



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100  
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## LOT SPLIT REQUEST FORM

Property Address \_\_\_\_\_

Legal Description of Property \_\_\_\_\_  
(attach if necessary): \_\_\_\_\_

**Note: If legal description is not provided, the application will be considered incomplete.**

Circle Property Type: Abstract / Torrens      PID: \_\_\_\_\_

Is the property Abstract or Torrens?: (To verify call the Anoka County Office at (763) 323-5400 with the property PID number). Anoka County may require a Registered Land Survey to be completed for Torrens property depending upon the legal description of the property. Proposed legal descriptions for Torrens property must be reviewed by Anoka County to make this determination.

Current Zoning \_\_\_\_\_ Rezoning Needed Yes \_\_\_\_\_ No \_\_\_\_\_

Summary of Request \_\_\_\_\_  
\_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**I hereby certify that this property has NOT been subdivided within the last three years.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

All lot split requests must meet the following:

1. All lots must have at least the minimum width, depth and square footage required in the zoning district where the lot is located (See City Code 11-3-4), and;
2. All lots must have frontage on a public street.
3. No owner may utilize this method of land division on any parcel more than one (1) time in any three (3) year period.

## **Required Materials**

### **BUILDABILITY REQUIREMENTS**

Before the City can determine if a new home can be built on any vacant lot (this includes potential lot splits), the following items will need to be submitted by the applicant for review by the Andover City Staff. *Note: It is recommended that a pre-application meeting be held with the applicant to review the required items that are identified below.*

#### **1. A Licensed Land Surveyor is required to show on the survey the following items:**

- a. Boundary survey, including measured distances and angles, which shall be tied into the nearest quarter section or section line by traverse and total acreage calculated to the nearest 0.1 acre.
- b. Appropriate scale.
- c. North Arrow.
- d. Lot dimensions (width, depth and area)
- e. Locations, dimensions and description of structures and other improvements, if any. *Note: If structures are proposed to be removed, it will be necessary to identify this on the survey.*
- f. Proposed front, side and rear yard building setbacks based on the existing or proposed zoning of the property.
- g. Location of soil borings. *Note: See Part 2. below for additional information required for the soil borings.*
- h. Adjacent city streets or county roads right of way (existing and/or proposed)
- i. Existing and proposed legal descriptions of all affected properties.
- j. All existing and/or proposed drainage and utility easements and all other easements that have been recorded or are proposed. *Note: Any required drainage and utility easements (and/or any other types easements) as part of the lot split must be provided to the City on a separate document prior to recording of the lot split.*
- k. Indicate existing topography and proposed grading of the site (if necessary). *Note: See Part 3. and 4. below for additional information required to meet the buildability requirements.*
- l. Must identify all existing wetlands, which may require a delineation to be performed. The Anoka Conservation District (763-434-2030) may be willing to delineate the existing wetland for a fee. Otherwise it may be necessary for the property owner to contact an independent consultant that performs wetland delineations. *Note: A wetland buffer strip 16.5 feet wide must be identified on the survey around all delineated wetlands.*
- m. Show proposed elevations of lowest floor and garage floor. *Note: The low floor elevation must be at least three feet above the mottled soil or two feet above the designed or designated 100-year flood elevation, whichever is higher. The design or designated 100-year flood elevation may already be predetermined. Contact the City Engineering Department to discuss this further at 763-767-5131. Note: If landlocked basin exists within or adjacent to the property, it will be necessary to discuss further with the City Engineering Department.*
- n. Must identify all floodplain areas and the designated 100-year flood elevation on the plan. Information regarding this can be obtained from the City of Andover Engineering Department at 763-767-5131.

**2. Soil report requirements are as follows:**

A Geotechnical Report must be submitted which is to include any recommendations and SCS soil types, mottled soil elevations or if no mottled soil exists, it will be necessary to identify the highest anticipated water table. The minimum depth of the soil borings is 20 feet. A minimum of one soil boring for the house pad is required.

**3. Properties served with municipal sewer and/or water must meet the buildable design standard for each individual lot as follows:**

Lots served by municipal sanitary sewer shall remove all organic material and replaced with granular material with no more than five (5%) organic material by volume for the front one hundred and ten (110.0) feet of the lot and at minimum width of the lot as required for that zoning district by the zoning ordinance.

**4. Properties served without municipal sewer and/or water must meet the buildable design standard for each individual lot as follows:**

- a. Proposed house location with 3,600 square feet of contiguous buildable area. The buildable area of lots without municipal sewer and water shall be required to have a finished grade of at least six (6') feet above the seasonal high water mark and shall also require the lowest floor to be a minimum of three (3') feet above the seasonal high water mark or two (2') feet above the designated or designed one hundred (100) year flood elevation, whichever is higher.
- b. Each lot shall also provide two 5,000 square foot areas designated for the primary and secondary on-site septic drainfield based on design criteria for a four (4) bedroom home and in compliance with the requirements of City Code Title 10 Chapter 4 (Individual Sewage Disposal Systems). These areas shall be indicated on the survey and the design specifications for the drainfields shall be submitted with this application.

**Fees**

**1. *The following fees shall be paid upon submittal of application:***

- a. Lot Split Fee: \$400.00 includes mailing labels
- b. Public Notification Sign: \$30.00
- c. Administrative Lot Split \$200.00 – 5 acres or more
- d. Lot Split Escrow Deposit \$400.00 - If this escrow doesn't cover review costs, additional billing will occur.

Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

**2. *The following fees shall be paid after approval:***

- a. Park Dedication Fee: \$3,475.00 per newly created lot
- b. Trail Fee: \$885.00 per newly created lot

Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

### A Lot Split May Not Be Required

The property lines can be adjusted administratively if the property conforms to the following:

1. All divided lots are at least five (5) acres in size and three hundred (300) feet in width, and all existing or newly created lots have frontage on an approved right-of-way.
2. Moving interior lot lines for residential or commercial property may be approved by the City Planner if the request:
  - a. Does not create any additional buildable lots, and;
  - b. Does not create any lot which is below the standards for the applicable zoning district in which it lies, and;
  - c. Does not have an adverse effect on the surrounding property.

### Lot Split Process

The applicant must submit a completed and signed application form, the appropriate application fee and all of the required materials listed above. The applicant will be notified within ten days of submittal if the application is incomplete and what steps are necessary to complete the application.

Staff will evaluate the submittal for compliance with applicable requirements. Staff will provide a review letter requesting changes to the proposal (if necessary) within two weeks of receipt of complete applications.

When the proposal is complete and meets applicable requirements, staff will schedule a public hearing before the Planning Commission. The Planning Commission consists of seven residents appointed by the City Council to advise them on matters concerning the City's zoning and subdivision ordinances.

Before the Planning Commission Meeting the following will occur:

A public hearing notice will be published in the Anoka Union and mailed to all property owners and residents within 350' feet of the subject property.

A sign stating "Proposed Land Use Change" will be placed on the property in order to inform interested residents (for Public Hearing information, call the information hotline at 767-5126).

A staff report is prepared on the Friday before the meeting. A copy of this report will be mailed to the property owner on the same day. If you would like to make other arrangements for receipt of a staff report please discuss this with project planner.

At the Planning Commission meeting, staff will present a summary of the request to the Commission. The Commission may have questions for the applicant or the staff. **It is important that the applicant attend the Planning Commission meeting.** The public is invited to speak when the chairman opens the public hearing. After all public input has been discussed, the chairman will close the public hearing. After the public hearing is closed, the Commission will discuss the proposal. The applicant and the public may not address the Planning Commission after the public hearing is closed unless the Commission requests their input.

When the Planning Commission has completed their discussion, the Commission can vote to forward the item to the City Council with a recommendation of approval or denial. The Planning and Zoning Commission can also table the item in order to obtain further information.

If a recommendation is made, the proposal will be placed on a Council agenda typically three weeks from the date of the Planning Commission Meeting. The City Council will approve, deny, or table the proposal.

When the council approves a lot split, they approve a resolution, which is an official City document that authorizes Anoka County to record the lot split. The approved resolution will often contain conditions of approval including the payment of park dedication and trail fees. The applicant must complete the conditions of approval before the applicant can record the lot split with Anoka County.

**Recording Procedure for Abstract Property**

Once the conditions of approval have been completed and the resolution has been recorded with Anoka County by the City Clerk, the applicant must provide a deed for the City Clerk to stamp with the City Seal. Once the deed has been stamped, it is the applicant's responsibility to record this document with the Anoka County Recorder's Office.

**Recording Procedure for Torrens Property**

Once the conditions of approval have been completed and the resolution has been recorded with Anoka County by the City Clerk, the applicant must record a registered land survey with the Anoka County Recorder's Office. The City Clerk and Mayor will need to sign this document before it can be recorded at Anoka County. The applicant and surveyor should work with the Anoka County Recorder's Office as the City review process progresses to ensure the registered land survey will be accepted by Anoka County.

**Sunset Clause**

Lot Splits will expire and the entire process will need to be repeated if an approved lot split is not recorded with Anoka County within one year from the date of approval by the City Council.

I have read and understand the information in this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ 60 Day date

\_\_\_\_\_ 120 Day date