



Application Date:	
Fee: \$500	Escrow: \$250

MINOR SUBDIVISIONS

A minor subdivision is a subdivision of a parcel or parcels of property in which no more than one additional parcel or lot is created in unplatted lands, or no more than two (2) additional parcels or lots are created in platted lands. A minor subdivision is also the combination of two (2) or more lots or parcels that necessitate a change in any property line(s) of the combined parcels or lots.

PARCEL IDENTIFICATION NO (PIN):		COMP PLAN FUTURE LAND USE:
LEGAL DESCRIPTION:		
PROJECT ADDRESS:		ZONING DISTRICT:
OWNER: Name: Address: City, State: Phone: Email:		LOT SIZE:
		APPLICANT (IF DIFFERENT THAN OWNER):
DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i>		
<ol style="list-style-type: none"> 1. Chapter 21 Subdivisions; Article II 2. Chapter 25 Zoning 3. City of Oakdale Comprehensive Plan 		

Submittal Materials

The following materials must be submitted with your application in order to be considered complete. A complete application must be made at least 30 days prior to the Planning Commission meeting for which you wish to be heard. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP – Applicant check list, CTY – City check list

AP	CTY	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<p>Sketch Plan: Technical drawing demonstrating existing conditions and proposed changes. <i>(All plans must be drawn to scale)</i></p> <ul style="list-style-type: none"> ▪ North point and scale ▪ Streets within and adjacent to the parcel(s) ▪ Property dimensions of existing and proposed ▪ Proposed lot sizes, indicating setbacks for newly created lots ▪ Location of physical features, including wetlands, steep slopes, significant trees, etc. ▪ Location of any structures and distance for existing and proposed lot lines ▪ Name of subdivision with lot and block numbers of property, if platted <p>COPIES: 6 copies 11" x 17" or 8 ½" x 11" format</p>

Application for: **MINOR SUBDIVISION/LOT SPLIT**
City of Oakdale

<input type="checkbox"/>	<input type="checkbox"/>	A certificate of survey, by a registered land surveyor for each parcel will be required. The applicant can complete this as a part of the Sketch Plan, or may choose to complete this after the City Council has reviewed and approved the application.
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Mailing labels with names and address of property owners within 500 feet.
<input type="checkbox"/>	<input type="checkbox"/>	Names and address of ALL owners, and any other person having legal interest, of the property
<input type="checkbox"/>	<input type="checkbox"/>	Minor Subdivision submittal form completed and signed by all necessary parties
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$500
<input type="checkbox"/>	<input type="checkbox"/>	Escrow Paid: \$250

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	If request is for a lot splits for two family dwellings see Chapter 21 Subdivisions, Article II, Sec. 21-13 for additional requirements
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents

Review and Recommendation by the Planning Commission. The Planning Commission shall consider oral or written statements from the applicant, the public, City Staff, or its own members. It may question the applicant and may recommend approval, disapproval, or continue the application.

Review and Decision by the City Council. The City Council shall review the application after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application for minor subdivision.

If the minor subdivision is approved by the City Council, the subdivider shall be requested to file the necessary documents recording the subdivision at the Register of Deeds office within ninety (90) days after approval by the City Council.

This application must be signed by all owners of the subject property or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Owner

Date