



320 SOUTH OAK STREET
SAUK CENTRE, MN 56378
PH: (320) 352-2203 FAX: (320) 352-0121

Office Use Only

LUR Number

Application Fee Paid

Date Received

LOT SPLIT APPLICATION

Please Type or Print Neatly. Attach additional sheets if necessary.

Name of Applicant _____

Address _____

City, State, Zip _____

Phone _____ Alternate Phone _____

Physical Address/Location of Property _____

Legal Description of Property: (Please Attach Metes & Bounds Description)

Parcel ID Number _____ Zoning District _____

Applicant is:

- Legal Owner of Property
- Contract Buyer
- Option Holder
- Agent
- Other _____

Title Holder of Property (if different than applicant):

Name _____

Address _____

City, State, Zip _____

Nature of request:

- Metes and Bounds Subdivision (Includes Lot Splits and Lot Line Adjustments)

Briefly describe your proposal:

The Planning Commission will review or take action on this request on ____/____/____.
(Applicant or authorized agent must be present at the Planning Commission Meeting).

The City Council will review or take action on this request on ____/____/____.

A. Required information:

1. Name of Plat: _____
2. Location: _____
3. Gross Area: _____
4. Number of Lots: _____
5. Current Zoning Classification(s): _____

- 6. Desired Zoning Classification(s): _____
- 7. Current Zoning Classification(s) of Adjacent Parcels: _____
- 8. Name of Pending Street Name(s) Included in Development:

- 9. Name & Address of Land Surveyor/Engineer: _____

B. Does the proposed lot split require rezoning?

_____ Yes, Explain _____
 _____ No

C. Is the proposed preliminary plat consistent with design standards and other requirements of the City of Sauk Centre Subdivision Ordinance, Zoning Ordinance and Comprehensive Planning documents?

_____ Yes, skip to D.
 _____ No, if 'No' applicant must complete items below in italicized print.

The request(s) which I/we desire for our property require a variance from the following section(s) of the Sauk Centre City Code:

Section _____ Section _____ Section _____

Proposed variance(s):

What special conditions and circumstances exist which are particular to the land, structure or building(s) involved which do not apply to the land, structures or building(s) in the same zoning classification (attach additional pages as needed)?

Do any of the special conditions and circumstances result from your own actions (if the answer is yes, you may not qualify for a variance)? _____

What facts and considerations demonstrate that the literal interpretation of the zoning or subdivision code or other City code/plan would deprive you of rights commonly enjoyed by other properties in the same district under the terms of the zoning code (attach additional pages as needed)?

State your reasons for believing that a variance will not confer on you any special privilege that is denied by the code to other lands, structures or buildings in the same district:

State your reasons for believing that the action(s) you propose to take is/are in keeping with the spirit and intent of the code?

State your reasons for believing that a strict enforcement of the provisions of the code would cause undue hardship. Undue hardship means that the property in question cannot be put to a reasonable use if used under the conditions allowed by the code. Economic considerations alone shall not constitute an undue hardship under the terms of this code as referenced in state statutes:

D. Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated.

E. Describe the fiscal and environmental impact the proposed development will have on adjacent property owners and the City of Sauk Centre.

F. Attach completed copy of applicable submittal checklist(s) with application.

I/We understand that any work to be done will require reimbursement to the city for any engineering, consulting, mapping or studies that may have to be done in conjunction with this lot split. By signing this application below, I/We are hereby acknowledging this potential cost. The applicant hereby waives his/her right to review and action within 60 days of submittal of a complete application and understands the city may require additional time for a complete review.

Signature of Owner, authorizing application _____
(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than Owner) _____
(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

INSTRUCTIONS TO THE APPLICANT

Completed applications, with *all* submittal requirements, must be submitted to the Planning & Zoning Department no fewer than **20 days** prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information **must** be submitted:

- _____ 1. This application must be completed, including responses to all parts of this application.
- _____ 2. The required fee must be paid. See Fee Schedule for details.
- _____ 3. Certificate of Survey with the following information, as a minimum unless waived by the Zoning Administrator.
 - Legal description of the property and site address
 - Lot dimensions
 - North Point and Graphic Scale
 - All adjacent streets, easements and alleys
 - Location of all buildings, structures, driveways, sidewalks, trails, parking stalls and curbing
 - Identification of all setback dimensions from property lines
 - Location of all existing and proposed utilities and easements
 - Description of floor plans for each story
 - Description of each building elevation, exterior building materials and color schemes
 - Site grading plan, including erosion and sedimentation control measures and procedures
 - Delineations of any shoreland, flood plain or wetland areas on the site
 - Identification of any flood plain or wetland encroachments and detailed mitigation plans
 - Plans shall be dated and shall bear the name(s) of the preparer(s), including professional registrations or certifications.

- _____ 4. Detailed landscaping plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation system.
- _____ 5. Detailed description of any site fencing, including type, location and height