



SUBDIVISION APPLICATION (LOT SPLIT)

Date: _____

The Nisswa Planning Commission/Board of Adjustment will require the property owner/developer to submit the following information to the Nisswa Planning & Zoning Administrator by _____ for the Planning Commission/Board of Adjustment meeting on _____
(application date)

PLEASE NOTE: Applications **WILL NOT** be processed unless all required information for a subdivision is submitted and fees are paid by the application deadline date. We cannot accept the application if any of the following items have not been completed/provided.

I. Name of Applicant: _____ Phone #: _____

Mailing Address: _____

Applicant is: Legal Owner Contract Buyer Option Holder Agent

Title Holder of Property and address: _____

Location (street address) of property involved in this request: _____

Legal description of property involved in this request (if lengthy provide copy of abstract, or certificate of title, or warranty deed): _____

Sec. _____ Twp. 135 Rge. 29 Parcel ID: _____

Zoning District: _____

II. Nature of request (select only one):

Metes and Bounds Preliminary Plat Final Plat

Note: Preliminary Plat and Final Plat hearings will not be held at the same meeting.

All costs of the City Engineer, City Attorney, Bond Counsel, financial experts and other professional costs borne by the City in writing and/or executing Development Contracts, estimates of costs, inspectors, financial arrangements, assessments and pursuing legal remedies in event of default by the subdivider, and reviewing the proposal, shall be borne by the subdivider.

Subdivision by metes and bounds shall be approved by the Planning Commission if the resulting parcels are less than 20 acres and 500 feet of width for residential lots or 5 acres and 300 feet for commercial lots, and shall be limited to no more than one split of a parcel into two parcels in a three year period of time. An additional parcel for right of way or commonly owned driveway access may also be allowed.

III. Metes and Bounds Lot Split Approval shall contain the following data; along with other reasonable information required by the Commission needed to make a proper evaluation of the proposal.

1. Existing and Proposed Conditions

- _____ A. Boundary lines with lengths and bearings drawn to exact scale of no less than 1" = 100' taken from a boundary survey by a Registered Land Surveyor with the current legal description of the property, proposed new legal descriptions, total acreage and percentage of impervious coverage, name of the fee owner and surveyor, north arrow, and scale.
- _____ B. Topography consisting of
 - _____ 1. Ten-foot contour intervals
 - _____ 2. Drainageways
 - _____ 3. Wetlands, slopes, bluffs, and Ordinary High Water Mark
- _____ D. Location (including setbacks) of existing and proposed streets, wetlands, structures, septic or sanitary sewer, well, property lines, and easements.
- _____ E. Significant historical sites.
- _____ F. Date of survey.
- _____ G. Zoning district of the subject and each adjoining parcel.
- _____ B. Proposed City sewer or water system connections and extension, existing and proposed, with grades shown.
- _____ H. Potential locations and estimated depth to water table for all proposed onsite sewage disposal systems, two per lot.
- _____ L. Potential principal structure and accessory structure locations and elevations.
- _____ M. Extent of anticipated vegetation and topographic alterations.

IV. Application shall be accompanied by non-refundable application fee made payable to the City of Nisswa for \$300.00. This fee does **not** cover the land use permit which must be filed separately, if approved.

V. The applicant shall submit six copies of proposed lot split survey **and** one 8-1/2x11 or 11x17 copy.

VI. Signature of Owner(s), authorizing application: _____
(By signing, the owner(s) is certifying that they have read and understood the submission requirements and application)

AND

Signature of Applicant (if different than owner): _____
(By signing, the applicant is certifying that they have read and understood the submission requirements and application)

Planning & Zoning Administrator

Date Received