



16319 Kettle River Boulevard
Columbus, Minnesota 55025

651-464-3120 EXT. 1011

\$1,000.00 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: _____

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.

Lot Line Adjustment Checklist

~ Please refer to Chapter 8, Section 8-1001 for a complete overview of Lot reconfigurations ~

Criteria for Lot Reconfiguration (check all that apply):

- All lots involved in the lot line adjustment must be existing lots of record.
 - Lots resulting from this procedure must be consistent with all applicable zoning requirements (i.e. lot size must meet required minimum and existing structures must not be made non-conforming with a reduced setback distance).
 - This is not applicable for a lot that is nonconforming prior to the lot reconfiguration that will have its nonconforming characteristics reduced or eliminated through the reconfiguration.
 - The lot reconfiguration will not create a new lot, but will change the shape, configuration, and legal description of the affected lots.
 - The proposed lot reconfiguration must be between two (2) or three (3) contiguous lots.
 - Proposed exchange of land does not exceed 300 feet lot line adjustment.
 - If roadway, drainage and utility easements have not been previously dedicated to the public, the landowners will grant an easement for such purposes.
- 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.
- ### ***Survey:***
- Certificate of Survey prepared by a Registered Land Surveyor (including information as described in Section 8-1004, attached).
 - 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.
 - Road, Drainage and Utility Easements that have not been previously dedicated to the public will have to be dedicated to the landowners.
- ### ***Title Requirements:***
- Title Commitment to verify legal description on survey for all lots involved in lot line adjustment.

Important Submittal Note:

- Please be sure to have all required materials listed above to make a complete application prior to submitting your lot line adjustment request;
- If possible, reach out to the City Offices to schedule a time to drop off your application to ensure a member of the Planning and Zoning Department will be able to conduct a review at the front counter;
- Lastly, all applications are unique and will be reviewed for completeness upon submittal. Due to this, a member of the Planning and Zoning Department may reach out to request additional information after application submittal, should any be required.

City Code, Chapter 8: Subdivision Regulations

**ARTICLE X.
LOT RECONFIGURATIONS.**

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.

City Code, Chapter 8: Subdivision Regulations

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.

[ARTICLE X – Lot Reconfigurations deleted and labeled Reserved by Ord. No. 08-02, effective March 6, 2008, amended by Ord. No. 15-09, effective January 14, 2016.]