



Date: \_\_\_/\_\_\_/\_\_\_

# City of Lakeville Administrative Subdivision Application

Property Address: \_\_\_\_\_

Legal Description/PID No. \_\_\_\_\_  
*(If metes and bounds, attach description)*

Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~~~~  
Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Please Print Name*

~~~~~  
Email address where billing invoices should be sent \_\_\_\_\_

~~~~~  
Property Owner/Fee Owner *(If different from above)* \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Please print Name*

*Are there special assessments on your property at this time?*

Yes \_\_\_\_\_ No \_\_\_\_\_

**✓ Please include all applicable information regarding the project as listed on the attached checklist. (Additional information may be requested after review by the City).**

|                                                                  |                                                                                                    |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Application Fee plus all applicable dedication requirements..... | \$500.00                                                                                           |
| GIS.....                                                         | \$180.00                                                                                           |
| Escrow.....                                                      | \$1,000.00 for legal notices, planning, engineering and legal services by staff and/or consultants |

**Community Development Department**

20195 Holyoke Ave - Lakeville, MN 55044 - [lakevillemn.gov](http://lakevillemn.gov) - Phone:(952) 985-4420



Dear Applicant:

The City of Lakeville requires a cash escrow to cover costs incurred from staff and consultants directly related to processing your application. These costs are normally related to review of the application by City planning and engineering staff, City consultants, and possibly the City Attorney.

You will receive a statement of account every 30 days. If the deposit is depleted before the application is concluded, you may be asked to make an additional deposit. In all cases, bills must be current before final action on your application is taken by the City Council.

There will be no credit given in cases where requests are denied or determined to be premature. We make every attempt to keep costs down. It is important that completed documents, plans, and designs be furnished by you and your consultants in a timely fashion in order to accomplish this. Incomplete submittals result in time consuming report writing and increased review time.

Please contact the Community Development Department if there are unanswered questions or if you are unsure how to proceed. We will endeavor to process your application as quickly as possible and assist you in every way we can.

Sincerely,

Tina Goodroad  
Community Development Director

I have read and understand the above letter.

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Applicant's Signature

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Date



# *City of Lakeville*

## **Administrative Subdivision Checklist**

### Community Development Department

The following subdivisions may be approved administratively by the Zoning Administrator:

A. Subdivision of one (1) lot into two (2) lots provided the following requirements are met:

- \_\_\_\_\_ 1. Submittal of the required application and fee.
- \_\_\_\_\_ 2. Submittal of a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:
  - \_\_\_\_\_ a. Scale (engineering scale only, at one (1) inch equals fifty (50) feet or less).
  - \_\_\_\_\_ b. North point indication.
  - \_\_\_\_\_ c. Existing boundaries with lot dimension and area.
  - \_\_\_\_\_ d. Existing site improvements.
  - \_\_\_\_\_ e. All encroachments.
  - \_\_\_\_\_ f. Easements of record.
  - \_\_\_\_\_ g. Legal description of the property.
  - \_\_\_\_\_ h. Ponds, lakes, springs, rivers, or other waterways bordering on or running through the subject property.
  - \_\_\_\_\_ i. The boundary and legal description of the lots as they are proposed to be subdivided.
  - \_\_\_\_\_ j. The boundary and legal description of any proposed easements on the property. A drainage and utility easement at least ten feet wide must be provided along all property lines. A drainage and utility easement may also be required over wetland, ponds, lakes, drainage channels and tributaries. Dedication of roadway easements consistent with the City's comprehensive Transportation Plan may also be required.
- \_\_\_\_\_ 3. The lots must both have direct access onto an improved public street and comply with the Comprehensive Plan and Zoning Ordinance.
- \_\_\_\_\_ 4. The subdivision must comply with the design and dedication requirements of the Subdivision Ordinance.
- \_\_\_\_\_ 5. All basic improvements required by the Subdivision Ordinance must be installed in accordance with City standards.
- \_\_\_\_\_ 6. All assessments levied to the parent parcel shall be paid in full prior to approval of the administrative subdivision by the City.

B. Subdivision of Two-Family, Townhouse, or Quadraminium Lots: The subdivision of base lots containing two-family, townhouse, or quadraminium dwellings to permit individual private ownership of a single dwelling within such a structure provided the following requirements are met:

- \_\_\_\_\_ 1. Submittal of the required application fee.
- \_\_\_\_\_ 2. Prior to the subdivision, the base lot must meet all the requirements of the zoning district in which it is located.
- \_\_\_\_\_ 3. The unit lot must meet all the requirements of the zoning district in which it is located. Up to a ten (10) percent reduction in either the unit lot area or unit lot width requirement for one unit of a two-family dwelling subdivision is permitted provided all other requirements of the Subdivision Ordinance are satisfactorily met.
- \_\_\_\_\_ 4. There shall be no more than one principal structure on a base lot in all residential districts. The principal structure on unit lots created in a two-family, townhouse, or quadraminium subdivision will be the portion of the attached dwelling existing or constructed on the platted unit lots.
- \_\_\_\_\_ 5. No parcel of land or portion thereof shall be subdivided if such action results in buildings and/or uses becoming non-conforming.
- \_\_\_\_\_ 6. A property maintenance and party wall agreement must be provided by the applicant and submitted to the City Attorney for his review and comment. The agreement shall ensure the maintenance and upkeep of the structure and the lots to meet minimum City standards. The agreement is to be filed with the Dakota County Recorder's office as a deed restriction against the title of each unit lot.
- \_\_\_\_\_ 7. Separate public sewer and water services shall be provided to each subdivided unit and shall be subject to the review and approval of the City Engineer.
- \_\_\_\_\_ 8. The subdivision is to be platted and recorded in conformance with the requirements of the Subdivision Ordinance.
- \_\_\_\_\_ 9. Verification of fire walls in compliance with the Uniform Building Code shall be provided by a certified independent inspector at the expense of the applicant.

C. Subdivision of base lots containing apartment dwelling structures, manor homes, and other cooperative condominium housing structures to permit individual private ownership of a single dwelling within such a structure provided the following requirements are met:

- \_\_\_\_\_ 1. Submittal of the required application and fee.
- \_\_\_\_\_ 2. The subdivision is to be platted and recorded in conformance with the requirements of the Subdivision Ordinance.
- \_\_\_\_\_ 3. The subdivision shall comply with applicable cooperative or condominium laws of the State of Minnesota.