



Application Date:	
Fee: \$400	Escrow: \$4,000

## MINOR SUBDIVISIONS

A minor subdivision is any subdivision containing not more than two lots fronting on an existing street, not involving any new street or road, or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property.

<b>PARCEL IDENTIFICATION NO (PIN):</b>		<b>ZONING DISTRICT &amp; COMP PLAN LAND USE:</b>
<b>LEGAL DESCRIPTION:</b>		<b>LOT SIZE:</b>
<b>PROJECT ADDRESS:</b>	<b>OWNER:</b> Name: Address: City, State: Phone: Email:	<b>APPLICANT (IF DIFFERENT THAN OWNER):</b>
<b>DESCRIPTION OF REQUEST:</b>		
<b>EXISTING SITE CONDITIONS:</b>		
<b>APPLICABLE ZONING CODE SECTION(S):</b> Please review the referenced code section for a detailed description of required submittal documents, and subsequent process. 1. Chapter 30; Section 30-9		

### Submittal Materials

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP – Applicant check list, CS – City Staff check list

AP	CS	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Site Plan:</u></b> <i>Technical drawing demonstrating existing conditions and proposed changes (Full scale plan sets shall be at a scale not less than 1:100)</i></p> <ul style="list-style-type: none"> <li>▪ North arrow and scale</li> <li>▪ Name, address, phone number for owner, developer, surveyor, engineer</li> <li>▪ Streets within and adjacent to the parcel(s) including driveway access points</li> <li>▪ Topographic data at two (2) foot contour intervals and steep slopes</li> <li>▪ Proposed lot sizes (with dimensions) indicating setbacks for newly created lots</li> <li>▪ Buildable area with acres and square footage identified</li> <li>▪ Wetland limits (delineation)</li> <li>▪ Drainage plans</li> <li>▪ Soil tests for the installation of an on-site septic system</li> </ul>

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		<ul style="list-style-type: none"> <li>▪ Septic system and well location</li> <li>▪ Building locations and dimensions with setbacks</li> <li>▪ Vegetation and landscaping</li> <li>▪ Wetland Delineation</li> <li>▪ Shoreland classifications: waterbodies, Ordinance High Water Level, 100 year flood elevation, and bluff line</li> <li>▪ Name of subdivision with lot and block numbers of property, if platted</li> </ul> <p><b>COPIES: 20 copies (4 sets at 22" x 34" and 16 at 11" x 17" format)</b></p>
<input type="checkbox"/>	<input type="checkbox"/>	A <u>certificate of survey</u> , by a registered land surveyor for each parcel will be required. The survey must show newly created lots and the original lot, limits of any wetland, one acre of buildable area, and elevation of the building site above any lake, stream, wetland, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Mailing labels with names and address of property owners within 1,320 feet, contact Washington County Surveyor's Office: (651) 430-6875
<input type="checkbox"/>	<input type="checkbox"/>	Minor Subdivision submittal form completed and signed by all necessary parties
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$400
<input type="checkbox"/>	<input type="checkbox"/>	Escrow Paid: \$4,000

**Review and Recommendation by the Planning Commission.** The Planning Commission shall consider oral or written statements from the applicant, the public, City Staff, or its own members. It may question the applicant and may recommend approval, disapproval or table by motion the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

**Review and Decision by the City Council.** The City Council shall review the application after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application for minor subdivision.

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

*We, the undersigned, have read and understand the above.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date