



Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

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

Fee Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

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

Project Name (if applicable): _____

Property Address: _____

Existing Legal Description of Property (attach a separate sheet if necessary): _____

Proposed Legal Description of Property (attach a separate sheet if necessary): _____

Zoning: _____ Land Use Designation: _____

Present Use of Property: _____

Reason for Minor Subdivision Request: _____

Applicant's Signature Date

Property Owner's Signature (if different from applicant) Date



Application Fee & Escrow

Fee: \$1,000
 Escrow: \$1,500*

* All planning cases are subject to a minimum escrow fee to cover any consulting costs the City may incur. Additional charges may apply if the consulting costs exceed the escrow amount. The escrow may be waived, reduced, or increased by the City Planner on a project-by-project basis. For applications that involve excessive staff time, services performed by city staff will be billed at actual payroll costs including hourly rates, payroll taxes, and benefit charges. This does not include final engineering approval, construction services, and as-built services.

Items to Accompany Application

- _____ 1. A certificate of survey completed by a licensed surveyor for the State of Minnesota of all affected properties, indicating:
 - _____ a. Existing and proposed lot lines, clearly distinguishable.
 - _____ b. Dimensions and acreage of both existing and proposed lots.
 - _____ c. Existing and proposed structures, fences, retaining walls, etc. and their proposed setbacks.
 - _____ d. Any visible encroachments.
 - _____ e. Wetland delineation and report, if applicable.
 - _____ f. All easements of record.
 - _____ g. All proposed easements.
 - _____ h. All public and private utilities.
 - _____ i. A written description of the existing separately described lots, as well as the new lots, which will result from the proposed subdivision shall be included on the survey.
- _____ 2. Owner and encumbrance report, if any easements are needed.
- _____ 3. Property Title or Title Commitment.
- _____ 4. Signed Payment of Costs Agreement.

Note: If approved, Park Dedication and Storm Water Fees shall apply.

Acceptance of Application

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted.

Date Received: _____ Date Application Deemed Complete: _____

Application Fee: _____ Application Number: _____

 Planning/Community Development Director Date

 City Administrator Date

The signature and acceptance by city staff does not constitute approval of this application request.



MINOR SUBDIVISION APPLICATION

The City of Vadnais Heights
800 East County Road E • Vadnais Heights, MN 55127
Phone: 651.204.6015 • Fax: 651.204.6100
www.cityvadnaisheights.com

Filing Requirement Information

This document is intended to assist the applicant with the minor subdivision process. Chapter 32 of the City Code addresses minor subdivisions, which can be found online at <http://www.cityvadnaisheights.com/>.

A “minor subdivision” is exempt from articles II through V of Chapter 32 of the City Code if all of the following conditions are met (Sec. 32-6 of the City Code):

- (1) The land involved has been previously platted into lots and blocks and is designated in a subdivision plat filed in the office of the county recorder or registrar of titles;
- (2) The subdivision involves no more than three previously platted lots and results in no more than three revised lots;
- (3) The subdivision will not cause the land or any structure on the land to be in violation of any City Code provision;
- (4) The subdivision will not involve any new street, road, or public improvement, or extension of existing public improvements;
- (5) The purpose of the subdivision is to divide up to three parcels in to not more than three new parcels or revise lot lines or correct surveyor errors for up to three parcels which does not create any new buildable lots.

Procedure to Establish a Minor Subdivision. The owner of proposed lots for a minor subdivision shall file with the city clerk the required application materials as indicated on the previous page, including the appropriate fee and escrow. The Development Review Committee shall review the proposal. The City Council will consider the application at a regular City Council meeting after written notice of the meeting is sent to property owners within 350 feet of the proposed subdivision.

If the proposed minor subdivision is approved, the applicant shall be required to pay any applicable park dedication and storm water fees and file the minor subdivision with the Ramsey County Recorder or Registrar of Titles.

NOTE: The Development Review Committee (DRC) meets weekly and strongly encourages persons who are or will be seeking application approval from the City to schedule a meeting(s) to review subdivision concepts and requirements. Meeting with the DRC is intended to assist the applicant with the application process. The DRC consists of the City Planner, City Engineer, City Administrator, Building Official, and the Fire Chief. Meetings with the DRC can be scheduled through Nolan Wall, Planning/Community Development Director, by e-mail at nolan.wall@cityvadnaisheights.com or by phone at (651) 204-6027.