

Planning Case File No. \_\_\_\_\_  
Property Identification No. \_\_\_\_\_



**City of Prior Lake  
APPLICATION FOR  
WAIVER OF PLATTING REQUIREMENTS**

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

**Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)  
**Email:** \_\_\_\_\_

**Property Owners** (if different than applicant): \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)  
**Type of Ownership:**  Fee  Contract for Deed  Purchase Agreement  
**Email:** \_\_\_\_\_

**Engineer/Surveyor:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (office) \_\_\_\_\_ (cell)  
**Email:** \_\_\_\_\_

**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**

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**Fee Owner's Signature** **Date**

\_\_\_\_\_  
**Fee Owner's Printed Name**

## REQUEST FOR WAIVER OF PLATTING REQUIREMENTS TO ALLOW A CONVEYANCE BY METES AND BOUNDS

Section 1006.104 of the City of Prior Lake Subdivision states that no division of one or more parcels in which the land conveyed is described by metes and bounds shall be recorded if the division is a subdivision. Building permits will be withheld for buildings or tracts that have been subdivided and conveyed by this method without City approval and the City may refuse to take over tracts as streets or roads or to improve, repair or maintain any such tracts.

The provisions of this section do not apply where all the resulting parcels, tracts, lots, or interests will be twenty (20) acres or larger in size and five hundred feet (500') in width for residential uses and least five (5) acres or larger in size for commercial and industrial uses.

An applicant may ask the City Council to waive the platting requirement for metes and bounds conveyances when compliance with the restrictions will create an unnecessary hardship and failure to comply will not interfere with the purpose of the Subdivision Ordinance. The Council may waive the requirements by the adoption of a resolution to that effect and the conveyance may then be filed.

### APPLICATION INSTRUCTIONS:

*No application will be scheduled for a City Council review until all of the required information is submitted.*

- **Signed Application:** Include authorization from the property owner on the application form or by attached letter of authorization if an agent signs the application.
- **\$255.00 Application Fee**
- **Application Checklist:** The following information is required to be submitted as a part of the application for a modification. *Any item not provided will constitute an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**

## WAIVER OF PLATTING REQUIREMENTS TO ALLOW A CONVEYANCE BY METES AND BOUNDS 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 a request to waive the platting requirements and convey land by metes and bounds description.	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.
<b>Application</b>		
1. A complete Land Subdivision Application form, signed by the applicant and the fee owner of the property. \$255.00 Application Fee.		
2. Four (4) full-scale copies 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.		
3. A written statement identifying the hardship involved and stating how the proposed conveyance will not interfere with the purposes of the Subdivision Ordinance.		
4. <b>One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1-3 as listed above) to:</b>  <u><a href="mailto:speppin@cityofpriorlake.com">speppin@cityofpriorlake.com</a></u>  <b>*If over 10MB in size please send/use with any of the following options:</b>  <b>Dropbox, weblink to FTP site, or disk drive.</b>		