



Subdivision Exception

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

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 15.99

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

Subdivision Exception; for property that is being subdivided (**new lot or lots are created**) but not requiring platting as indicated in the exceptions outlined in Sec. 30-352 (b).

Section [30-352](#) Platting required; exceptions

- a) No conveyance of land to which this article is applicable shall be filed or recorded if the land is described in the conveyance:
 - 1) By metes and bounds;
 - 2) By reference to an unapproved registered land survey made after April 21, 1961;
 - 3) By reference to an unapproved plat made after June 24, 1971, if the land is located in the former Town of Elk River; or
 - 4) By reference to an unapproved plat made after December 7, 1970, if the land is located in the former City of Elk River.
- b) Subsection (a) of this section shall not apply to a conveyance if the land described:
 - 1) Is located in the former Town of Elk River and was a separate parcel of record on June 24, 1971;
 - 2) Is located in the former City of Elk River and was a separate parcel of record on December 7, 1980;
 - 3) Is located in the former Town of Elk River and was the subject of a written agreement to convey entered into prior to June 24, 1971;
 - 4) Is located in the former City of Elk River and was the subject of a written agreement to convey entered into prior to December 7, 1970;
 - 5) Was a separate parcel no less than 2 1/2 acres and 150 feet in width on January 1, 1966;
 - 6) Was a separate parcel of not less than five acres in area and 300 feet in width on July 1, 1980;
 - 7) Was a single parcel of commercial or industrial land of not less than five acres and having a width of not less than 300 feet and its conveyance does not result in the separation or

division of the parcel into two or more lots or parcels, any one of which is less than five acres or 300 feet in width; or

- 8) Is a single parcel of residential or agricultural land of not less than 20 acres and having a width of not less than 500 feet and its conveyance does not result in the division of the parcel into two or more lots or parcels, any one of which is less than 20 acres in area or 500 feet in width.

The City Clerk will provide a Certificate of Exemption from the Subdivision Regulations.

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

- [Land Use Application](#) form
- Application Fee
- Full legal description** of the subject property **in an editable word format**
- Primary and Secondary septic locations (if applicable)
- Delineated wetlands
- 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

****A separate [Easement Vacation Application](#) may also be necessary with a Subdivision Exemption*

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: _____