



MINOR SUBDIVISION CHECKLIST

CITY OFFICES: 8188 199TH AVENUE NW, NOWTHEN 55330 763-441-1347

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**LOT SPLIT
(3 LOTS OR LESS)**

**LOT LINE
ADJUSTMENT**

1. CONFORMANCE WITH APPROVED LAND USE PLANS, POLICIES AND ZONING

- The proposed use must be consistent with the **2040 Comprehensive Land Use Plan** or a Comprehensive Plan Amendment will be required which is a separate application to be approved prior to subdivision consideration.
- The proposed use must be consistent with the City's **Zoning Map and Zoning Ordinance** regulations for the district within which it is proposed. The use must be listed as a permitted, conditional use or interim use within the zoning district, or a Zoning Amendment will be required which is a separate application to be approved prior to subdivision consideration.
- Review the appropriate sections of the City's Code (Subdivision & Zoning Ordinances).
- Review the City's Engineering Manual relative to development and street construction stds.
- Consistency with the Upper Rum River Watershed Management Organization Watershed Management Plan and the City of Nowthen Stormwater Management Plan regarding wetlands, drainage, groundwater, stormwater, erosion control & the protection of all water resources.
- Consistency with City, Anoka County or MNDOT plans relative to adjacent roadways, including the City's 2013 Frontage Road Plan which is part of the Comprehensive Plan.
- Discuss possible separate applications which may be required to accommodate special situations or uses: [] Rezoning [] Variance [] Interim/Conditional Use Permit [] Amendment

2. SUBMISSION REQUIREMENTS – ALL APPLICATIONS

All of the information listed below is required to be submitted with the official application form and fees unless specifically excluded by the Zoning Administrator. The decision on whether an application is complete for review will be made by the Zoning Administrator within fifteen (15) days from the date of submission. If an application is found to be incomplete, the applicant will be notified in writing by the Zoning Administrator stating that the application is incomplete and the necessary information that must be provided before the City will process the application. Failure to provide all necessary information required or requested by the City may be cause for the application to be denied.

- Submission of a complete **Application**, on the official Application Form provided by the City or available on the City of Nowthen website, on or before the Application Deadline (first Tuesday of the month; see **Application Schedule**).
- Review **Development Review Process and Responsibilities** of Applicant/Property Owner

- Payment of fees and required escrow amount (see **Minor Subdivision Application**)
- Signed **Consultant Review Fee Acknowledgement**
- Wetland Delineation Application** & Additional Escrow for all properties which contain wetlands. If wetland impacts are present/proposed, the application may be delayed to ensure compliance with wetland sequencing (avoidance), de minimus exemption, or replacement under MN Rule 8420.0520.
- Property taxes (for the year) must be paid in order for a division to be recorded at Anoka County.
- Property owner signature on the application form is required; recent acquisitions may require proof of title or copy of a purchase agreement if not evident on the Anoka County website. Property owners must co-sign the application; even though applicants may be responsible for all processing and review fees (a separate agreement among involved parties), the property owner is the responsible party and will be assessed for any outstanding bills.

3. LOT SPLIT (3 OR FEWER LOTS) & LOT LINE ADJUSTMENTS

Two (2) full size PAPER copies and ELECTRONIC files of detailed written materials, plans and specifications to include the following information:

- A **Certificate of Survey** is required, prepared and signed by a licensed land surveyor in MN.
- Scale and north arrow
- Existing property boundaries with dimensions and acreage
- Proposed property boundaries with dimensions and acreage
- Existing and proposed streets (66 feet of dedicated public right-of-way required, see below)
- Existing buildings, sheds, accessory structures, driveways, culverts, other improvements
- Proposed building pad locations, with lowest floor and opening elevations indicated
- Lowest floor minimum one (1) foot above mottled soils.
- Lowest opening 1.5 feet (18 inches) above highest known water level.
- Two percent (2%) slope/positive drainage away from house.
- Lot buildability exhibit using shading to depict one (1) acre with one (1) foot of separation and 23,000 SF with three (3) feet of separation to highest known water elevation.
- Easements of record and proposed easements (road, grading/drainage, access easements), including copies of recorded documents from Anoka County.
- Topography, other significant environmental features.
- Wetlands, ditches, ponds, rivers, creeks, lakes or other water bodies on the subject property or which lie close to the property border (see delineation requirement above).
- Wetland buffers depicted on survey complete with buffer establishment plan, if necessary, based on the wetland types: high priority – 25 ft, moderate priority – 20 ft, minor priority – 15 ft.

- 100-year high water levels for all water bodies; if unknown, spot elevations shall be shot by the surveyor along wetlands and other depression/stormwater collection areas
- Ordinary High Water Level (OHWL) for all water bodies within or adjacent to the subdivision, including spot/overflow elevations of adjacent water bodies, roads, driveways and culverts.
- All encroachments (fences, driveways, structures or other unlawful interference on the land)
- Existing and proposed legal descriptions shown on the survey and in Word (.doc) format
- Utilities – existing septic tanks, lines and drainfields, wells, power lines, underground pipes, etc.
- New parcels being created must show Lot Buildability (the site’s capability to accommodate a primary and backup septic system); see Section 10-3-5 of the City Code. Grading and fill may be used to create the final elevation which shall be shown on the survey.
- Soil borings for primary and backup septic sites and in planned building areas; soil boring locations shall be numbered and shown on the survey.
- Lots containing existing accessory structures: The size of any parcel must be large enough to accommodate the number and square footage of accessory structures as required under Section 11-4-2 of the City Code. Variances will not be granted, so in some cases, sheds must be removed to meet the number or square footage requirements.

4. ADMINISTRATIVE LOT SPLITS

- Administrative Lot Splits may be approved by the Zoning Administrator on a case-by-case basis if the property is residentially zoned, does not involve more than two lots or the need for public streets (new or extended); application requirements are the same as outlined herein.

5. MINIMUM LOT SIZE AND ACCESS REQUIREMENTS

- Five (5) acre minimum lot size
- All new lots shall have a minimum of 300 feet in width as measured at the building setback line and minimum lot depth of 300 feet.
- The minimum frontage on a public street is 150 feet, except in the case of cul-de-sacs 75 feet is permitted.
- Structure Setbacks:
 - Front: 120 feet from centerline of local roads, 150 feet from centerline of county or state roads
 - Side: 20 feet, except on a corner the front setbacks apply
 - Rear: 35 feet, except when abutting a public road the front setbacks apply
 - Wetlands: Minimum 30-50 feet from wetland boundary and outside of all drainage and utility easements and wetland buffers.
- 35% impervious surface area maximum, includes all hard cover and gravel surfacing
- Driveway standards of Section 11-6-2.J requires all lots to meet minimum standards for emergency vehicle access including a twelve (12) foot driveway width for 1 or 2 residences and 3+ residences requires a twenty (20) foot width; all sites require 13.5 feet of overhead clearance.

The distance as measured from the driveway or public street to all sides of the principal structure(s) must be within 250 feet to allow fire hose access.

- All new driveways shall be located fifteen (15) feet from lot lines. Any driveways serving multiple principal uses or properties must have a shared driveway agreement approved by the City Attorney.
- A primary and backup septic system drainfield site is required per Section 10-3-6 of the City Code; they must be protected with snow fence during construction.
- Public street access is required** for all new lots. Access via existing or new driveway easements is prohibited. Flag lots may be allowed in very rare circumstances and through approval of a Conditional Use Permit (CUP) where the extension of through streets is not possible.
- Local streets shall contain 66 feet of right-of-way dedicated to the City of Nowthen in the form of a permanent roadway easement. Paving of all new roads is required (24-foot top), unless the division qualifies for deferral of paving standards (CUP) under Section 10-3-3.C.
- If parcels abut Anoka County or MNDOT roads, approval from those jurisdictions is required and additional right-of-way may need to be dedicated in the form of a permanent roadway easements.
- Park and Trail Dedication Fees:** \$2,000 park fee/buildable lot and \$500 trail fee/buildable lot
The park and trail dedication requirement shall be applied to all subdivision of land regardless of the type of proposed development and the number of lots created and shall be paid to the City prior to recording.

6. GRADING, DRAINAGE, EROSION CONTROL & LANDSCAPING REQUIREMENTS

- Review the **Construction Site Checklist** and prepare/maintain the construction site according to the outlined standards.
- Review and sign the **Grading, Erosion Control and Landscaping** (NPDES) escrow agreement.
- Grading, Erosion Control and Landscaping Fee and Escrow** amount have been submitted to the City of Nowthen.
- Review the Lot Sediment Control Diagrams (Std. Plates 504 and 505) which graphically depict the erosion control requirements that shall be contained on all submitted site plans/surveys.

7. ANTICIPATED SCHEDULE

- Application and Plan Submittal Date:
- Planning & Zoning Commission Meeting Date:
- City Council Meeting Date: