



33861 Cottage Ave  
Jenkins, MN 56474  
(218) 568-4637  
[www.cityofjenkins.com](http://www.cityofjenkins.com)

Received by City: \_\_\_\_\_  
Application Number: \_\_\_\_\_  
Non-refundable Fee Paid: \_\_\_\_\_  
Receipt #: \_\_\_\_\_

## Administrative Lot Division

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Physical Address / Location of Property \_\_\_\_\_

Legal Description of Property \_\_\_\_\_

Parcel ID Number \_\_\_\_\_ Zoning District \_\_\_\_\_

Applicant is:

- Legal Owner of Property
- Contract Buyer
- Option Holder
- Agent
- Other \_\_\_\_\_

Title Holder of Property (if different than applicant):

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_

Nature of request:

- Lot Split
- Lot Line Adjustment

Briefly describe your proposal: \_\_\_\_\_

Signature of Owner, authorizing application \_\_\_\_\_

(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than owner) \_\_\_\_\_

(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

**\*By signing above, I acknowledge that I understand that I am responsible for all fees incurred by the City as a result of professional services provided by the City Engineer, City Attorney, and other contracted agencies in reviewing my application.\***

## **INSTRUCTIONS TO THE APPLICANT**

Completed applications, with *all* submittal requirements, must be submitted to the Zoning Administrator.

- \_\_\_ 1. This application must be completed, including responses to all parts of this application.
- \_\_\_ 2. The required fee must be paid (see fee schedule for details).
- \_\_\_ 3. Additional information may be required as deemed applicable by the Zoning Administrator.

## **LOT SPLITS & LOT LINE ADJUSTMENTS:**

### **Pursuant to the Subdivision Ordinance, Section 152.50:**

(A) Lot line adjustments of existing lots shall be considered for approval when requested in conjunction with consolidating of adjacent lots to create larger parcels that meet or exceed existing lot standards.

(B) The applicant shall submit documents containing the essential information of a proposed plan including dimensions computed to one-one-hundredth of a foot and bearings computed to equivalent accuracy to the Zoning Administrator for approval. If existing platted parcels are to be consolidated only the legal descriptions are required.

(C) Review by the Zoning Administrator need not include a public hearing.

(1) The Zoning Administrator shall review the proposed lot adjustment for conformance with the Zoning Ordinance including a field review at his or her discretion.

(2) The Zoning Administrator shall decide the approval of the lot line adjustment within a reasonable time based on the resulting lots complying with the ordinance, and the feasibility of the resulting lot for their intended purpose. Such adjustments may be allowed to improve a non-conforming lot making it conforming, less non-conforming, or to enhance a conforming lot.

(D) A Certificate of Survey shall be provided showing the resulting land descriptions and signed by a registered land surveyor if the properties were not previously platted. At least 1 (one) 22"X34" drawing must be provided to the City.