



MINOR SUBDIVISION INFORMATION

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

A minor subdivision is any division of land creating not more than three residential lots. Such lots must have frontage on an existing public road and must not require the construction of any new public facilities or public improvements. There will be no adverse effect on remaining or adjoining property and no conflict with the Comprehensive Plan, Zoning Ordinance or Official Map. A minor subdivision would also be considered the relocation of the boundary line between two abutting, existing parcels of property. Such relocation shall not cause the creation of a new parcel or parcels and such relocation shall not violate the Zoning Ordinance.

REQUIRED SUBMITTALS

1. Accurately completed application form, including name, address, and day phone numbers of both applicant and owner. Also any fees and escrow deposits.
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 plans must be submitted with application (may be reduced). If scaled plans are larger than 11" x 17", then 20 copies must be submitted with application.
5. Surveyor to submit proposed legal descriptions in electronic form to SarahSmith@cityofmound.com

If any of the above materials are not submitted by the deadline date, the application will be deemed incomplete and it will not be placed on the agenda for that month.

PLEASE BE ADVISED that after property is subdivided, the lots will no longer be considered "lots of record" and the setback requirements may change. Any newly created lots will be subject to a park dedication fee as set by City Council. A street improvement unit charge may also be applicable.

COMPLETE / INCOMPLETE APPLICATIONS

An incomplete application will delay the processing of land use requests. The application approval time commences and an application is considered officially filed when City staff has received and examined the application and determined that the application is complete. The decision whether the application is complete or incomplete shall be made within fifteen (15) business days following submittal of the application. When the application is deemed to be "complete" it shall be placed on the agenda of the first possible Planning Commission meeting occurring approximately thirty (30) days from the date of official submission of the application.

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 amount of the escrow may be determined based upon the estimated costs of the 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

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 12:00 p.m. the first business day of each month prior to the scheduled Planning Commission meeting (i.e. January 1 for February meeting).

2016 Meeting Dates and Application Deadlines

Application Deadline	Planning Commission 1st Tuesday at 7:00 p.m.	City Council 4th 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: \$250 + \$15 per lot over 2 lots
Escrow Deposit: \$1,000

FINAL PROCEDURES

After the subdivision is approved by the City Council, the applicant will be responsible for filing the resolution at Hennepin County. 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.

Your building permit application will not be reviewed until the City receives proof that this resolution has been filed.



MINOR SUBDIVISION APPLICATION

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

Application Fee and Escrow Deposit required at time of application.

PLANNING COMM. DATE _____	CASE NO. _____
CITY COUNCIL DATE: _____	

Please type or print clearly

EXISTING PROPERTY LEGAL DESCRIPTION	Subject Address _____ Lot _____ Block _____ Subdivision _____ PID# _____ Zoning: R1 R1A R2 R3 B1 B2 B3 (Circle one)
APPLICANT	The applicant is: owner ___ other ___ Email _____ Name _____ Address _____ Phone Home _____ Work _____ Fax _____
OWNER (if other than applicant)	Name _____ Email _____ Address _____ Phone Home _____ Work _____ Fax _____
SURVEYOR/ ENGINEER	Name _____ Email _____ Address _____ Phone Office _____ Cell _____ Fax _____

Has an application ever been made for zoning, variance, conditional use permit, or other zoning procedure for this property?
() yes, () no. **If yes**, list date(s) of application, action taken, resolution number(s) and provide copies of resolutions.

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.** I 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's Signature

Date

Owner's Signature

Date