



Lot Split Subdivision

([Land Use Application](#) also required)

Public Hearing

Application Requirements

The city requires one (1) copy of all required drawings at a scale no smaller than 1" = 50', and no larger than 24"x36". Two (2) sets of 11"x17" are also required. **In order for an application to be considered complete, all required information must be submitted.**

Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 462.358

Drawings shall be folded; rolled drawings will not be accepted.

Lot Split Subdivision applies to property that has been previously platted that will be divided into only two buildable lots, not require dedication of public right of way for purposes of gaining access to the subdivided property, and the property has not previously been the subject of division by either lot split or simple plat. *(Outlots do not fall under this and would require Final Plat approval)*

City Ordinance Section [30-392](#) (c)

Each of following applicable requirements (unless waived by staff) shall be submitted:

- [Land Use Application](#) form
- Application Fee
- Labels for Property Owners within 350 feet of the subject parcel obtained from the Sherburne County Public Works Office-GIS (See Page 5 of the [Land Use Application](#) Form)
- A typewritten narrative (see Description of Project Narrative)
- Certificate of Survey
- Legal description for all easements in an editable Word format
- Legal description of new properties in an editable Word format
- County review letter, if adjacent to a County Road
- All submitted documents shall also be provided in a digital format (e.g. pdf, jpeg, doc, dwg) at a resolution of at least 300 dpi. *Flash drives, CD's, and email are acceptable.*
- All other information as determined by City Staff

I understand if all of the required information is not submitted within 10 calendar days after my application has been submitted, my application will be returned incomplete and the next application deadline will be the following month.

Applicant Signature: _____ **Date:** _____

Print Name: _____

Description of Project Narrative

The narrative is your opportunity to describe, promote and sell your proposal to the Planning Commission and/or City Council before the meeting(s). A typewritten narrative explaining your request in detail should include, but not limited to, all the following applicable information:

- Detailed description/scope of project.
 - What is being proposed?
 - Why are you proposing it?
 - How is the request consistent with City of Elk River Comprehensive Plan?
- Are any structures being removed?
- Is a variance required for any of the dimensional requirements?
 - If so, you will need to [apply for a variance](#).

Erosion Control

I have read, understand, and agree to the erosion control measures as outlined in Sections [30-972](#), [30-416](#), [78-501](#) thru 78-505, and all other locations of Elk River City Code and agree to install or implement the measures upon approval by the City of Elk River. I understand that failure to implement these measures may result in immediate suspension and possible restoration and mitigation measures.

Applicant Signature: _____ Date: _____

Print Name: _____