



# MINOR BOUNDARY ADJUSTMENT

2415 Wilshire Boulevard, Mound, MN 55364  
Phone 952-472-0600 FAX 952-472-0620

The relocation of a boundary line between two abutting, existing parcels of property; such relocation not causing the creation of a new parcel or parcels and such relocation not violating the Zoning Ordinance may be approved by the Director of Community Development and shall be submitted in a form so as to allow for recording at Hennepin County. At the discretion of the Director of Community Development, a survey may be required. Should the Director of Community Development determine that the relocation of a property boundary may have an adverse effect on either property or may circumvent applicable zoning requirements the Director of Community Development may require the boundary adjustment to be processed as a Minor Subdivision. Approval of a minor boundary adjustment shall not disqualify the involved parcels from "lot of record" status. (ORD. 10-2005)

## **REQUIRED SUBMITTALS**

1. Accurately completed application form and payment of fee and escrow deposit.
2. A **CURRENT CERTIFICATE OF SURVEY**: 2 copies drawn to-scale and one copy 8-1/2" x 11" (may be reduced). **Survey must include all of the items listed on the City of Mound Survey Requirements.**
3. Hardcover Calculations for each proposed parcel.
4. One 8-1/2" x 11" size copy of building plans must be submitted with application (may be reduced). If plans are larger than 11" x 17", 20 copies must be submitted with application.
5. Surveyor to submit proposed legal descriptions in MS Word format to [SarahSmith@cityofmound.com](mailto:SarahSmith@cityofmound.com) .

## **PAYMENT OF FEES**

The applicant acknowledges that she/he understands that before this request can be considered, all required information and fees (including all deposits) must be paid to the City in advance. If additional fees are required to cover costs incurred by the City, the City Manager has the right to require additional payment from one or more of the applicants, who shall be jointly liable for such fees. Such expenses may include (but are not limited to) direct city payroll and overhead costs, fees paid to consultants and other professionals, and the cost of printing, mailing and supplies. The City may withhold final action on a land use application and /or rescind prior action until all miscellaneous fees have been paid.

**Land Use Application Outstanding Balances** (Effective 12/13/05) Any and/or all outstanding balances from an applicant must be paid before a new land application from that applicant will be accepted and deemed to be complete. Any and/or all outstanding balances from a previous application seeking the same type of approvals involving the same parcel must be paid before the new application will be accepted and deemed complete.

## **ESCROW / BILLING POLICY**

Applicants are advised that an escrow deposit is required at the time of the submittal of the development application to offset costs associated with the proposed project. The City of Mound will provide a quarterly billing of all itemized charges that have been incurred. **Following completion of the project** and acceptance by the City, the applicant shall be responsible for submitting a written request for release of any and/or all remaining escrow funds.

## **ABOUT THE MEETINGS (if required)**

On the Thursday prior to the Monday Planning Commission meeting, a copy of staff's recommendation and an agenda for that meeting will be mailed to the owner and applicant. Abutting property owners will also be mailed an agenda.

## **THE APPLICANT OR A DULY-AUTHORIZED AGENT MUST BE PRESENT AT THE PLANNING COMMISSION AND CITY COUNCIL MEETINGS TO ANSWER QUESTIONS.**

The Planning Commission is an advisory body to the City Council. The City Council makes all final decisions.

## **APPLICATION DEADLINES**

Application deadline date is the first business day of each month prior to the scheduled Planning Commission meeting (i.e. January 1 for February meeting). The Planning Commission Board of Appeals meets on the first Tuesday of each month at 7:00 p.m. at City Hall.

## 2016 Meeting Dates and Application Deadlines

Application Deadline	Planning Commission 1 <sup>st</sup> Tuesday at 7:00 p.m.	City Council 4 <sup>th</sup> Tuesday at 7:00 p.m.
Jan 4	Feb 2	Feb 23
Feb 1	Mar 1	Mar 22
Mar 1	Apr 5	Apr 26
Apr 1	May 3	May 24
May 2	Jun 7	Jun 28
Jun 6	Jul 5	Jul 26
Jul 1	Aug 2	Aug 23
Aug 1	Sep 6	Sep 27
Sep 1	Oct 4	Oct 25
Oct 3	Nov 1	Nov 22
Nov 1	Dec 6	Dec TBD
Dec 1	Jan 3 (2017)	Jan 24 (2017)
Jan 3 (2017)	Feb 7	Feb 28

### 2016 Fees

Application fee:     \$100  
Escrow Deposit:     \$750

### FINAL PROCEDURES

After the boundary adjustment is approved, the applicant will be responsible for filing the required documents at Hennepin County.

If Council approval was required, please allow at least 10 business days following the council meeting for the preparation of the resolution. Any conditions listed in the resolution (including, but not limited to, easement document preparation and payment of fees) must be completed before it will be released for filing at Hennepin County Government Center. **Any building permit application will not be reviewed until the City receives proof that the required filing has been accomplished.**



# BOUNDARY ADJUSTMENT APPLICATION

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**\$100 Application Fee and \$750 escrow required at time of application.**

<b>PROPERTY INFO EXISTING LEGAL DESCRIPTION</b>	Subject Address _____ Lot(s) _____ Block _____ Subdivision _____ PID# _____ Plat # _____
<b>PROPOSED LEGAL DESCRIPTION</b>	A. Lot(s) _____ Block _____ B. Lot(s) _____ Block _____ Zoning District      Circle:    R-1   R-1A   R-2   R-3   B-1   B-2   B-3
<b>PROPERTY</b>	Are there existing structures on the property?    yes / no Do the existing structures comply with the zoning ordinance for setbacks, hardcover, etc.?    yes / no
<b>APPLICANT</b>	The applicant is: owner ____ other ____ <b>Email</b> _____ Name _____ Address _____ Phone Home _____ Work _____ Cell _____ E-mail Address _____ Fax _____
<b>OWNER (if other than applicant)</b>	Name _____ <b>Email</b> _____ Address _____ Phone Home _____ Work _____ Fax _____
<b>SURVEYOR/ ENGINEER</b>	Name _____ <b>Email</b> _____ Address _____ Office Phone _____ Fax _____

**Application must be signed by all owners of the subject property, or explanation given why this is not the case.**

I certify that all of the statements above and statements contained in any required papers or plans to be submitted herewith are true and accurate. I acknowledge that I have read all of the information provided and that **I am responsible for all costs incurred by the City related to the processing of this application** consent to the entry in or upon the premises described in this application by any authorized official of the City of Mound for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_