

City of Columbus
PUBLICATION NOTICE
Ordinance No. 15-09

**AN ORDINANCE AMENDING CHAPTER 8 - SUBDIVISION REGULATIONS
IN THE COLUMBUS CITY CODE**

The City Council of the City of Columbus ordains the following:

SECTION I. ARTICLE X LOT RECONFIGURATIONS in deleted in entirety and amended to read:

Section 8-1001. Intent.

The lot reconfiguration process is an administrative procedure to adjust a common lot line affecting existing parcels. The city retains discretion to require that any lot line reconfiguration occur through the subdivision platting requirements of this chapter.

Section 8-1002. Criteria for Lot Reconfiguration. The lot reconfiguration procedure is subject to the following requirements and criteria:

- A. Lots must be existing lots of record;
- B. Lots resulting from this procedure must be consistent with all applicable zoning requirements, except a lot that is nonconforming prior to the lot reconfiguration will have its nonconforming characteristics reduced or eliminated through the reconfiguration;
- C. The lot reconfiguration will not create a new lot, but will change the shape, configuration, and legal description of the affected lots;
- D. The proposed lot reconfiguration must be between two (2) or three (3) contiguous lots;
- E. The proposed lot reconfiguration will not result in the movement of a lot line more than fifty (50) feet;
- F. If roadway, drainage and utility easements have not been previously dedicated to the public, the landowners will grant an easement for such purposes.

Section 8-1003. Procedure. The following requirements will govern the lot reconfiguration process:

- A. Requests for reconfiguration will be signed by the applicant and filed with the Zoning Administrator. Additionally, if the applicant is not the fee owner of the property, the fee owner's signature(s) will also be provided on the application, or the applicant will provide separate written and signed authorization for the application from the fee owner(s). Such application will be accompanied by: (1) a fee as set forth by the City's adopted fee schedule; and (2) detailed written and graphic materials fully explaining the request. The application will be considered as being officially submitted and complete when the applicant has provided the required materials as specified in this Article.
- B. The Zoning Administrator will review the application and required information to determine conformance with the Comprehensive Plan, Zoning Code and all other provisions of the City Code. The Zoning Administrator will make a final determination

to approve or deny the application. In reviewing the application, the Zoning Administrator may request comments from its consultants and may refer the matter to the Planning Commission, if necessary.

C. Approval or denial of a lot reconfiguration application under this Article may be appealed to the City Council. If an appeal of the Zoning Administrator is filed, a public hearing will be scheduled before the City Council following publication of notice.

D. After the City approves the lot reconfiguration, each of the reconfigured lots must be approved by the Anoka County auditor for a single property tax identification number.

Section 8-1004. Required Materials. The following information will be submitted with the application for lot reconfiguration. The applicant will submit a minimum of 3 large scale copies and 2 reduced scale (11" x 17") copies of all graphics, which include the following:

- A. A certificate of survey prepared by a registered land surveyor which includes:
 - 1. Graphical scale not more than 1 inch equals 100 feet.
 - 2. North point indication.
 - 3. Original and proposed lot boundaries.
 - 4. Existing and resulting parcel legal descriptions.
 - 5. The location of existing structures on the site(s).
 - 6. Existing and proposed driveway locations.
 - 7. Existing and proposed easement locations.
 - 8. Delineated wetlands and water bodies including ordinary high water elevations and floodplain boundaries as applicable.
 - 9. Individual sewage treatment systems and well locations.
- B. A title commitment showing ownership of the property and any existing deed restrictions.
- C. Any additional information deemed necessary and required by the Zoning Administrator. The Zoning Administrator may waive for good cause certain information requirements not pertinent to the particular lot reconfiguration request.

[§§ 8-1001 to 8-1004 amended by Ord. No. 15-09, effective January 14, 2016.]

SECTION II. Effective Date. This Ordinance was adopted by the Columbus City Council on this 9th day of December, 2015 and will become effective after its publication.

By order of the City Council.

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