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ORDINANCE 1220 LOT CONSOLIDATION / LOT LINE ADJUSTMENT

Section 1220.01: PURPOSE. The lot consolidation/lot line adjustment process is an administrative review process in which there are limited requirements to combine multiple lots into one parcel or to adjust a common lot line. Parcels resulting from these procedures must be consistent with all Zoning Ordinance requirements and other applicable regulations.

Section 1220.02: QUALIFICATION.

Subd. 1. Lot Consolidation. Two or more parcels, whether recorded platted lots or not, may be consolidated into one parcel.

Subd. 2. Lot Line Adjustment. A lot line may be adjusted by relocating a common boundary.

Subd. 3. Rezoning. If the adjustment or combination would cause one of the parcels to have two (2) different zoning classifications, the applicant must rezone the property to achieve a consistent zoning classification for the newly created parcel.

Subd. 4. Easements. Any easements that become unnecessary as a result of the combination of parcels must be vacated. In addition, new easements must be established where appropriate.

Section 1220.03: FILING AND REVIEW OF APPLICATION.

Subd. 1. Procedure.

- A. Application. Before any contract is made for the sale of any part thereof, and before any permit for the erection of a structure on such proposed property shall be granted, the owner or authorized agent, shall file an application and secure approval of a lot consolidation or lot line adjustment.
- B. The Zoning Administrator shall review the application and required information to determine conformance with the Comprehensive Plan, Zoning Ordinance, Airport Zoning Ordinance, Official Map, and this Ordinance. The Zoning Administrator shall give final approval. In reviewing the application, the Zoning Administrator may request comments from the Consultants and may refer the matter to the Planning Commission, if necessary. Unless a request for additional review time is requested by the Zoning Administrator, action on the application shall be made within 60 days.
- C. The City Council shall serve as the Board of Adjustment and Appeals if the application for lot combination or lot line adjustment is denied by the Zoning Administrator.

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Section 1220.04: INFORMATION REQUIRED FOR LOT CONSOLIDATION/LOT LINE ADJUSTMENT.

Subd. 1. Number of Copies Required at the Time of Application. The developer shall submit one (1) large scale copy, and four (4) reduced scale (11" x 17") copies of the required information to City Hall.

Subd. 2. Required Information.

A. The following information shall be submitted along with the application for lot consolidation or lot line-adjustment:

1. A Certificate of Survey prepared by a registered land surveyor which includes:
 - a. Scale not less than 1 inch equals 100 feet;
 - b. North point indication;
 - c. Original and proposed lot boundaries;
 - d. Existing and resulting parcel legal descriptions;
 - e. The location of existing structures on the site;
 - f. Proposed driveway location;
 - g. Existing easement locations; and
 - h. Environmental constraints of the site.
2. A soil test demonstrating the suitability for an on-site septic system if public sewer is not immediately available.
3. A title search showing any existing deed restrictions.
4. Additional information as outlined in Section 7.03 (Preliminary Plat - Information Required for Preliminary Plat) if deemed necessary and required by the City.

Subd. 3. A lot consolidation agreement or lot combination agreement prepared by the City shall be executed by all affected parties and recorded in the Office of the Stearns County Recorder.

Subd. 4. Staking. The City may require that the existing and proposed lot corners be staked at the site in such a manner that they are visible from the road for review by the City.

Section 1220.05: RECORDING.

Subd. 1. Procedure and Time Frame.

- A. Deadline. The applicant shall record the appropriate documents in the Office of the Stearns County Recorder within 60 days after the date of approval. If not recorded within the 60 day period, the approval shall be considered void.
- B. Copy to City. The applicant shall, immediately upon receipt of the recorded document from the County Recorder, furnish the City Clerk with a copy of the document(s) showing evidence of the recording.

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- C. Building Permit. No building permits shall be issued for construction of any structure on any affected lot until the City has received evidence of the document(s) being recorded by the County Recorder.

Subd. 2. Transportation Departments. When the land for which the lot consolidation/lot line adjustment abuts a state highway, county road, or county highway, a certificate or other evidence showing submission of the lot consolidation/lot line adjustment to the Minnesota Department of Transportation and/or Stearns County Highway Department shall be filed with the Stearns County Recorder's Office, with the lot consolidation/lot line adjustment.

Subd. 3. DNR. When the land for which the lot consolidation/lot line adjustment is located within a Shoreland District or Floodplain District, the Department of Natural Resources shall be notified of the disposition of the lot consolidation/lot line adjustment as required by law.