoning boundary lines must be shown)

Sub: Req: Item:

- 6. **If not being done via plat, complete legal descriptions for the following must be submitted:** 1) existing lots, 2) proposed lots, 3) all easements being vacated, and 4) all easements being created.

- 7. **Variances:** If you are requesting variances in any portion of the submitted simple subdivision, the City asks that you list each of the requested variances and provide an explanation as to why each is necessary and cannot be avoided. Additionally, you must provide written answers to the following questions:
 - (1) The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property;
 - (2) The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property;
 - (3) Because of the particular physical surroundings, shape or topographical conditions of the specific land involved, a particular hardship to the land would result, as distinguished from an inconvenience or hardship to the subdivider, and it is found that the strict enforcement of this chapter would result in an environmentally unsound development of the land;
 - (4) The variances will not in any manner vary the provisions of the comprehensive municipal plan; and
 - (5) The variances will not in any manner vary the minimum requirements for a lot as set forth in the Zoning Chapter as applied to the entire subdivision.

If you have any further questions that are not covered by this handout, please contact the planning staff at City Hall: (952) 446-1660. We look forward to assisting you!