



**Administrative
Subdivision Request
Fee: \$105 plus recording fee**

204 SHAMROCK DRIVE ARLINGTON, MN 55307 Phone: 507-964-2378

An Administrative Subdivision is an approval process that allows for the splitting of land. These types of subdivisions are generally allowed for:

- non-building purposes
- utilizing a Registered Land Survey
- the transfer of a full Government Lot or a full Quarter-Quarter Section
- the purpose of correcting a boundary line
- the attachment of certain properties
- sewage treatment installation
- building sites on tracts 20 acres or more

Requirements of this process MAY include:

- declaration of restrictions
- deeds
- access easement
- sewage treatment system location
- review by the County Assessor
- park dedication fee
- a certificate of survey
- a certificate of compliance from the Township (Select your township from the **Building and Moving Structures** page for contact information)

I/We, the undersigned, hereby make the following application to the Zoning Official of the City of Arlington, Minnesota for a simple lot split or combination. Applicant's have the responsibility of checking all applicable ordinances pertaining to their application and complying with all ordinance requirements.

NAME: _____ PHONE: _____

ADDRESS: _____

1. Property Address and Identification Number: _____

2. Legal description of land affected by the application, including acreage or square footage of land involved and street address, if any: _____

3. Present zoning of above described property: _____

4. Name, address and phone number of present owner of above described land: _____

5. Persons, firms, corporations, etc. other than applicant and present owner who may or will be interested in above described land or proposed improvements within one year of permit issuance: _____

6. Describe request: _____

7. Attach a property survey illustrating the proposed lot split or lot combination.

By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the applicant and property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. All fees and expenses are due whether the application is approved or denied.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application

Applicant Signature : _____ Date: _____

Owner Signature: _____ Date: _____

FOR OFFICE USE ONLY: ROUTE TO ZONING OFFICIAL

Date Submitted: _____ **Date Complete:** _____

Zoning Administrator Action (circle One): Approval/Denial **Date of Action:** _____

Date Applicant/Property Owner notified of Zoning Administrator Action: _____

Filed in Address File: _____