



**City of Prior Lake
APPLICATION FOR
ADMINISTRATIVE LAND SUBDIVISION**

Requested Action	Brief description of proposed project <small>(Please describe the proposed amendment, project, or variance request. Attach additional sheets if necessary).</small>

Applicant:	_____		
Applicant:	_____		
Telephone:	(home)	(work)	(cell)
Email Address:	_____		

Property Owners (if different than applicant):	_____		
Address:	_____		
Telephone:	(home)	(work)	(cell)
Type of Ownership:	<input type="checkbox"/> Fee	<input type="checkbox"/> Contract for Deed	<input type="checkbox"/> Purchase Agreement
Email Address:	_____		

Engineer/Surveyor:	_____		
Address:	_____		
Telephone:	(office)	(cell)	
Email Address:	_____		

Legal Description of Property (Attach additional pages if necessary):	
PID of Property:	_____
Address of Property:	_____

To the best of my knowledge the information provided in this application and other material submitted is correct. In addition, I have read the relevant sections of the Prior Lake Ordinance and procedural guidelines, and understand that applications will not be processed until deemed complete by City Staff

Applicant's Signature	Date
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Applicant's Printed Name

Fee Owner's Signature	Date
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Fee Owner's Printed Name

ADDITIONAL PROJECT INFORMATION
Will the developers request financial assistance from the City? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe the amount and type of assistance requested (attach additional pages if necessary).

PROCEDURE FOR APPROVAL OF AN ADMINISTRATIVE LAND SUBDIVISION

In some instances, the City staff may administratively approve the subdivision of an **existing platted parcel** (Section 1006.101 of the City of Prior Lake Subdivision Ordinance). Administrative land subdivisions may only be approved when the proposed subdivision meets the following criteria:

1. The divisions will not result in more than three (3) parcels.
2. All newly created lots must meet the minimum standards of the Zoning District in which they are located and the resulting parcels must generally conform to the shape and area of existing or anticipated land subdivisions in the surrounding areas.
3. The division will not cause any structure on the land to be in violation of the Zoning Ordinance.
4. Any easements that may be required by the City must be granted.

Process: Following receipt of a complete application, the City staff will review the application for conformance with the provision of the Zoning Ordinance, the Subdivision Ordinance and all other applicable City ordinances. The City shall take action to either approve or deny an administrative subdivision and notify the applicant in writing of this decision within ten (10) business days of receipt of a completed application.

Appeals: The decision of the staff to approve or deny an administrative land subdivision may be appealed by an affected party within five (5) days of the decision. An appeal shall be processed according to the provisions of Section 1109.300 of the Zoning Ordinance.

APPLICATION INSTRUCTIONS

No application will be considered until all required information is submitted. The following information, along with the attached checklist, is required for a complete application. The City also reserves the right to request additional information when needed to review an application.

- **Application Fee:** Check payable to the “City of Prior Lake”. The non-refundable filing fee for an Administrative Land Subdivision is \$255.00.
- **Signed Application:** Include authorization from the property owner on the application form or by attached letter of authorization if an agent signs the application.
- **Application Checklist:** The attached checklist identifies the necessary information. *Failure to provide any of the required information will result in an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**

ADMINISTRATIVE LAND SUBDIVISION APPLICATION CHECKLIST

PROPERTY ADDRESS: _____
DEVELOPER: _____

FILE NUMBER
DATE SUBMITTED
REVIEWED BY

For City Use Only

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
The following data is required as part of an administrative land subdivision application according to the City of Prior Lake Subdivision Regulations	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	Reviewed by city staff to ensure required materials were submitted.
Application		
1. A complete Application Form, signed by the applicant and the fee owner of the property.		
2. The required filing fee of \$255.00.		
3. Five (5) full-scale copies and one 11" by 17" reduction of the certificate of survey identifying the existing and proposed lot lines, as well as any existing structures on the lot and the setbacks from the current and proposed lot lines.		
4. One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1 and 3 as listed above) to: <u>swoods@cityofpriorlake.com</u> *If over 10MB in size please send/use with any of the following options: Dropbox, weblink to FTP site, or disk drive.		