



**Environmental & Economic
Development Department**
1902 County Road B East
Maplewood, MN 55109
(651) 249-2300 (651) 249-2319 fax
www.MaplewoodMN.gov

Fee: \$500

LOT DIVISION APPLICATION (3 or fewer lots)

Address of site: _____

Applicant:	
Contact person:	
Address:	Zip:
Telephone (work):	(home):
Email address:	
Interest in property:	

Property owner(s) of record:	
Address:	Zip:
Telephone (work):	(home):
Email address:	

Legal description of site:

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature _____

Date _____

Owner Signature (if different from applicant) _____

Date _____

OFFICE USE ONLY

Date Received _____

By _____

Receipt # _____

Revised 10/2018

FILING REQUIREMENTS

Subdivisions of three or less lots can be processed with a lot division application.

Subdivision of more than three lots must be processed as a plat application. Lots must meet the city's subdivision requirements. You must provide all of the following items with your application:

- Hard copy and pdf of a drawing to a scale or a certified land survey showing the following (and at least one drawing must be 8 ½ " x 11" drawn to scale):
 - The scale to which the drawing is drawn.
 - A north arrow.
 - The legal description of the land you want to divide.
 - Existing street rights-of-way, railroad and utility rights-of-way, parks and other public open space, permanent buildings and easements within the existing lot and within 100 feet of the lot.
 - Proposed split line(s).
 - The dimensions of all property lines.
 - The proposed use and area of each new lot.
 - The location and widths of proposed utility easements.
 - Areas, other than streets and utility easements, that you intend to dedicate for public use, including their areas.
 - The location of any City-designated shoreland boundaries. Contact a City planner for locations and development restrictions.

Note: A certified land survey is not required upon submittal of the lot division application, but will be required prior to the City signing your lot division deeds. The City requires most new lots to have drainage and utility easements located on the front and rear ten feet and the side five feet of the lot. These easements and their legal description must be reflected on the survey. Please contact the Engineering Department at 651-249-2400 with questions regarding utility and drainage easements. In addition, the City requires a certificate of survey reflecting the location of the building for all new construction prior to issuance of a building permit.

- An application fee of \$500. **This fee is nonrefundable.** Make your check out to the City of Maplewood.

NOTES

- Try to discuss your proposal with adjacent property owners before a formal application is made. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
- Contact the Building Department at 651-249-2300 for building permit fees. Contact the Engineering Department at 651-249-2400 for sewer, water and park availability charges and for pending, levied or deferred assessments or cash connection charges. Any outstanding assessments or required cash connection fees must be paid before the City signs the lot division deeds. All other fees are required before a building permit will be issued.
- Refer to the City subdivision ordinances for lot standards. (Copies are available from the Environmental and Economic Development Department.)

PROCEDURE

- Return this application to: Environmental and Economic Development Department
1902 County Road B East
Maplewood, MN 55109
- City staff will review your request administratively, with no formal City hearings required unless a variance is needed. This process generally takes one month.
- City staff will send you a letter informing you whether your application has been approved or not. The letter will explain all conditions of approval.
- After you have completed all the conditions for approval, you may bring your survey (if property is to remain in your possession) or warranty deeds (if property is to be deeded to someone else) to the Environmental and Economic Development Department for a city planner to sign. You will then be required to record the survey or the deeds with Ramsey County. The County will not accept a survey or deed for recording unless someone from the City has signed it and all property taxes for all the property have been paid for the entire year. Verification of county recording of the lot division is required prior to the City issuing a building permit for the new lot.