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## SUBDIVISION APPLICATION

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This application packet is used to file any subdivision application(s) that requires approval by the Minneapolis City Planning Commission. The packet is a tool for gathering property-related information relevant to a subdivision application. It contains a checklist of materials required for a subdivision application, and a worksheet to be completed by the applicant.

The Minneapolis Subdivision Regulations (Chapter 598, Article II) governs the subdivision application process.

### **598.180. Subdivision application.**

- (a) *Preliminary conference.* In order to provide for the orderly and expeditious processing of subdivision applications, each subdivider of land is encouraged to confer with city staff before preparing the subdivision application to become familiar with the requirements of these land subdivision regulations and with the applicable regulations of the zoning ordinance and the policies of the comprehensive plan affecting the area in which the proposed subdivision lies.
- (b) *Content of application.* All applications for subdivision and minor subdivision shall be processed by the zoning administrator and shall contain the following information:
- (1) Location and legal description.
  - (2) Proposed name of subdivision.
  - (3) Name and address of owner or owners.
  - (4) Name, address and telephone number of representatives to be contacted relative to the proposed subdivision.
  - (5) Name of surveyor and state registration number.
  - (6) A development plan, as described in section 598.70 of this chapter.
  - (7) A contour map of the area, showing contours at a maximum of two (2) feet intervals of elevation above mean sea level, if applicable.
  - (8) An inventory of existing site conditions that identifies and maps wetlands, significant trees and native plant communities, floodway, flood fringe, and shoreland boundaries, wildlife habitats, areas containing slopes over twelve (12) percent grade and greater than ten (10) feet in height, and where applicable, the regulatory flood protection elevation and the required elevation of all access roads.
  - (9) Complete application(s) for all land use approvals related to the development of the subdivision, as submitted to the zoning administrator.
  - (10) A certified mailing list of all current owners of record of property located in whole or in part within three hundred fifty (350) feet of the boundaries of the subject property, as identified in the records of the Hennepin County Department of Property Taxation.

For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

- (11) Three (3) copies of a survey of the area to be subdivided, in the case of a minor subdivision, or in the case of a plat or registered land survey, three (3) copies of a preliminary subdivision plat or registered land survey. All surveys shall be made by a registered land surveyor and shall show existing and proposed Boundaries and shall include a tabulation showing the land area and legal description of each new parcel.
- (12) A plan for stormwater retention that meets with the approval of the city engineer and the appropriate watershed district or watershed management organization if the subdivision proposes to create one (1) or more acres of impervious surface.
- (13) Fees due at the time of application, as follows:
  - a. Preliminary and final plat: One thousand thirty-five dollars (\$1,035.00).
  - b. Preliminary and final registered land survey: One thousand thirty five dollars (\$1,035.00).
  - c. Minor subdivision: Three hundred sixty-five dollars (\$365.00).
- (14) All supporting information required by city ordinance, the zoning administrator, the planning director, the application forms or by law.

**598.190. Determination of completeness of application.**

- (a) *In general.* The zoning administrator shall review all applications and determine whether such applications are complete. An application shall be deemed complete upon proper submission of the contents in their entirety as required by this chapter.
- (b) *Incomplete applications.* If after the application has been accepted, the zoning administrator determines that the application is not complete, the zoning administrator shall notify the applicant in writing within ten (10) business days of receipt, or within ten (10) business days of discovering the deficiency, specifying any deficiencies of the application, including any additional information which must be supplied, and that no further action shall be taken by the city on the application until the deficiencies are corrected.
- (c) *Remedy of deficiencies.* If the applicant fails to correct the specified deficiencies with thirty (30) days of the notification of deficiency, the application shall be deemed withdrawn and will be returned to the applicant, including all application fees.
- (d) *Extensions of time.* Upon written request by the applicant, the zoning administrator may, for good cause shown and without any notice or hearing, grant extensions of any time limit imposed on an applicant by these application procedures

**598.200. Application procedure for plats and registered land surveys.**

- (a) *Preliminary submission.* City staff shall review the complete application for conformance to Minnesota Statutes, the Minneapolis City Charter, the Hennepin County Plat Manual, the Minneapolis Code of Ordinances and these land subdivision regulations. Staff will advise the subdivider of changes, if any, required to bring the application into conformance.
- (b) *Public hearing.* The planning commission shall hold a public hearing on the application for preliminary subdivision plat or registered land survey, as revised by the subdivider, if at all, in response to staff review. Following the hearing, the planning commission shall make its findings and decision to approve or disapprove the preliminary plat or registered land survey.
- (c) *Final submission.* After approval of the preliminary plat or registered land survey by the planning commission, five (5) copies of the final plat or registered land survey shall be prepared and submitted to the department of community planning and economic development; two (2) shall be mylars, three (3) shall be paper prints. The contents and size of final plat or registered land survey materials used in the preparation of the tracing and mounted copies shall conform to the requirements of Minnesota Statutes, the Minneapolis City Charter, the Hennepin County Plat Manual, the Minneapolis Code of Ordinances and these land subdivision regulations. A final plat or final registered land survey shall be submitted within two (2) years after approval of the preliminary plat or registered land survey or a new application for subdivision approval shall be

required. The zoning administrator, upon written request, may for good cause shown grant up to a one-year extension to this time limit. The following shall be included with the final plat or registered land survey:

- (1) Proof of title for property included in the plat or registered land survey.
- (2) Deed restrictions, if any.
- (3) An affidavit signed by the surveyor preparing the plat that all monuments have been placed in the ground, or will be placed in the ground within one (1) year of the recording of the final plat, which shall conform to the specifications for city survey monuments on file with the city engineer's office.

(d) *Final plat or registered land survey approval.* Upon satisfactory review of the final plat or registered land survey by the city attorney, the planning commission shall make its findings and decision to approve or disapprove the final plat or registered land survey.

(e) *Consolidation of preliminary and final plat or registered land survey.* The preliminary and final review may be consolidated into one (1) application.

**598.210. Application procedure for minor subdivisions.** In applications for minor subdivision, the application procedure for plats and registered land surveys is waived and the requirements of this section shall apply.

(1) *Submission of application.* City staff shall review the complete application for conformance to Minnesota Statutes, the Minneapolis City Charter, the Minneapolis Code of Ordinances and these land subdivision regulations. Staff will advise the subdivider of changes, if any, required to bring the subdivision into conformance.

(2) *Public hearing.* The planning commission shall hold a public hearing on the application, as revised by the subdivider, if at all, in response to staff review. Following the hearing, the planning commission shall make its findings and decision to approve or disapprove the minor subdivision.

**598.150. Effect of subdivision application and approval.**

(a) *Subdivision application.* After a subdivider makes application to the city for subdivision approval, the city may withhold any building permit, demolition permit, grading permit, utility connection, license or other approval related to the development of the subdivision and no action shall be taken by any person to otherwise develop, grade or alter the property until the subdivider has recorded a final subdivision approval and assurances as described in section 598.70.

(b) *Subdivision approval.* After final subdivision approval is recorded, the city shall withhold any building permit, demolition permit, grading permit, utility connection, license or other approval required for the improvement of the subdivided land if the proposed improvement is inconsistent with the final subdivision approval or the assurances as described in section 598.70.

## PLATS AND REGISTERED LAND SURVEYS APPLICATION REQUIREMENTS CHECKLIST

Staff will accept only complete applications that include all of the items listed below and any specific application requirements. If any of the items are missing at the time of submittal, the application will be deemed incomplete.<sup>1</sup>

	Pre-application meeting.
	Electronic copy of the application submittal. Please see our instructions for electronic submittal: <a href="http://www.minneapolismn.gov/cped/planning/WCMS1P-106500">http://www.minneapolismn.gov/cped/planning/WCMS1P-106500</a> .
	Electronic copy of the existing and proposed legal descriptions in a Microsoft Word© document.
	Completed Application Worksheet.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	A list of property owners within 350 feet of the subject site and mailing labels. The 350-foot radius must be from the boundaries of the entire property in question. These must be purchased from Hennepin County Taxpayer Services Division, A-500 Government Center, 4 <sup>th</sup> Avenue S. Please contact Hennepin County in advance to request the list and labels (they are not available the same day they are requested). Phone: 612-348-5910. Submit <u>all</u> enclosures received from Hennepin County: <ol style="list-style-type: none"> <li>1. Map showing subject property, with highlighted 350 ft. circumference.</li> <li>2. Mailing labels.</li> <li>3. List of property owners.</li> </ol>
	Statement of proposed use of all portions on the land to be subdivided and description of the project.
	A letter from the property owner, if other than the applicant, authorizing the application.
	Copy of a letter or e-mail, sent to the applicable neighborhood group(s) and city council office, explaining the proposed project. The letter must contain the following information: <ol style="list-style-type: none"> <li>1. Description of the project.</li> <li>2. Land use applications that the applicant is aware are needed for the project.</li> <li>3. Address of the property for which zoning approval is sought.</li> <li>4. Applicant's name, address, telephone number, and e-mail address, if available.</li> </ol> <p>Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).</p>

**Preliminary submission:**

	<p>Three copies (plus one 8 ½" by 11" copy) of a survey of the area to be subdivided.<sup>2</sup></p> <ul style="list-style-type: none"> <li>▪ All existing and proposed boundary/property lines</li> <li>▪ Tabulation showing the area of each new parcel to be created</li> <li>▪ Indicate traffic flow on streets, alleys and drive aisles.</li> <li>▪ New legal descriptions of each new parcel to be created</li> <li>▪ Indicate north arrow and date the survey was drawn</li> </ul>
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***Checklist continues on next page.***

<sup>1</sup> City staff will review the initial application submission to determine completeness and will notify the applicant of what, if any, additional information must be submitted. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

<sup>2</sup> The survey shall be completed by a registered land surveyor.

**Checklist continued.**

	<p>A development plan, as described in Chapter 598, consisting of the following: statement of the proposed use of all portions of the land to be subdivided and a site plan showing:</p> <ul style="list-style-type: none"> <li>▪ All existing and proposed boundary/property lines</li> <li>▪ All existing and planned development including the location of structures</li> <li>▪ Building footprints (including garages and other accessory structures) and square footages</li> <li>▪ Indicate the direction of water drainage from the site and building (downspouts, roof drains, etc.)</li> <li>▪ Existing and proposed sewerage lines</li> <li>▪ Landscaping plan, screening and buffer yards and similar matters</li> <li>▪ Building elevations and fire protection, when required</li> <li>▪ The location of existing public facilities and services</li> <li>▪ Dimensioned parking, including handicap accessible spaces, and loading spaces (all parking and loading areas serving the property). Indicate how the parking and loading areas will be designed (curbing, wheel stops, etc)</li> <li>▪ Other impervious surfaces (walkways, decks, patios, etc.) and square footages</li> </ul>
	<p>Complete applications(s) for all zoning approvals related to the development of the subdivision, as submitted to the Zoning Administrator.</p>
	<p>A contour map of the area, showing contours at a maximum of two (2) feet intervals of elevation above mean sea level.<sup>3</sup></p>
	<p>Inventory of existing site conditions that identifies and maps wetlands, significant trees and native plant communities, floodplain and Shoreland boundaries, wildlife habitats and areas containing slopes over twelve (12) percent grade and greater than ten (10) feet in height, if applicable.<sup>4</sup></p>
	<p>Statement addressing the required findings for a subdivision, if applicable (see attached).</p>
	<p>Statement addressing the required findings for variance to the subdivision ordinance, if applicable (see attached).</p>

**Final Submission:**

	<p>Five copies of the final plat or registered land survey.<sup>5</sup></p> <ul style="list-style-type: none"> <li>▪ Two of the copies shall be mylars.</li> <li>▪ Three of the copies shall be paper.</li> </ul>
	<p>Proof of title for property included in the plat or registered land survey.</p>
	<p>Deed restrictions, if any.</p>
	<p>An affidavit signed by the surveyor preparing the plat that all monuments have been placed in the ground, three of which shall conform to the specifications for city survey monuments on files with the City Public Works Engineering Office.</p>

<sup>3</sup> If the subject properties are relatively flat and no new construction is proposed, a statement may be provided addressing the above mentioned conditions in lieu of the contour map and inventory.

<sup>4</sup> If the subject properties are relatively flat and no new construction is proposed, a statement may be provided addressing the above mentioned conditions in lieu of the contour map and inventory.

<sup>5</sup> The contents and size of the final plat or registered land survey materials used in the preparation of the tracing and mounted copies shall conform to the requirements of Minnesota Statutes, the Minneapolis City Charter, the Hennepin County plat manual and these land subdivision regulations.

## MINOR SUBDIVISION APPLICATION REQUIREMENTS CHECKLIST

Staff will accept only complete applications that include all of the items listed below and any specific application requirements. If any of the items are missing at the time of submittal, the application will be deemed incomplete.<sup>6</sup>

	Pre-application meeting.
	Electronic copy of the application submittal. Please see our instructions for electronic submittal: <a href="http://www.minneapolismn.gov/cped/planning/WCMS1P-106500">http://www.minneapolismn.gov/cped/planning/WCMS1P-106500</a> .
	Electronic copy of the existing and proposed legal descriptions in a Microsoft Word© document.
	Completed Application Worksheet.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	A list of property owners within 350 feet of the subject site and mailing labels. The 350-foot radius must be from the boundaries of the entire property in question. These must be purchased from Hennepin County Taxpayer Services Division, A-500 Government Center, 4 <sup>th</sup> Avenue S. Please contact Hennepin County in advance to request the list and labels (they are not available the same day they are requested). Phone: 612-348-5910. Submit <u>all</u> enclosures received from Hennepin County: <ol style="list-style-type: none"> <li>1. Map showing subject property, with highlighted 350 ft. circumference.</li> <li>2. Mailing labels.</li> <li>3. List of property owners.</li> </ol>
	A letter from the property owner, if other than the applicant, authorizing the application.
	Copy of a letter or e-mail, sent to the applicable neighborhood group(s) and city council office, explaining the proposed project. The letter must contain the following information: <ol style="list-style-type: none"> <li>1. Description of the project.</li> <li>2. Land use applications that the applicant is aware are needed for the project.</li> <li>3. Address of the property for which zoning approval is sought.</li> <li>4. Applicant's name, address, telephone number, and e-mail address, if available.</li> </ol> <p>Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).</p>
	Three copies (plus one 8 ½" by 11" copy) of a survey of the area to be subdivided. <sup>7</sup> <ul style="list-style-type: none"> <li>▪ All existing and proposed boundary/property lines</li> <li>▪ Tabulation showing the area of each new parcel to be created</li> <li>▪ New legal descriptions of each new parcel to be created</li> <li>▪ Indicate north arrow and date the survey was drawn</li> </ul>

***Checklist continues on next page.***

<sup>6</sup> City staff will review the initial application submission to determine completeness and will notify the applicant of what, if any, additional information must be submitted. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

<sup>7</sup> The survey shall be completed by a registered land surveyor.

**Checklist continued.**

	<p>A development plan, as described in Chapter 598, consisting of the following: statement of the proposed use of all portions of the land to be subdivided and a site plan showing:</p> <ul style="list-style-type: none"> <li>▪ All existing and proposed boundary/property lines</li> <li>▪ All existing and planned development including the location of structures</li> <li>▪ Building footprints (including garages and other accessory structures) and square footages</li> <li>▪ Indicate the direction of water drainage from the site and building (downspouts, roof drains, etc.)</li> <li>▪ Existing and proposed sewerage lines</li> <li>▪ Landscaping plan, screening and buffer yards and similar matters</li> <li>▪ Building elevations and fire protection, when required</li> <li>▪ The location of existing public facilities and services</li> <li>▪ Dimensioned parking, including handicap accessible spaces, and loading spaces (all parking and loading areas serving the property). Indicate how the parking and loading areas will be designed (curbing, wheel stops, etc)</li> <li>▪ Other impervious surfaces (walkways, decks, patios, etc.) and square footages</li> </ul>
	<p>Complete application(s) for all zoning approvals related to the development of the subdivision, as submitted to the Zoning Administrator.</p>
	<p>A contour map of the area, showing contours at a maximum of two (2) feet intervals of elevation above mean sea level.<sup>8</sup></p>
	<p>Inventory of existing site conditions that identifies and maps wetlands, significant trees and native plant communities, floodplain and Shoreland boundaries, wildlife habitats and areas containing slopes over twelve (12) percent grade and greater than ten (10) feet in height, if applicable.<sup>9</sup></p>
	<p>Statement addressing the required findings for a subdivision, if applicable (see attached).</p>
	<p>Statement addressing the required findings for variance to the subdivision ordinance, if applicable (see attached).</p>
	<p>For existing double bungalows of one or more stories (Party-wall Split), two copies of the recorded covenants that set forth the requirements for the following will be required (if applicable):</p> <ul style="list-style-type: none"> <li>▪ The requirement for reconstruction if one or both sides of the building are damaged or destroyed.</li> <li>▪ The requirement for reconstruction if one or both sides of the building are damaged or destroyed.</li> <li>▪ The parcels may be used separately as long as the existing building is continued and that thereafter the lots shall be combined to make a single parcel or otherwise be enlarged to conform to the requirements of these subdivision regulations.</li> </ul>

**FEES**

APPLICATION TYPE	FEE (DOLLARS)
Minor subdivision	365*
Preliminary and final plat	1035*
Preliminary and final registered land survey	1035*

**Make checks payable to Minneapolis Finance Department.**

**\* Fee must be submitted on a check separate from other required fees.**

<sup>8</sup> If the subject properties are relatively flat and no new construction is proposed, a statement may be provided addressing the above mentioned conditions in lieu of the contour map.

<sup>9</sup> A statement may be provided addressing the above mentioned conditions in lieu of the inventory.

## REQUIRED FINDINGS

**In addition to the Subdivision Approval Application Requirements the following may also be required:**

**598.270. Required findings.** The planning commission, in its review of all subdivision applications, shall take into consideration the requirements of the city and the best use of the land being subdivided. Particular attention shall be given to the width and location of streets, sidewalks, suitable sanitary utilities, surface drainage, lot sizes and arrangements, and protection and conservation of natural features, as well as requirements such as parks and playgrounds, schools and other public uses. Each of the following findings shall be made prior to the approval of a subdivision or minor subdivision:

- (1) The subdivision is in conformance with these land subdivision regulations, the applicable regulations of the zoning ordinance and policies of the comprehensive plan.
- (2) The subdivision will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor be detrimental to present and potential surrounding land uses, nor add substantially to congestion in the public streets.
- (3) All land intended for building sites can be used safely without endangering the residents or users of the subdivision or the surrounding area because of flooding, erosion, high water table, soil conditions, improper drainage, steep slopes, rock formations, utility easements or other hazard.
- (4) The lot arrangement is such that there will be no foreseeable difficulties, for reasons of topography or other conditions, in securing building permits and in providing driveway access to buildings on such lots from an approved street. Each lot created through subdivision is suitable in its natural state for the proposed use with minimal alteration.
- (5) The subdivision makes adequate provision for stormwater runoff, and temporary and permanent erosion control in accordance with the rules, regulations and standards of the city engineer and the requirements of these land subdivision regulations. To the extent practicable, the amount of stormwater runoff from the site after development will not exceed the amount occurring prior to development.

**598.310. Variances.**<sup>10</sup> Where the planning commission finds that hardships or practical difficulties may result from strict compliance with these regulations, or that the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve variances to any or all of the provisions of this chapter. In approving variances, the planning commission may require such conditions as it deems reasonable and necessary to secure substantially the objectives of the standards or requirements of these regulations. The planning commission shall consider input from applicable city departments and adopted city plans and policies. No variance shall be granted unless the planning commission makes the following findings:

- (1) There are special circumstances or conditions affecting the specific property such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of land.
- (2) The granting of the variance will not be detrimental to the public welfare or injurious to other property in the area in which the property is located.
- (3) The variance and alternatives proposed in lieu of design standards will be in keeping with the spirit and intent of the ordinance.

<sup>10</sup> These findings are only for variances of the subdivision regulations, not zoning code requirements.

## APPLICATION WORKSHEET

<b>Property Owner/Applicant</b>	Name		
	Mailing Address Including City, State and Zip Code		
	Phone Number		
	Fax		
	Email		
<b>Applicant's Representative</b> <i>This person will be the primary contact for staff, and is the authorized agent in place of the property owner</i>	Name		
	Mailing Address Including City, State and Zip Code		
	Phone Number		
	Fax		
	Email		
<b>Neighborhood Group Contact</b> <i>Be sure to include a copy of the letter or e-mail that was sent</i>	Organization		
	Contact Name		
	Phone Number		
	Date letter/e-mail sent		
<b>Council Member Contact</b> Be sure to include a copy of the letter or e-mail that was sent	Name		
	Ward		
	Phone Number		
	Date letter/e-mail sent		
<b>Property Information</b>	Address(es)		
	Identification Number		
	Legal Description	Existing:	Proposed:
	Lot Area (sq ft)	Existing:	Proposed:
	Zoning classification(s)		
<b>Surveyor Information</b>	Name of Surveyor:		State Registration Number:
<b>Name of Proposed Subdivision</b> <i>(For Plats Only)</i>			

<b>Building Data</b> <i>Fill in existing &amp; proposed even when no change is proposed</i>	Gross floor area (square feet)	Existing to remain:	Proposed new:
	Building footprint area (square feet)	Existing to remain:	Proposed new:
	Building height	Existing stories:	Proposed stories:
		Existing feet:	Proposed feet:
	Dwelling units	Existing:	Proposed:
<b>Parking Data</b>	Number of standard spaces	Existing:	Proposed:
	Number of compact spaces	Existing:	Proposed:
	Number of handicap spaces	Existing:	Proposed:
	Total spaces	Existing:	Proposed:
	Number of bicycle spaces	Existing:	Proposed:
	Number of loading berths	Existing:	Proposed:
<b>Fence Data</b>	First fence (circle one):  Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):
			Height (feet):
	Second fence (circle one):  Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):
			Height (feet):

## SUBDIVISION APPROVAL APPLICATION(S)

Do not complete the following section (Staff will do this) MS \_\_\_\_\_

PL \_\_\_\_\_

RLS \_\_\_\_\_

1.

2.

I understand that I must file the subdivision application(s) listed above with the Community Planning and Economic Development Department and obtain approval of these applications by the Minneapolis City Planning Commission in order to conform to the subdivision ordinances of the City of Minneapolis. I certify that the information which I have supplied in submitting these application(s) is correct and accurate to the best of my knowledge. When I submit this application along with the required application fee(s) and a properly scaled and dimensioned plan of the subject property, I authorize the Community Planning and Economic Development Department to process the subdivision application(s) listed above.

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Applicant's name and signature

Date

- ❖ Must be signed and dated by the applicant before the application(s) will be processed.
- ❖ Applications received after 3:30 p.m. will be processed as received on the following business day.
- ❖ Development Services staff may identify additional land use applications upon further analysis of the proposed project.