



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 Commitment to verify legal description on survey.

