



LOT DIVISION APPLICATION (Minor Lot Line Adjustment)

CASE NUMBER _____ DATE _____

FEE PAID _____

City of Edina Planning Department * www.cityofedina.com
4801 West Fiftieth Street * Edina, MN 55424 * (952) 826-0369 * fax (952) 826-0389

FEE: \$100.00

APPLICANT:

NAME: _____ (Signature required on back page)

ADDRESS: _____ PHONE: _____

EMAIL: _____

PROPERTY ADDRESS (1):

PRESENT ZONING: _____ P.I.D.# _____

PROPERTY ADDRESS (2):

PRESENT ZONING: _____ P.I.D.# _____

EXPLANATION OF REQUEST:

(Use reverse side or additional pages if necessary)

SURVEYOR: NAME: _____ PHONE: _____

EMAIL: _____

Application Requirements:

- Completed application form. Application must be signed by property owner.
- Application fee.
- Three (3) large scaleable copies of all plans, drawings. Ten (10) 11X17 copies for Commission and Council members. Additional copies may be requested.
- Current Survey which includes current legal description and new legal description(s).

- If applicable, provide a separate utility connection. If separate utilities are not provided apply to building board of Construction at the Building Department (952) 826-0372.

LOT DIVISION GUIDELINES AND PLAN APPLICATION INFORMATION:

The City of Edina Planning Department encourages healthy development within the city of Edina. Although this document is meant to serve as a guide for the application process for development through the Planning Department it is by no means comprehensive. The Planning Staff recommend that you schedule a meeting to answer any questions or to discuss issues that may accompany your project. It is much easier to tackle problems early on in the process. The office number for the Planning Staff is (952) 826-0465.

Application: Applications are submitted to the Planning Department. Offices are open Monday through Friday, 8 AM to 4:30 PM.

Deadlines for Applications: A minimum of 31 days prior to the initial Planning Commission meeting.

Meetings and Public Hearings: Applications are first considered by the Planning Commission at their regular monthly meeting (Wednesday prior to the first Tuesday of each month.) The Commission holds a public hearing and adopts a recommendation which is forwarded to the City Council for consideration. Final Development Plan proposals are usually heard once by both the Commission and Council unless otherwise directed.

Staff Report: Staff prepares a report and recommendation and sends it along with the application materials to the Commission in advance of the meeting.

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the City should contact about this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other City approvals that have been granted to me for any matter.

I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Applicant's Signature

Date

OWNER'S STATEMENT

I am the fee title owner of the above described property, and I agree to this application.

(If a corporation or partnership is the fee title holder, attach a resolution authorizing this application on behalf of the board of directors or partnership.)

Owner's Signature (Lot 1)

Date

Owner's Signature (Lot 2)

Date

Note. Both signatures are required (if the owner is different than the applicant) before we can process the application, otherwise it is considered incomplete.