



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

METES AND BOUNDS SPLIT

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: _____

<p style="text-align: center;"><u>PROPERTY OWNER:</u></p> <p>NAME: _____</p> <p>PHONE: _____</p> <p>ADDRESS: _____</p> <p>CITY/STATE/ZIP: _____</p> <p>EMAIL: _____</p>	<p style="text-align: center;"><u>APPLICANT:</u></p> <p style="text-align: center;"><input type="checkbox"/> SAME AS PROPERTY OWNER</p> <p>NAME: _____</p> <p>PHONE: _____</p> <p>ADDRESS: _____</p> <p>CITY/STATE/ZIP: _____</p> <p>EMAIL: _____</p>
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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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APPENDIX A, SECTION 12 – METES AND BOUNDS DIVISIONS



This section is to establish a procedure and standards for the review and approval of divisions of land in the City of East Bethel, and to ensure all divisions of the land in the city are consistent with the comprehensive plan and all applicable ordinances and regulations pertaining to subdivisions.

A. Definition. Metes and bounds description.

The description of the outside dimensions (boundaries) of a parcel of real property by distances and angles of bearings from designated landmarks or points. The term includes simple fractional or quantity parts of a full government subdivision or a lot which is part of a subdivision plat.

- 1) A full government subdivision is described as a government lot, a quarter-quarter section, and infinitum.
- 2) A simple fractional part of a full government subdivision or of a platted lot is described as: one-half; two-thirds; one-fourth; or similar fractions.
- 3) A simple quantity part of a full government subdivision or a platted lot is described as: 20 acres; 200 feet; ten chains; or similar quantities.

B. Eligibility requirements.

To be eligible for using metes and bounds divisions as outlined in this section, the following conditions must be met:

- 1) The parcel must be a minimum of five 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 as defined in other portions of this ordinance.
- 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.

C. Procedure.

1) Application forms and fee. Application for review and approval of all metes and bounds divisions of land in the City of East Bethel must be made in writing to the zoning administrator or designated city representative. Application forms will be furnished by the city, to be completed by the applicants, and filed with the city's designated representative. An application fee to cover the city's cost of review, including the time expended by city staff, must be paid at the time an application is filed; the amount of the fee will be set by the city council by resolution from time to time.

2) Map. All applications must be accompanied by a survey of the parcel to be divided, a map with soil borings to prove that the parcel to be divided meets the 23,000 square foot buildable area requirement, and a narrative indicating the reasons or purposes for the proposed division. At a minimum, the map must indicate the outside dimensions of the parcel to be divided, the outside dimensions of each of the resulting parcels, the locations of any easements or wetlands as defined by this ordinance, the location and dimensions of any existing buildings, as well as the legal description of the property and the parcel(s) to be divided.

3) Additional information. An applicant must provide any additional information which is reasonably related to and necessary for a thorough analysis of the application information upon request of city staff, the planning commission, and/or the city council prior to approval of the division.

4) Review. Each application will be reviewed by the city's designated representative and, if complete, referred to the city's planning commission together with city staff report on the application. The applicant must demonstrate that the division will comply with the city's comprehensive plan and all

applicable ordinances and regulations in effect at the time. The planning commission will review the application and city staff report and make its recommendation to the city council.

5) Approval. The city council will approve an application if it finds that the division will be consistent with the comprehensive plan and applicable ordinances and regulations. The council may attach conditions to its approval if the conditions will promote the goals and purposes of the comprehensive plan. If the council denies an application, it must adopt written findings supporting denial.

6) Security. The city council may require the applicant to furnish security by posting a bond or other financial security acceptable to the city to secure the performance of one or more conditions of approval or division. If security is required, the amount, terms, and conditions will be determined by city staff.

7) Certificate of approval. 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.

8) Building permits. Building permits will not be issued in connection with any parcels of land created by metes and bounds division after the effective date of this ordinance unless the review and approval provisions herein set forth have been complied with and city council approval of the division has been granted.

(Ord. No. 19, Second Series, 5-5-2010)

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: _____

	Type of Land Use Application	Escrow Amount
	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

2241 221st Ave NE | East Bethel, MN 55011

Phone: (763) 367-7844 | Fax: (763) 434-9578

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/>