



SUBDIVISION EXEMPTION

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

In any case in which compliance with City Code Section 121-33 (3) will result in an unnecessary hardship to the property owner and the request is not contrary to the platting regulations, the City Council may waive such compliance by adoption of a resolution to that effect and the conveyance may then be recorded. The Council may, at its option, refer such questions to the Planning Commission for recommendation before action.

If any variances are required, the application shall be processed as any other variance request in accordance with Section 121-3.

The following information must be included with your application for a Subdivision Exemption:

1. Accurately completed application form, including name, address, phone numbers, and signatures of applicant and all owners. Also any fees and escrow deposits as indicated in the current fee schedule.
2. A copy of a current certificate of survey or a site plan accurately drawn to scale.

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

COMPLETE / INCOMPLETE APPLICATIONS

An incomplete application will delay the processing of your land use request. 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 City Council meeting occurring approximately thirty (30) days from the date of official filing 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. 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 cost of the project.

The City of Mound will provide a quarterly billing of all itemized charges that have been incurred. Remaining escrow monies will be returned after written request to the City, no sooner than 60 days after release of the resolution for filing.

ABOUT THE MEETINGS

On the Friday prior to the Tuesday City Council meeting, a copy of staff's recommendation and an agenda for that meeting will be mailed to the owner and/or applicant. Abutting property owners will also be mailed an agenda. **THE APPLICANT OR A DULY AUTHORIZED AGENT MUST BE PRESENT AT THE CITY COUNCIL MEETING TO PRESENT THE CASE.**

In the event your application is sent back to the Planning Commission for further review, the Planning Commission reviews zoning cases the first Tuesday of each month at 7:00 p.m. at City Hall.

APPLICATION DEADLINES

Application deadline date is 12:00 noon the first business day of each month (i.e. January for February meeting). The City Council meets on the second Tuesday of each month at 7:30 p.m. at City Hall.

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: \$200
Escrow Deposit: \$750

FINAL PROCEDURES

After the application 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 to receive the resolution to be filed. **Any building permit application received will not be reviewed until the City receives proof that this resolution has been filed.**



SUBDIVISION EXEMPTION APPLICATION

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City Council Date: _____ Case No. _____

Application Fee and Escrow Deposit required at time of application.

PROPERTY INFO EXISTING LEGAL DESCRIPTION	Subject Address _____ Lot(s) _____ Block _____ Subdivision _____ PID# _____ Plat # _____
PROPOSED LEGAL DESCRIPTION	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
PROPERTY	Are there existing structures on the property? yes / no Do the existing structures comply with the zoning ordinance for setbacks, hardcover, etc.? yes / no
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 Work _____ 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** 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 _____