



**ADMINISTRATIVE SUBDIVISION/COMBINATION
PERMIT APPLICATION**

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
www.cityofisanti.us

Administrative Subdivision/Combination Fees:
\$275 Plus Costs

Plans must be submitted digitally.

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Fee Owner and Consent of Application: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Project/Development Name: _____

Address or General Location of the
Property: _____

Legal Description of Property
Involved: _____

Present Use of Property: _____

Proposed Use of Property: _____

Present Zoning: _____ Present Land Use Designation: _____

This application shall be completed in full and shall be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, you should contact the Community Development Department to determine the specific ordinance and procedural requirements applicable to your application. A determination of completeness will be made by City staff and a written notice of application deficiencies shall be emailed to the applicant.

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name. I am the party whom the City should contact regarding any matter pertaining to this application. I have emailed a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement), or I am the authorized person to make this application and the fee owner has signed this application.

I understand that all submittals must be received prior to the planning commission deadline published on the City of Isanti website to be included in the subsequent meeting. If all application requirements are not received by the published date, the application will be pushed back to the pertinent meeting date as outlined in the schedule.

I will keep myself informed of the deadlines for submission of materials and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. An estimate shall be provided prior to any authorization to proceed with the study. The documents and information I have submitted are true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Items to Accompany Application

1. Application Form
2. Application Fees
3. Escrow Fees if Required
4. Items as specified within the Checklist provided, unless otherwise indicated by City Staff.
5. Proof of Ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement) or letter from property owner granting approval.
6. Certification of taxes paid on the property.

Submit Application

Application should be submitted via email to the following email address: permits@cityofisanti.us . If you have any questions regarding your application or would like additional guidance, contact the Community Development Department at 763-444-5512 or via email at permits@cityofisanti.us .

Acceptance of Application (To be completed by City Staff)

The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. The application may also be subject to the acceptance by City Staff at the development review meeting. City engineering approval may be required. Application materials shall meet engineering requirements set forth by the city engineer or as stated within the city code prior to being presented to the Planning Commission.

Date Received: _____ Date application deemed complete: _____

Application Fee: _____

Community Development Director/Designee

Date

ADMINISTRATIVE SUBDIVISION/COMBINATION (CHECKLIST)

Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. Failure to submit a complete application may delay the review and approval process.

***Please Note: all site plans must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp or registration number, together with a signature shall be provided on the face of the site plan.*

CHECKLIST ITEM	Included in Application	For Staff Use Only
Certificate of Survey showing the following:		
A graphic scale not less than one inch to 100 feet.		
Name and address of legal owner and/or agent of the property.		
North arrow.		
Boundaries, dimensions, and area of existing lots being subdivided and new lots to be created.		
Legal descriptions of existing lot(s) and legal descriptions of proposed new lots.		
Easements of record.		
Water courses, including delineated wetlands.		
All encroachments, easements, and right-of-way encumbering the property.		
Existing buildings, structures, and improvements within the parcel(s) to be platted.		
Locations, widths, and names of all public streets, right-of-way or railroad right-of-way showing type, width, and condition of the improvements.		
Proposed driveway locations and locations of existing driveways.		
Location of any abandoned or existing private wells and septic systems.		
Drainage and utility easements, along all lot lines.		
Any required right-of-way dedication.		
Additional data requirements as determined appropriate by the Zoning Administrator to ensure compliance with City requirements.		

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ARTICLE 2. ADMINISTRATIVE SUBDIVISION

Subdivision 1. Purpose. The provisions of this Section shall apply only to those subdivisions defined as Administrative Subdivisions, where the intent is to adjust a lot line or divide an existing platted lot into two (2) lots, or to add area from an existing abutting lot in an effort to bring the lot receiving additional area further towards compliance with the minimum lot size, lot depth, lot width, or road frontage. While the Administrative Subdivision is an abbreviated review process; standards and requirements of this Ordinance shall apply to the proposed subdivision.

Subdivision 2. Applicability. The following may be considered an Administrative Subdivision. In the event circumstances warrant platting of the following, the City Zoning Administrator or designated representative shall require that subdivision to be processed through the Preliminary and Final Plat processes as identified within this Ordinance. The City Zoning Administrator or designated representative may authorize approval of the Administrative Subdivision upon finding:

- A. The parcel of land has not previously been the subject of division by the Administrative Subdivision procedure.
- B. The division will not result in more than two (2) lots.
- C. All newly created lots meet the minimum requirements of the Zoning District in which they are located.
- D. The subdivision will not cause any structure on the land to be in violation of the Zoning or Subdivision Ordinance.
- E. Any drainage, utility, trail, right-of-way or access easements required by the City shall be granted.
- F. Lots shall have the minimum required frontage upon a public roadway.
- G. Lots that will not be receiving urban services shall provide evidence that septic system and water supply systems meet requirements. The Building Official shall review such information and may require further documentation.

Subdivision 3. Application Requirements.

Whenever any subdivision of land as outlined within this Section is proposed, and before any contract is made for sale of any part of the parcel, and before any building permit has been issued for the erection of a structure on such proposed subdivision shall be granted, the subdividing owner or his authorized agent, shall file an application and secure approval of an Administrative Subdivision. Such application shall be considered to be officially filed and complete when the Zoning Administrator or their designee has received all of the following items:

- A. Complete application form.
- B. Application fee and escrow (if required).
- C. Acreage calculations for proposed lots.
- D. Certification of taxes paid, in accordance with the requirements of this Ordinance.
- E. A Certificate of Survey (full size and 11" x 17" reduction) prepared by a licensed land surveyor identifying the following:
 - 1. A graphic scale not less than one inch to 100 feet.
 - 2. Name and address of legal owner and / or agent of the property.

3. North arrow.
4. Boundaries, dimensions, and area of existing lots being subdivided and new lots to be created.
5. Legal descriptions of existing lot(s) and legal description of proposed new lots.
6. Easements of record.
7. Water courses, including delineated wetlands.
8. All encroachments, easements, and right-of-way encumbering the property.
9. Existing buildings, structure, and improvements within the parcel(s) to be platted.
10. Locations, widths, and names of all public streets, right-of-way or railroad right-of-way showing type, width, and condition of the improvements.
11. Proposed driveway locations and locations of existing driveways.
12. Location of any abandoned or existing private wells and septic systems.
13. Additional data requirements as determined appropriate by the Zoning Administrator to ensure compliance with City requirements.
14. Drainage and utility easements, along all lot lines.
15. Any required right-of-way dedication.

Section 4. Procedure.

- A. Upon submittal of a complete Administrative Subdivision Application, the Zoning Administrator shall request input from the City's planning, engineering, and legal staff, as appropriate.
- B. The Administrative Subdivision of land abutting upon any existing or proposed trunk highway, county road or highway or county state-aid highway shall be subject to review by the Minnesota Department of Transportation and / or Isanti County Highway Department. Written notice and a copy of the proposed Administrative Subdivision shall be filed with either or both entities, as deemed appropriate.
- C. The Administrative Subdivision of land located within a Floodplain District shall be subject to the review of the Minnesota Department of Natural Resources and / or Watershed District. Written notice and a copy of the proposed subdivision shall be filed with either or both entities, as deemed appropriate.
- D. The Zoning Administrator shall have the authority to request additional information pertinent to the Administrative Subdivision. Failure to provide the necessary supportive information may be grounds for denial of the request.
- E. The Zoning Administrator shall reach a decision on the requested Administrative Subdivision within one hundred twenty (120) days upon receipt of a complete application, unless the applicant agrees to an extension of the review period.
 1. The Zoning Administrator may approve the Administrative Subdivision with conditions that must be met to ensure that the subdivision is compliant with the regulations of the zoning and subdivision ordinances, as amended, and any other applicable requirements.
 2. The Zoning Administrator may deny the Administrative Subdivision and prepare findings that the subdivision is found to be premature or fails to comply with the regulations of the zoning and subdivision ordinances, as amended, and any other applicable requirements. The applicant may appeal an Administrative Subdivision denial following the procedures as outlined within the Zoning Ordinance.
- F. Prior to certification by the City, approving the Administrative Subdivision, the applicant shall supply the deed(s), which grant to the City the easements and / or right-of-way required by this Ordinance.

Subdivision 5. Recording. Upon approval of an Administrative Subdivision, the applicant shall record the deed and the accompanying survey with the Office of the Recorder for Isanti County within ninety (90) days after the date of approval; otherwise, the approval of the Administrative Subdivision will be considered void. Verification of such recording shall be provided to the City by the applicant.