



## LOT SPLIT 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.2, a Lot Split is a request to divide a lot which is a part of a recorded plat where the division is to create no more than two (2) lots, and the newly created property line(s) 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:**

☐ Existing first floor elevations for principal structure and garage.

☐ If existing principal structure is to remain, building height contiguous to the side yard, measured based on the applicable definition.

☐ Location and setbacks for existing structures on the subject parcel and immediately adjacent 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 30 feet of the lot depth.
- ☐ Front, rear, and side yard setbacks, including a description of the applicable zoning district standards.
- ☐ Size (square feet) of proposed building pad(s).
- ☐ Existing and proposed legal descriptions.
- ☐ Quantity, type, and size of existing trees/significant vegetation to be removed.
- ☐ Topographic data, including contours at vertical intervals of not more than two (2) feet, including existing slopes over thirty-three percent (33%) in grade.
- ☐ Wetlands and water resource-related areas, including 100-foot and 25-foot buffers.
- ☐ Required drainage and utility easements.
- ☐ 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.

#### **PARK DEDICATION FEE:**

Pursuant to City Code Title 11-5-1 and Minnesota statutes section 462.358, subdivision 2b, cities can require developers requesting platting or replatting of land in a city to contribute ten percent (10%) of final plat gross area to be dedicated to the public for their use as either parks, playgrounds, public open space, trail systems, or water ponding, or to contribute cash in lieu of land in an amount established by resolution of the city council.

The form of contribution (cash or land, or any combination thereof) shall be decided by the city council based upon need and conformance with approved city plans. Payment of cash in lieu of land will be collected prior to any adopted and certified resolution of approval being recorded by Dakota County.

For Lot Split applications that create a new lot, the city council usually requires Applicants to pay a park dedication fee of four thousand dollars **(\$4,000.00)**, made payable to "City of Mendota Heights".