



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

ADMINISTRATIVE SUBDIVISION

APPLICANT IS REQUIRED TO MEET WITH CITY STAFF **PRIOR** TO SUBMITTAL OF THIS APPLICATION

APPLICATION FEE: \$300 ESCROW: \$1,000* PARK DEDICATION FEE APPLIES

*CONSULTING FEES ACCRUED FROM THE CITY ENGINEER, CITY ATTORNEY, ETC WILL BE TAKEN FROM THE ESCROW AMOUNT. THE REMAINING ESCROW WILL BE REFUNDED AFTER THE PROJECT IS FINISHED AND HAS MET ALL OF THE CONDITIONS DURING FINAL INSPECTION. THE APPLICATION FEE IS NON-REFUNDABLE.

PARK DEDICATION FEES FOR COMMERCIAL LOTS	5% OF LAND OR CASH NOT TO EXCEED \$2,000 PER ACRE
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PARK DEDICATION FEES FOR RESIDENTIAL LOTS	10% OF LAND OR CASH NOT TO EXCEED \$2,000 PER LOT
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NAME OF PROJECT (IF APPLICABLE): _____

PROJECT ADDRESS: _____ PRESENT ZONING: _____

LOCATION PID: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____

DESCRIPTION OF PROJECT: _____

PROPERTY OWNER:

NAME: _____

PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

APPLICANT:

SAME AS PROPERTY OWNER

NAME: _____

PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

I FULLY UNDERSTAND THAT I MUST MEET WITH CITY STAFF TO REVIEW ALL SUBMISSION REQUIREMENTS AND CONDITIONS PRIOR TO OFFICIAL SUBMISSION, AND THAT ALL OF THE REQUIRED INFORMATION MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO THE PLANNING/ZONING COMMISSION AND CITY COUNCIL SCHEDULED MEETING DATES TO ENSURE REVIEW BY CITY STAFF.

 PROPERTY OWNER SIGNATURE

 DATE

 APPLICANT SIGNATURE

 DATE

OFFICE USE ONLY

DATE SUBMITTED: _____

60 DAYS: _____

TOTAL FEE PAID: _____

120 DAYS: _____

ESCROW APPLICATION SUBMITTED: _____

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ARTICLE V. – ADMINISTRATIVE SUBDIVISIONS



Sec. 66-133. - **Applicability.**

The provisions of this section shall apply only to those subdivisions classified as administrative subdivisions.

(Ord. of 10-17-2007, § 6; Ord. of 06-01-2016(1))

Sec. 66-134. - **Qualification.**

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 quadraminium, 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. If at a later date someone wishes to further subdivide either lot they will need to meet all of the requirements of chapter 66, excepting article V.

(Ord. of 10-17-2007, § 6(6-1); Ord. of 06-01-2016(1))

Sec. 66-135. - **Information required for administrative subdivisions.**

- (a) Whenever any subdivision of land as outlined in section 66-134 is proposed, before any contract is made for the sale of any part thereof, and before any permit for the erection of a structure on such proposed subdivision shall be granted, the subdividing owner or his authorized agent shall file an application and secure approval of an administrative subdivision.
- (b) The administrative subdivision application shall be considered to be officially filed when the zoning administrator has received the application and has determined that the application is complete under Minn. Stats. § 15.99. Administrative subdivisions shall consist of surveys, maps and accompanying written documents. An owner or applicant shall submit seven large-scale (one inch equals 100 feet or less) copies and one reduced scale (11-inch by 17-inch) copy of detailed graphic materials to include the following information: Certificate of survey prepared by a licensed land surveyor identifying the following:
 - 1) Scale (engineering only) one inch equals 100 feet or less.
 - 2) Name and address, including telephone number, of legal owner and/or agent of the property. Changes in the principles involved as outlined above will be furnished to the city in writing within 30 days. Failure to provide such notification of the change in the principle may lead to voiding of the application for administrative subdivision.
 - 3) North point indication.
 - 4) Existing boundaries of parcel to be platted with dimensions and area and proposed new property lines with dimensions noted.

- 5) Existing legal description/proposed legal description of new lots.
- 6) Easements of record.
- 7) Drainage and utility easements as required by the city.
- 8) Road right of way dedication as required by the city.
- 9) Soil report to determine buildable lot area.
- 10) Lowest floor elevation for newly created lot(s).
- 11) Known flood elevation.
- 12) Delineated wetland boundary, to include the ordinary high water (OHW) level of any lakes or department of natural resources (DNR) waters, 100-year flood elevations.
- 13) All encroachments, easements, or rights-of-way encumbering the property.
- 14) 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.
- 15) 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.
- 16) Proposed driveway locations and locations of existing driveways on the same side of the road.
- 17) Location of any existing tile lines, abandoned wells, drainageways, waterways, watercourses, lakes, and wetlands.
- 18) Additional preliminary plat data requirements determined appropriate by the zoning administrator.

(Ord. of 10-17-2007, § 6(6-2); Ord. of 06-01-2016(1))

Sec. 66-136. - Filing and review of application.

- (a) *Filing; fee.* The applicant shall file an administrative subdivision application with all required information and accompanying fee with a schedule established by the city.
- (b) *Park dedication fee.* Applicant will need to pay applicable park dedication fee for the newly created lot as outlined in the adopted City of East Bethel fee schedule
- (c) *Review by city staff.* Upon receipt of an application, the zoning administrator shall refer copies of the complete administrative subdivision application to city staff and consultants for review and the preparation of a report.
- (d) *Request for additional information.* The zoning administrator shall have the authority to request additional information pertinent to the administrative subdivision. Failure to provide the necessary supportive information may be grounds for denial of the request.
- (e) *Decision.* The city council shall reach a decision on the requested administrative subdivision within 120 days of complete application, unless the applicant agrees to an extension of the review period.
 - (1) The zoning administrator may approve the administrative subdivision with conditions that must be met to insure the administrative subdivision is compliant with the regulations of this chapter and the city's zoning ordinance, as set forth in Appendix A to this Code and as may be amended, and other applicable requirements.
 - (2) The zoning administrator shall prepare findings and deny a subdivision if the administrative subdivision is found to be premature as defined by the criteria of section 66-16 or fails to comply with regulations of this chapter and the city's zoning ordinance, as set forth in Appendix A to this Code and as may be amended, or other applicable requirements.
- (f) *Decision appeal.* The applicant may appeal an administrative subdivision denial following the procedures outlined in the city's zoning ordinance, as set forth in Appendix A to this Code and as amended from time to time.

(Ord. of 10-17-2007, § 6(6-3); Ord. of 06-01-2016(1))

Sec. 66-137. - Recording.

If the administrative subdivision is approved by city council, the applicant shall record the deed and the accompanying survey in the office of the county registrar of titles within 90 days after the date of approval, otherwise the approval of the administrative subdivision shall be considered void.

(Ord. of 10-17-2007, § 6(6-4); Ord. of 06-01-2016(1))

Sec. 66-138. - Record plan.

The property owner/applicant must submit one digital electronic copy in a format compatible with the city's computer system of record plans including lot dimensions and all other pertinent information.

(Ord. of 10-17-2007, § 6(6-5); Ord. of 06-01-2016(1))

Secs. 66-139—66-159. - Reserved.

Land Use Escrow Application

Property Address: _____

Owner's Name: _____ Phone: _____

Email: _____

Type of Land Use Application: _____

Person/Company paying the escrow	Person/Company receiving returned escrow (if different from the person/company paying the escrow than permission is needed)
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Phone: _____
Mailing Address: _____ _____	Address: _____ _____
Amount entered into escrow: \$ _____	Email: _____

	Escrow Amount
Type of Land Use Application	
Tax Increment Financing	\$12,000
Preliminary Plat	\$5,000
Major Mining Permit	\$1,500
Admin. Subdivision, Comp Plan Amendment, Metes and Bounds Split, Minor Mining Permit, Site Plan Review, Vacation, Zoning Map Amendment	\$1,000
Final Plat	\$1,000 + \$50/Lot if new road
Environmental Review	\$650
Concept Plan Review, Conditional Use Permit, Conditional Use Permit Amendment, Grading Permit, Planned Unit Development Amendment, Variance, Zoning Text Amendment	\$500
Interim Use Permit/Amendment	\$300

Escrow Information

Escrow is set aside for attorney, consulting, engineering, and other misc. fees. If the City of East Bethel is to acquire these fees while working on your Land Use Application, than you are authorizing the City to use this escrow to pay for those fees. The remaining escrow amount will be returned once the work has been approved by the Building and/or Community Development Director.

Escrow Payer Signature: _____ Date: _____

Community Development Staff: _____ Date: _____

East Bethel Community Development

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Application Deadlines for 2020

Planning staff has ten (10) business days to deem an application complete. The submittal dates pertain to applications deemed complete by Planning staff. These dates do not pertain to Subdivisions applications.

Application Deadline To be submitted by 4pm (30 days prior to PC meeting)	Planning Commission Meeting
Friday, December 27, 2019	January 28, 2020
Monday, January 27, 2020	February 26, 2020
Friday, February 21, 2020	March 24, 2020
Friday, March 27, 2020	April 28, 2020
Friday, April 24, 2020	May 26, 2020
Friday, May 22, 2020	June 23, 2020
Friday, June 26, 2020	July 28, 2020
Friday, July 24, 2020	August 25, 2020
Friday, August 21, 2020	September 22, 2020
Friday, September 25, 2020	October 27, 2020
Friday, October 23, 2020	November 24, 2020
Friday, November 20, 2020	December 22, 2020

Planning Commission meetings are held on the 4th Tuesday of the month, unless a holiday falls on that day.

City Council meetings are held on the 2nd and 4th Mondays of the month, unless a holiday falls on that day.

Changes to meeting dates will be posted on the East Bethel City website.

CONTACT LISTS FOR REVIEW OF DEVELOPMENT PROJECT

If the box is checked, you must provide a letter of approval, copy of minutes, or other documentation as it relates to your project to the City of East Bethel Planning/Building Department as part of your application for submittal.

CITY

- City Attorney**
Eckberg Lammers
1809 Northwestern Ave. S.
Stillwater, MN 55082
(651) 967-7344
www.eckberglammers.com/

- City Engineer**
Hakanson Anderson
Attn: Craig Jochum
3601 Thurston Ave.
Anoka, MN 55303
763-427-5860
www.haa-inc.com/

HIGHWAY/TRANSPORTATION

- Traffic Engineering Manager**
Anoka County Highway Department
1440 Bunker Lake Blvd.
Andover, MN 55304
763-862-4231
www.anokacounty.us/307/Highway-Department

- Development Review Coordinator**
MN Dept of Transportation
Metro Division, Waters Edge
1500 West County Road B-2
Roseville, MN 55113
651-234-7500
metrodevreviews.dot@state.mn.us

JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)

- Anoka Conservation District**
Attn: Wetland Specialist
1318 McKay Dr NE, Suite 300
Ham Lake, MN 55304
763-434-2030, ext. 14
<https://www.anokaswcd.org/>

- Area Hydrologist**
MN Dept of Natural Resources
1200 Warner Road
St. Paul, MN 55106-6796
651-259-5802
<https://www.dnr.state.mn.us/>

- Ecological Services**
MN Dept of Natural Resources
1200 Warner Road
763-200-2581
<https://www.dnr.state.mn.us/>

- Board of Water & Soil Resources**
651-296-6736
<http://www.bwsr.state.mn.us/>

- U.S. Army Corps of Engineers**
180 Fifth St East, Suite 700
St. Paul, MN 55101
651-290-5282
<https://www.mvp.usace.army.mil/>

- Sunrise Watershed Management Organization**
19511 E. Tri Oak Cir
Wyoming, MN 55092
763-434-9652
LAM3@ISD.net

- Upper Rum River Watershed Management Organization**
19900 Nightingale St. NW
Oak Grove MN 55011
651-259-5755
<http://www.urrwmo.org/>