



# Instructions for a Lot Split Application

## Questions?

Please call the Planning Department at 234-4203:

- Dan Jochum, AICP, Planning Director
- Bonnie Baumetz, Planning Coordinator, ext. 203

## Important Points-

- ✓ Cost is \$175.00 for residential (single family and two family) and \$250.00 for Multiple family, commercial or industrial properties (non-refundable)
- ✓ Application is due the 3<sup>rd</sup> Wednesday of the month to be on the next month's agenda
- ✓ Assessment search is needed (\$30.00)
- ✓ No Public hearing is needed
- ✓ Planning Commission meeting is the 3<sup>rd</sup> Tuesday of the month at 5:30 p.m. in the City Council Chambers
- ✓ Planning Commission makes a recommendation to the City Council which meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month
- ✓ **The applicant is responsible for recording the lot split with the County Recorder**

# LOT SPLIT APPLICATION

City of Hutchinson, 111 Hassan St SE, Hutchinson MN 55350

Section 153.05, Subdivision Ordinance

Date Filed: \_\_\_\_\_

(Refer to fee schedule.)

Property Owner(s): \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Fax No: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Present Address of Property: \_\_\_\_\_

Present Legal Description: \_\_\_\_\_

Copy of Deed \_\_\_\_\_ or Copy of Front Page of Abstract Submitted \_\_\_\_\_

Split: As owner(s) of the above described property I / we do hereby request the City of Hutchinson to approve the following split:

Parcel A: \_\_\_\_\_

Parcel B: \_\_\_\_\_

Zero Lot Line Firewall: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain: \_\_\_\_\_

Separate Water & Sewer Services/Easements: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain: \_\_\_\_\_

Assessment Search is required. (Refer to fee schedule.) If assessments are on existing property, I request the assessments be split as follows:

Acre  Front Foot  Square Foot  Percentage: \_\_\_\_\_% to Parcel A \_\_\_\_\_% to Parcel B

Assessments have been or will be paid in full by applicant prior to recording.

(All assessments splits must be approved by Director of Engineering and Finance Director.)

Property Owner Signature: \_\_\_\_\_

**NOTE:** A Registered Land Survey identifying the lot split and the two resulting lots shall be submitted with this request. All existing structures and setbacks from property lines, easements, adjacent streets and right-of-ways shall be identified on the survey.

The split of this property will not become final until the City has received notification from the McLeod County Recorder's Office that said split has been recorded. Recording of said split shall be the responsibility of the owner.

## FOR OFFICE USE ONLY

SAC & WAC Fee: \_\_\_\_\_

Easements to be vacated? Yes \_\_\_\_\_ No

City PID Existing Lot: \_\_\_\_\_

County PID Existing Lot: \_\_\_\_\_

Assessment Status: \_\_\_\_\_

Address Assignment of New Lot: \_\_\_\_\_

City PID of New Lot: \_\_\_\_\_

County PID of New Lot: \_\_\_\_\_

APPROVED BY: Zoning Off. \_\_\_\_\_ Planning Staff: \_\_\_\_\_ Planning Comm: \_\_\_\_\_ City Council: \_\_\_\_\_

(dated & initialed by zoning official/city engineer)

(date)

(date)