



## LOT LINE ADJUSTMENT APPLICATION CHECKLIST

*Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the Community Development Manager.  
**Late or incomplete applications will not be accepted.***

### Office Use Only:

Case #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Pursuant to City Code Section 11-1-5.C.1, a **Lot Line Adjustment** is a request to divide a lot which is a part of a recorded plat, where the division is to permit the adding of a parcel of land to an abutting lot and the newly created property line will not cause the other remaining portion of the lot to be in violation with the current Subdivision Ordinance and/or Zoning Ordinance of the city.

### APPLICATION REQUIREMENTS:

- ☐ Completed Planning Application, with signatures/dates from the Applicant and/or Property Owner, if different from the Applicant. The application must also include the attached "Statement Explaining Escrow Fee Payment" form, to be signed by the Applicant.
- ☐ Fee (*including escrow*) as noted in the attached Fee Schedule with Planning Application. Checks made payable to **City of Mendota Heights**.  
*NOTE: Planning Application fees and escrow fees do not cover building permit fees, utilities, or other fees which may be required after application approval or to complete the proposed project.*
- ☐ Letter of Intent. The Applicant's letter must include a brief narrative describing the requested lot split.
- ☐ One (1) electronic copy via email, flash-drive or similar, plus two (2) full-sized hard copy sets with measurable scale of all required plans
- ☐ Electronic and hard copies of all the required materials must be submitted according to the Planning

### **APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL**

#### **Certified Survey Map containing the following information:**

- ☐ Location, setbacks, and building height contiguous to the side yard measured based on applicable definition for existing structures on both parcels.
- ☐ Proposed property boundary lines, including dimensions.
- ☐ Lot size (acres and square feet).

- ☐ Lot width, measured as the maximum horizontal distance between the side lot lines within the first thirty feet (30') of the lot depth.
- ☐ Front, rear, and side yard setbacks, including a description of the applicable zoning district standards.
- ☐ Existing and proposed legal descriptions.
- ☐ Date, scale, legend, and north point.
- ☐ Certification statement and signature of a licensed surveyor in the state of Minnesota, including license number and contact information.
- ☐ Such other information as may be requested by other agencies, such as public utilities, Minn. Dept. of Transportation, Minn. Dept. of Natural Resources, Dakota County, City Engineer/Public Works Director or the Planning Commission.