COLUMBUS

Rural Nature. Urban Access.

16319 Kettle River Boulevard
Columbus, Minnesota 55025

(Phone) 651-464-3120 ♦ (Fax) 651-464-5922

$500.00 Escrow

File No. _____
Fee: $100.00
Fee Paid: _____
Date: _____

LOT LINE ADJUSTMENT APPLICATION

Address: _____

Landowner's Name: _____ Phone: _____

Address: _____

Certificate of Survey done by: _____

Legal Description/Pin No. of current parcel: _____

_____

_____

Special Notes: _____

_____

_____

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the zoning and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay for all statements received from the City pertaining to additional application expenses.

Signature of Applicant: _____ **Date:** _____

Signature of Owner: _____ **Date:** _____

Received By: _____ Date: _____

Administrative Approval: _____ Date: _____

Lot Line Adjustment Checklist

- ☐ Proposed exchange of land is between two contiguous lots.
- ☐ Proposed exchange of land does not exceed 50 feet lot line adjustment
- ☐ The exchange will not create a new lot.
- ☐ Each of the reconfigured Lots will have an existing Dwelling Unit or Buildable Area or a Future Buildable Area. (See definition).
- ☐ No public easements need to be vacated or relocated because of the reconfiguration.
- ☐ A lot, which is non-conforming prior to the lot line adjustment, shall have its non-conforming characteristics reduced or eliminated through the lot line adjustment.

Survey

- ☐ Certificate of Survey prepared by a Registered Land Surveyor (including attached form).
- ☐ Site Evaluation (Evaluation of a site to determine its suitability for the installation, operation and maintenance of an Individual Sewage Treatment System including Perc test for drain field). (Alternate septic site must be determined if one existing ISTS system exists on property.)
- ☐ Legal descriptions for each parcel.
- ☐ Depict and describe the public right-of-way locations, widths, and names.

Title Requirements

- ☐ Title Review to verify legal description on survey.

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name of Applicant:		
Address of Applicant:		
City:	State:	Zip:
Street Address of Subject Property:		
Legal Description of Subject Property:		
Signature:	Date:	

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

This affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to final action by the City Council.