

Date Received: _____
Received By: _____
Permit #: _____



651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

LAND USE APPLICATION

- Comprehensive Plan Zoning District Amend Zoning Text Amend Variance*(see below) Zoning Appeal
- Conditional Use Permit (C.U.P.) Flood Plain C.U.P. Interim Use Permit (I.U.P.) Excavating/Grading
- Lot Line Adjustment Minor Subdivision Residential Subdivision Sketch/Concept Plan
- PUD Concept Plan PUD Preliminary Plan PUD Final Plan Wireless Communications

Applicant: _____
Address: _____
Phone # _____
Email Address: _____

Fee Owner: _____
Address: _____
Phone # _____
Email Address: _____

Property Location (Address): _____
(Complete (long) Legal Description: _____

PID#: _____

Detailed Reason for Request: _____

*Variance Requests: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the applicant must demonstrate practical difficulties before a variance can be granted. The practical difficulties related to this application are as follows:

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

Signature of applicant: _____ Date: _____

Signature of fee owner: _____ Date: _____

APPLICATION REQUIREMENTS¹ FOR A MINOR SUBDIVISION

This handout is intended to provide guidance on putting together and submitting an application for a minor subdivision in Lake Elmo. A minor subdivision is a division of land which results in no more than three (3) new parcels wherein each resultant parcel complies with the City's minimum lot dimension and public road frontage requirements for the zoning district in which the land is located. In order to have your minor 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 minor subdivision and obtain an official City of Lake Elmo 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 prepare a report and schedule the matter for review by the Planning Commission and City Council.
4. The Planning Commission will review the proposed minor subdivision and make a recommendation of approval or denial to the City Council. Council will take the recommendations of staff and the Planning Commission and make a final decision.
5. If approved, documentation must be legally recorded and finalized.

The City Council has established a **non-refundable fee**² for processing a minor subdivision application. Please consult the fee schedule on the City website.

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

Sub: **Req:** **Item:**

- | | | |
|--------------------------|--------------------------|---|
| <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. |
|--------------------------|--------------------------|---|

¹ The information provided in this document is intended to be a correct statement of the law as set forth in the Lake Elmo 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).

Sub: Req: Item:

- 2 Address labels:** A certified list of property owners located within three hundred fifty (350') feet of the subject property obtained from and certified by a licensed abstractor or through Washington County (see attached form).

- 3. 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 updated abstract. If your property is described in Torrens, the city will need a Registered Property Abstract (RPA). In either case, the city will also accept a commitment for title insurance in lieu of the above to fulfill this requirement.

- 4. Written statement explaining the purpose of the minor subdivision.**

- 5. Ten (10) copies of a certified survey** depicting the lots or tracts to be subdivided. The large number of copies is necessary given the number of people who receive the planning commission and city council packets. The survey shall be at a readable and measurable engineering scale, be composed of one or more sheets not smaller³ than 8½ by 11, be pre-folded for distribution, and include the following information⁴:

³ If your survey must be larger than 11x17 to be fully legible and to scale, we ask that five (5) copies be in the large format, with the remainder reduced to 11x17.

⁴ 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)

- ▪ Appropriate identification of the drawing as a “minor subdivision.”
- ▪ Proposed name of the subdivision (if being done as a plat).
- ▪ 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.
- ▪ Exact location of all buildings and structures showing setbacks to the existing and proposed lot lines.
- ▪ Denote the existing and proposed gross area of each parcel involved with the subdivision (in the units of acres and square feet)
- ▪ Denote the resulting buildable area of each parcel involved with the subdivision (in the units of acres and square feet)
- ▪ Existing contours at intervals of two feet. Contours must extend a minimum of 200 feet beyond the boundary of the parcel(s) in question.
- ▪ Delineation of wetlands and/or watercourses within 200 feet of the perimeter of the subdivision parcel.
- ▪ Delineation of bluff lines (if any)
- ▪ Location, width, and names of existing road rights-of-way abutting the subdivision parcel(s)
- ▪ Location and width of existing and proposed easements within or adjacent to the subdivision parcel(s)
- ▪ Required drainage and utility easements around all lot lines
- ▪ Location of any unique natural and/or historic features (if any)
- ▪ Lines establishing the buildable area on each lot (setbacks)
- ▪ 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 address the following:
- (1) The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property; and
 - (2) There are special circumstances or conditions affecting the applicant's land that the strict application of the minimum standards of this section would deprive the applicant of the reasonable use of that land.
 - (3) The variance is required by reason of unusual hardship relating to the physical characteristics of the land.

If you have any further questions that are not covered by this handout, please contact the planning staff at City Hall: (651) 747-3912. We look forward to assisting you!



PUBLIC WORKS DEPARTMENT
SURVEY & LAND MANAGEMENT
DIVISION

Donald J. Theisen, P.E.
Director

Michael J. Welling, P.L.S.
County Surveyor/Division Manager

Washington County Government Center • 14949 62nd Street North • P.O. Box 6 • Stillwater, MN 55082
Phone 651-430-6875 • Fax 651-430-6888 • TTY 651-430-6246

Date of request _____ Parcel Search File No. _____

REQUEST FOR SURROUNDING PROPERTY OWNERS AND ADDRESSES

Requested by: Name _____
Business _____
Street address _____
City/State/Zip code _____

Daytime Phone () _____

List of owner names and addresses for parcels located within _____ feet of:

Parcel ID (if known) _____
Owner's Name _____
Street address of subject parcel _____
City or Township _____

Date needed: _____ Mail report _____ Pick up report _____
Mailing labels: Yes _____ No _____
of sets of labels: _____

PARCEL SEARCH FEES

1st 25 parcels, including subject parcel (\$50.00) \$ _____
1 sheet of 30 labels (\$1.00/set) _____
Postage, if parcel search is mailed (\$2.00) _____
Fee, if parcel search is faxed (\$2.00) _____

Completion date _____
Service Rep _____
Total # of parcels _____
Total # of labels _____

of additional parcels _____ x .50 = \$ _____
of add'l sheets of labels _____ x 1.00 = _____

Amount due: \$ _____
Visa/MC _____ Check/Cash _____ Invoice _____
Payment date _____ Payment received by _____

THIS INFORMATION WAS COMPILED FROM WASHINGTON COUNTY SURVEYOR MAPS AND COUNTY ASSESSOR DATA FILES. THE SURVEYOR'S OFFICE IS NOT RESPONSIBLE FOR ANY INACCURACIES IN THE INFORMATION RELIED UPON IN THIS PARCEL SEARCH.