



ZONING & LAND USE APPLICATION

LOT SPLIT, COMBINATION OR LINE ADJUSTMENT

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	

APPLICANT INFORMATION	
Name	
Address	
Phone	
Email	

OWNER INFORMATION	
Name	
Address	
Phone	
Email	

MINOR SUBDIVISION REQUEST			
Property Acreage			
Proposed Number of Lots			
Type of Subdivision	Lot Division	Lot Combination	
Land Use	Residential / Other	Commercial	Industrial

FEES			
Application	\$250	Escrow	\$1,000

ACKNOWLEDGEMENT

APPLICANT STATEMENT

This application should be processed in my name, and I am the party whom the City of Rogers should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Applicant Signature

Date

OWNER STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City of Rogers by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

Applicant Signature

Date

SUBMITTAL REQUIREMENTS	
Application Fee(s)	Non-refundable application fee and escrow to cover expenses related to the review.
Legal Description	A full legal description, as documented on property deed or certificate of title.
Boundary Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, platted and recorded easements and rights of way, existing and proposed structures or additions or other site improvements with dimensions to show size and location, structure setbacks from property lines, natural features, driveways and utilities.
Written Statement	This narrative shall describe the requested Minor Subdivision approval and the intended use of the property, compatibility to the surrounding land uses, and a detailed justification as to why the City should consider and approve the request.
Legal Descriptions (Existing)	Full legal description(s) of the existing property, or properties, as documented on property deed or certificate of title, or registered survey must be submitted.
Legal Descriptions (Proposed)	Full legal description(s) of the properties property, or properties, must be submitted.
Wetland Delineation	A wetland delineation report and appropriate documentation may be required. If required, the delineation must be staked in the field for City staff verification. The Elm Creek Watershed District must approve any required wetland mitigation.
Mailing Labels	Mailing list, labels and map of names and addresses of property owners located within 350 feet of the subject property. Labels are available through Hennepin County at https://gis.hennepin.us/locatenotify/default.aspx <i>The City may also provide this information for an additional \$25 fee.</i>
Other Items	City staff reserve the right to require additional items be submitted for a full review of the application if deemed necessary to consider the request.
Submittal Format	(1) Hardcopy Plans – 11" x 17" and (3) Hardcopy Plans – 24" x 36" Electronic Application & Plans

All documents are public information and may be used in written reports and distributed to the public.

PROCESS

MONTH 1						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

MONTH 2						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

- Application submitted.
- 15 business day review completed.
- Notice mailed to property owners.
- Planning Commission meeting.
- City Council meeting.

NOTICE TO APPLICANT

A surveyor is required to certify that the land surveyed for the Minor Subdivision (lot split or combination or lot line adjustment) request covers the entire parcel(s) and that there are no gaps or overlaps with adjoining parcels, or structure encroachments resulting from the new property boundaries. Minor Subdivisions are generally approved subject to several conditions, which must be satisfied before the resolution is released by the City for recording with Hennepin County. Hennepin County also requires the owner(s) of the parcel(s) to complete required documentation as part of the combination or division. Hennepin County requires all property taxes to be paid in full before the property subdivision is initiated or finalized.

All applications are reviewed individually and are evaluated based on their own merit(s). Applicants are encouraged to meet with City staff prior to formally submitting their application to discuss the request and concept ideas for the proposed project in an effort to reduce delays. Participation in the pre-submittal meeting does not provide or guarantee approval of the request or project.

The City has 15 business days from the date of submittal to determine whether the application is complete. If complete, the City has 60 days up to 120 days to approve or deny the request. If not complete, the applicant may be required to submit additional information to include with the application. The City reserves the right to reject incomplete applications.

Public hearings, if required, are conducted by the Planning Commission. Notices are sent to the newspaper for publication and to all property owners within 350 feet of the property for which the request is made or project is located. Any person has the option of providing comment in writing or in person at the public hearing. Applicants are encouraged to discuss their request or project at public hearing.

All expenses pertaining to application reviews are the responsibility of the applicant. Application fees help cover the costs incurred by the City to review, which may include, but is not limited to: City staff and consultant time, legal review, notice publication and mailing, etc. Unspent escrow fees paid at the time of application are returned six (6) months after City Council action. The City may require additional escrow to be paid to cover any expense(s) in excess of escrow fees paid at the time of application.