



East Bethel Community Development
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Metes and Bounds Division Checklist

The City shall approve or deny a completed application within 60 days, with an additional 60 days allowed with written notice to the applicant before the end of the initial review period. The following information is included in Section 12 of the City Zoning Ordinance.

Required Materials Checklist

- Land Use Application
 - Fees and Escrow
 - \$300 Application Fee
 - \$1,000 Escrow
 - \$55 Filing Fee
 - Certificate of survey, to scale, showing applicable existing and proposed conditions including:
 - Parcel dimensions of existing parcel
 - Parcel dimensions of proposed parcels
 - Easement locations
 - Wetland locations
 - Existing building locations
 - Soil boring locations
 - Legal description of the existing parcel and the parcels resulting from the division
 - A narrative of the proposed division indicating the purpose for the division and its conformity with the City Zoning Code and Comprehensive Plan
 - Other information as required by Community Development staff
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Eligibility Requirements

To be eligible for a metes and bounds division, the following conditions must be met by the parcel to be divided:

1. The parcel must be a minimum of 5 acres.
 2. The parcel must have a minimum road front of 300 feet.
 3. The parcel must contain 23,000 square feet of buildable area.
 4. Appropriate road, public utility, and drainage easements, as outlined in Ordinance 151 as amended, must be dedicated to the City.
 5. Park and trail dedication fees as adopted by the City Council by resolution must be paid at the time of City certification of parcel division.
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Planning Commission and City Council Process

Step 1: The application will be reviewed by City staff for completeness.

Step 2: The City staff will prepare a report on the application to be presented to the Planning Commission.

Step 3: The Planning Commission will review the application and make a recommendation to the City Council

Step 4: The City Council may approve the division if it is found consistent with the Comprehensive Plan and City ordinances. The City may attach conditions to the approval.

Step 5: Following City Council approval, payment of park dedication fees and compliance with all condition(s), the instrument creating the division will be certified by the City clerk-treasurer (or designated City representative) that the division has been approved and the City's seal affixed in order for the division to be entered in the county auditor's records and the instrument recorded in the county recorder's records. The metes and bounds division must be filed at Anoka County within 60 days of City Council approval of the division. Failure to file or to request an extension to the City Council will void the division.
