

City of North Branch

Lot Split Process



Procedure for Processing a Lot Split

- The lot, prior to being split shall be a legal lot with a separate tax identification number.
- Only one lot split is permitted per parcel. If the lot was created as a result of a lot split or if the lot has already had one lot split, then no additional lot splits may occur.
- The proposed lot and the remaining lot shall both meet:
 - Minimum lot size
 - Minimum road frontage
 - Maximum impervious area
- If there is an existing structure on the original lot, the lot split shall not create a lot line closer to the structure than permitted by setback requirements.
- If the lot split is has municipal sewer and water available then it shall serve the lot. The proposed lot shall have utilities installed with approval and inspection by the City as needed.
- If the lot split is within the 20 year growth area but is not near sewer and water, it shall have a minimum size of 10 acres.
- If the new lot will not be served by city sewer and water, then the applicant shall provide information providing evidence that the lot has suitable soils to support two standard septic systems.
- A legal description shall be provided for each of the following: the existing lot, the proposed lot and the lot that will make up the remaining portion of the existing lot.
- A survey of the lot shall be submitted to the City.
- Lot splits are not permitted in lots that were subdivided as a conservation subdivision.
- Both the new lot and the remainder of the existing lot shall dedicate any required drainage and utility easement and road right-of-way as requested by the City.
- All City ordinances shall be followed and any other information deemed necessary shall be provided.

Lot Split Fees:

Trunk fees, if applicable are due at the time of the lot split. All fees shall be paid in the amount in place at the time of the payment.

Municipal sewer and water fees:

Trunk water fees
Trunk sewer fees
Water Access Charge
Sewer Access Charge

Lot Split Checklist

Application Checklist:

Lot Split Application

Lot Survey

Lot Split Fee (\$150)

Trunk Fees (Water, Sewer – If Applicable)

Soil Testing Report (If applicable)

One (1) electronic copy of the Lot Split in both PDF and CAD formats.

Park dedication fee or land dedication deed is required at or prior to final recording.

City of North Branch Lot Split Application



GENERAL INFORMATION

Applications shall include this application and a layout sketch of the property. They will typically be reviewed within two weeks. Further information, including a survey of the property, may be required as directed.

Applicant Name:	Phone Number
Applicant's Address:	
Owner's Name:	Phone Number
Owner's Address	

ADDITIONAL INFORMATION

Zoning:
Legal Description or Property Identification Number:
Square footage of existing lot:
Are any new lots being created?
Summary of proposed changes:
Square footage (or acreage) of proposed lot 1:
Square footage (or acreage) of proposed lot 2:
Road frontage of proposed lot 1:
Road frontage of proposed lot 2:

PROPERTY OWNER CONSENT X _____
 I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

APPLICANT SIGNATURE X _____
 I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

City Use Only - _____ Application form date _____ _____ Fee \$150
 _____ Park Dedication fee/land donation