



APPLICATION FORM

(Choose One of the following)

_____ Lot Consolidation: Combining 2 or more existing parcels.

_____ Lot Line Adjustment: Line adjustment between 2 or more existing parcels.

_____ Minor Subdivision: Split resulting in 2 or more parcels.

Administrative Use Only:

Date Application Received: _____

Commission Approval Required ___ Yes or ___ No

Fee Paid: _____

Approval Date: _____

Receipt Number: _____

The City of Aitkin will contact Liz Harmon at lharmon@co.aitkin.mn.us to confirm the applicant has completed the proper municipal process and the lot(s) created conform to City standards.

Date of County Notification: _____

Recording Number: _____

A lot consolidation, lot line adjustment, or minor subdivision application will not be considered complete and will not be accepted until all property owners from all properties have signed this application. Before any contract is made for the sale of any part thereof, and before any permit for the erection of a structure on such proposed property shall be granted, an application, payment of corresponding fee and approval of a lot consolidation, lot line adjustment, or minor subdivision is required. ***Recording of conveyance document, legal description and certified survey is the responsibility of the applicant.**

I. Property Owners *(from all impacted properties)*

Property Owner #1

_____ (name) _____ (address) _____ (state) _____ (zip)

_____ (phone) _____ (fax) _____ (email)

Signature: _____

Property Owner #2

_____ (name) _____ (address) _____ (state) _____ (zip)

_____ (phone) _____ (fax) _____ (email)

Signature: _____

Property Owner #3

_____ (name) _____ (address) _____ (state) _____ (zip)

_____ (phone) _____ (fax) _____ (email)

Signature: _____

Property Owner #4

(name) (address) (state) (zip)

(phone) (fax) (email)

Signature: _____

(if there are more than four owners, please attach an additional sheet to provide their information and signature)

II. Property Information *(from all impacted properties)*

Owner(s): _____ Location/Address: _____

Property Identification Number (PID): _____

Present Zoning: _____

Legal Description from Deed or Certificate of Title (attach pages if necessary):

Lot: _____ Block: _____ Addition: _____

Property described is by: Abstract Torrens-Certificate #: _____
Location of Certificate: _____

Owner(s): _____ Location/Address: _____

Property Identification Number (PID): _____

Present Zoning: _____

Legal Description from Deed or Certificate of Title (attach pages if necessary):

Lot: _____ Block: _____ Addition: _____

Property described is by: Abstract Torrens-Certificate #: _____
Location of Certificate: _____

(If there are more than 2 properties impacted by the lot consolidation, line adjustment or minor subdivision, please attach additional sheets)

III. Required Submittal Information

The following documents and forms are needed for submittal:

- A. A conveyance document that includes the resulting land descriptions prepared by a Licensed Surveyor. The land descriptions shall be accompanied by a survey exhibit as specified below **when determined necessary by the Zoning Administrator.**

- B. An exhibit that includes:

Part or all of which may be waived by the Planning Commission upon request

- Existing conditions (if applicable) as follows:
 - Boundary lines with lengths and bearings drawn to exact scale of no less than 1" = 100' taken from a boundary survey by a Licensed Surveyor with the legal description of the property, total acreage, north arrow, scale name of the fee owner, developer and surveyor.
 - Topography consisting of two (2) foot contour intervals, or at the discretion of the Planning Commission during the sketch plan review, ten (10) foot contour intervals taken from the USGS mapping with additional field determined spot elevations added to define drainage ways, 100-year flood plains, wetlands, slopes and the Ordinary high water mark. Near shore aquatic conditions, including depths, types of bottom, sediments and aquatic vegetation.
 - Tree cover limits, specimen tree locations.
 - Soils as determined by hand borings on a random basis, to determine depth to ground water at lower elevations and suitability for sewage treatment systems. At least one (1) boring for each unit unless waived by the Planning Commission.
 - Location of adjoining streets, wetlands, structures and property lines within two hundred (200) feet of subject parcel, including acreage of any property owned by the developer not included in the preliminary plat.
 - Significant historical sites.
 - Significant wildlife habitat areas.
 - Endangered, threatened, rare or critical species, both flora and fauna.
 - Date of survey exhibit.
 - Layout of existing streets, walkways, driveways, blocks, lots, and structures drawn to the same scale.
 - Locations of existing wells and sewage treatment systems.
 - Location by Section, Town, & Range with small scale sketch showing location within the City.
 - The existing zoning classification and the zoning classification of adjacent parcels.
- Proposed Design (if applicable):
 - Layout of proposed streets, walkways, driveways, blocks, lots, buildings if known, drawn to same scale as existing data.
 - Dimensions all lot lines, street widths, easement widths and lakeshore lengths.
 - Buildable areas of proposed lots.
 - Structure setback lines from streets, lot lines and Ordinary high water mark and a designation of the buildable area on the parcel.
 - Proposed Green space with area shown.
 - Proposed public dedication areas other than streets or walkways with the area shown.
 - Proposed City sewer or water system connections and extensions existing and proposed with grades shown.
 - Potential locations and estimated depth to water table for all proposed onsite sewage disposal systems, two per lot.

- Information regarding adequacy of domestic water supply,
 - Proposed storm drainage system and erosion control, both during and after construction activities.
 - Proposed street standards and profiles.
 - Potential principal structure and accessory structure locations and elevations.
 - Extent of anticipated vegetation and topographic alterations.
 - Proposed covenants.
 - Name of subdivision and proposed street names, which shall not duplicate or be alike another plat previously recorded.
 - Stages of development proposed
- Evidence of Authority to subdivide or consolidate the parcel consisting of fee ownership or written concurrence of fee owners.
- All unpaid assessments shall be paid at the time of the final plat, final condominium plat, or metes and bounds lot split is filed.

B. Other Conditions of Approval include:

- All necessary utility and drainage easements are provided for.
- The lot consolidation/lot line adjustment does not create additional lots or an increase a non-conforming use or create an unbuildable lot on either parcel.
- The lot consolidation/lot line adjustment does not require dedication of public right-of-way for the purpose of gaining access to the property.
- The Zoning Administrator shall review the proposed lot consolidation/lot line adjustment for compliance with the Zoning Ordinance including a field review at his or her discretion.

Failure of the applicant to act after an approval of a lot consolidation/lot line adjustment within one (1) year shall void the approval unless extended by the Planning Commission.

IV. Main Contact Person(s)

Property Owner(s) Other (if other, please fill out information below)

Title (Position or relation to property owners): _____

(name) (address) (state) (zip)

(phone) (fax) (email)

Property Owner(s) Other (if other, please fill out information below)

Title (Position or relation to property owners): _____

(name) (address) (state) (zip)

(phone) (fax) (email)

V. Notice of Fees / Property Inspection

Notice of Fees / Property Inspection

The City Fee Schedule states that the property owner shall reimburse the City for all related miscellaneous costs that exceed the amount of the original application fee. Such expenses may include, but are not limited to; direct City payroll and overhead costs, fees paid to consultants and other professionals, and the cost of printing, mailing, and supplies. These miscellaneous fees are due immediately upon notification by the City. The City shall provide, upon request, an itemized statement of the various expenses incurred by the City. The City may withhold final action on a land use application and/or rescind prior action until all miscellaneous fees are paid. The City may require additional deposits if deemed necessary. The property owner agrees to allow City staff and commission/council members to access the property per this application for inspection.

I acknowledge that I have read the above statement and fully understand that I am granting city officials access to my property, and I accept the responsibility to pay all costs incurred by the City in the processing and reviewing of this application.

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____