

COLUMBIA HEIGHTS

MINOR SUBDIVISION (LOT SPLIT) - SUBMISSION CHECKLIST

The City reserves the right to require additional submittal items if it is deemed necessary to act upon the Minor Subdivision Application. Engineering approval may also be required and must meet engineering requirements set forth by the City Engineer or contained in the City Code.

PLAT NAME: _____

CASE NO: _____

MINOR SUBDIVISION (LOT SPLIT) DOCUMENTS AND REQUIREMENTS	RECEIVED
1. Plans to be submitted should include (20) 11 x 17 copies to scale, and a PDF file of full plan set submitted digitally (including application and narrative). Note: Digital submissions MUST be 11 x 17 @ 300 dpi and file size must be under 20 mb.	
Minor Subdivision (Lot Split)	
1. Certificate of Survey by a certified surveyor of the original parcel	
2. Legal description of original parcel	
3. Certificate of Survey of the resulting parcels	
4. Legal description of the resulting parcels	
Application form	
1. Completed application, with fee. (Application signed by both property owner and applicant).	
Utility and Drainage Easements	
1. The applicant shall provide required utility and drainage easements for all newly created lots and be responsible for the cost of filing and recording written easements with the Anoka County Recorder's Office.	
Parkland Dedication Fees	
1. The applicant shall pay parkland dedication fees for each lot created beyond the original number of lots existing prior to subdivision, except when such fees have been applied to the property as part of a previous subdivision.	

COLUMBIA HEIGHTS

AGENCY APPROVALS CHECKLIST

MINOR SUBDIVISION (LOT SPLIT) DOCUMENTS AND REQUIREMENTS	RECEIVED
Grading	
MnDNR	
US Army Corp of Engineers	
MPCA-NPDES (>1 acres disturbed)	
Watershed District (when directed)	
Sanitary Sewer	
MPCA – Sewer extension	
Met Council Waste Water Services (Send MPCA Permit and Location Map)	
Watermain	
MN Department of Health	
Storm Sewer	
MnDNR	
Miscellaneous	
Anoka County – Access/Entrance; Utility Drainage; Other	
MnDOT – Access/Entrance; Utility/Drainage; Other	
Other _____	
Other _____	

COLUMBIA HEIGHTS

The purpose of this process is to provide for approval of the subdivisions that meet specific criteria of standard platting requirements specified elsewhere in the Zoning Ordinance. It is intended to facilitate the further division of previously platted lots, the combination of previously platted lots into fewer lots, or for the adjustment of an existing lot line by relocation of a common boundary.

Required Findings

Required findings: The City Council shall make each of the following findings before approving a Minor Subdivision:

- (a) The proposed subdivision of land will not result in more than three (3) lots.
- (b) The proposed subdivision of land does not involve the vacation of existing easements.
- (c) All lots to be created by the proposed subdivision conform to lot area and width requirements established for the zoning district in which the property is located.
- (d) The proposed subdivision does not require the dedication of public right-of-way for the purpose of gaining access to the property.
- (e) The property has not previously been divided through the minor subdivision provisions of this article.
- (f) The proposed subdivision does not hinder the conveyance of land.
- (g) The proposed subdivision does not hinder the making of assessments or the keeping of records related to assessments.
- (h) The proposed subdivision meets all of the design standards specified in 9.115.

Conditions of approval: The City Council may establish any reasonable conditions of approval that are deemed necessary to protect the public interest and ensure compliance with the provisions of this article, including, but not limited to the following:

- (a) The applicant shall provide required utility and drainage easements for all newly created lots and be responsible for the cost of filing and recording written easements with the Anoka County Recorder's Office.
- (b) The applicant shall pay parkland dedication fees for each lot created beyond the original number of lots existing prior to subdivision, but except when such fees have been applied to the property as part of a previous subdivision.

Recording of minor subdivision: Upon approval of a minor subdivision, the applicant shall be responsible for filing the subdivision survey with the Anoka County Recorder's Office. Any minor subdivision approved under this section shall become invalid if the minor subdivision is not filed with the Anoka County Recorder within one year of the date of the City Council action.