



East Bethel Community Development
2241 221st Ave. NE • East Bethel, MN 55011
Phone: (763) 367-7844 • Fax: (763) 434-9578

Subdivision – Administrative Checklist

Lot boundary line adjustments, base lot subdivisions, and simple lot splits qualify as Administrative Subdivisions and do not require platting. A request must meet all zoning and subdivision requirements set forth in Appendix A of the City Zoning Code. The following information is provided in Chapter 66 Article V of the City Code of Ordinances.

Process

Step 1: Submit application, application fee, escrow, park dedication fee, and required information (see below)

Step 2: Staff reviews the application for completeness and determines if the request meets requirements for an administrative subdivision. If incomplete, a letter will be sent notifying the Applicant of the missing information. If complete, application will be reviewed by required agencies and staff.

Step 3: Application will be brought before the City Council. A decision will be made within 120 days of complete application.

Step 4: If approved by City Council, **the applicant must record the deed and accompanying survey in the office of the county registrar** of titles within 90 days after the date of approval.

Required Materials Checklist

- Land Use Application
- Fees + Escrow
 - \$300 Application Fee
 - \$1,000 Escrow
- Existing legal description/proposed legal description of new lots
- 1 large scale copy (1 inch = 100 ft. or less), 1 reduced scale copy (11x17), and 1 PDF copy of a survey prepared by a licensed land surveyor including the following information:
 - Scale
 - Name and address, including telephone number, of legal owner and/or agent of the property.
 - North point indication.
 - Existing and proposed boundaries of parcel with dimensions, area, and new property lines noted.
 - Easements of record.
 - Drainage and utility easements as required by the city.
 - Road right of way dedication as required by the city.
 - Soil report to determine buildable lot area.
 - Lowest floor elevation for newly created lot(s).
 - Known flood elevation.
 - Delineated wetland boundary, to include the ordinary high water (OHW) level of any lakes, department of natural resources (DNR) waters, or 100-year flood elevations.
 - All encroachments, easements, or rights-of-way encumbering the property.

- Existing buildings, structures, and improvements within the parcel to be platted and those 100 feet outside the boundaries of the subject parcel including the location of existing and proposed wells and septic systems serving and/or proposed to serve either lot.
 - Locations, widths, and names of all public streets, trails or sidewalks, rights-of-way, or railroad rights-of-way showing type, width, and condition of the improvements, if any, which shall pass through and/or are within 100 feet.
 - Proposed driveway locations and locations of existing driveways on the same side of the road.
 - Location of any existing tile lines, abandoned wells, drainageways, waterways, watercourses, lakes, and wetlands.
- Other information as required by Community Development staff

Qualification – City Code Section 66-134

The following shall be considered an administrative subdivision:

(1) *Lot boundary line adjustment.* Divisions of land where the division is to permit the adding of a parcel of land to an abutting lot or the combination of recorded lots to form no more than two lots. Newly created lots shall conform to the design and performance standards of this chapter and the city's zoning ordinance, set forth in Appendix A to this Code.

(2) *Base lot subdivision.* In the case of a request to divide a base lot upon which a two-family dwelling, townhouse, a quadrominium, or commercial building, which is a part of a recorded plat where the division is to permit individual private ownership of a single dwelling unit within such a structure and the newly created property lines will not cause any of the unit lots or the structure to be in violation of this chapter and the city's zoning ordinance, set forth in Appendix A to this Code.

(3) *Simple lot split.* Allows the division of a lot where there is an existing home on a metes and bounds described property and no new public roads are required. Subject to the following conditions:

- a. The lot split will result in no more than two lots, one of which has an existing home on it.
- b. The lot split does not require the creation of new roads and all lots (new and old created by the proposed split have the minimum frontage required for lots within that zoning district on an established public street.
- c. Each resulting lot meets all other underlying zoning requirements.
- d. Adequate access to public roads must be provided for future development.
- e. A simple lot split can only be done once.