



1584 Hadley Avenue North
Oakdale, MN 55128

Contact: Planning
Email: Planning@ci.oakdale.mn.us
Phone: 651.730.2720
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Application Date:	
Fee: \$250	Escrow: \$N/A

ADMINISTRATIVE 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. A minor subdivision may be approved administratively if the resulting lots conform in all aspects to the City Code.

PARCEL IDENTIFICATION NUMBER (PIN):		COMPREHENSIVE PLAN FUTURE LAND USE:
LEGAL DESCRIPTION:		ZONING DISTRICT:
SITE ADDRESS:		LOT SIZE:
OWNER: Name: Address: City, State: Phone: Email:		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"> Chapter 21 Subdivisions; Article II Chapter 25 Zoning (select zoning district for lot requirements) City of Oakdale Comprehensive Plan 		

Submittal Materials

The following materials must be submitted with your application in order to be considered complete. 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: <u>Technical drawing demonstrating existing conditions and proposed changes.</u> (All plans must be drawn to scale)</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: 2 copies 11" x 17" or 8 ½" x 11" format; Digital copy of materials (PDF)</p>
<input type="checkbox"/>	<input type="checkbox"/>	A <u>certificate of survey</u> , by a registered land surveyor for each parcel will be required.

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

<input type="checkbox"/>	<input type="checkbox"/>	Deeds for each parcel to be created or the parcel resulting from the lot combination
<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: \$250
MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER		
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents

If the minor subdivision is approved administratively by the Community Development Director, the subdivider shall be requested to file the necessary documents recording the subdivision at the Register of Deeds office within sixty (60) days after approval.

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