

City staff use only:
 Project #: _____
 Submitted by: _____



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
 FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

LOT SPLIT REQUEST FORM

Property Address
Description of the Request
<p><i>Note: If the description of request is longer than a few lines, please submit electronically.</i></p>
Legal Description of the Property
<p><i>If legal description is longer than a few lines, please submit electronically (MS Word Docx format).</i></p> <p style="text-align: center;">*Note: If legal description is not provided the application is incomplete.</p> <p>Is property Abstract _____ or Torrens _____ PID: _____</p> <p>If the property is Torrens, contact City officials prior to submitting your lot split application. Anoka County may require a Registered Land Survey to be completed for Torrens property depending upon the legal description of the property. Proposed legal descriptions for Torrens property must be reviewed by Anoka County to make this determination.</p>
Property Owner (fee owner)
Property Owner _____ Phone _____ Address _____ Email _____ City _____ State _____ Zip _____ Signature _____ Date _____
Note: If property owner has not signed the application, the application is incomplete.
Zoning
Current Zoning _____ Rezoning Needed Yes _____ No _____

Applicant		
Applicant _____	Phone _____	
Contact Person _____	Phone _____	
Address _____	Email _____	
City _____	State _____	Zip _____

REQUIRED MATERIALS

All lot split requests must meet the following:

1. All lots must have at least the minimum width, depth and square footage required in the zoning district where the lot is located (See City Code 11-3-4), and;
2. All lots must have frontage on a public street, and;
3. No owner may utilize this method of land division on any parcel more than one (1) time in any three (3) year period, and;
4. The applicant must supply the required materials to determine whether the proposed lot(s) are buildable (See Buildability Requirements).

BUILDABILITY REQUIREMENTS

Before the City can determine if a new home can be built on any vacant lot (this includes potential lot splits), the following items will need to be submitted by the applicant for review by the Andover City Staff. *Note: It is recommended that a pre-application meeting be held with the applicant to review the required items that are identified below.*

1. A Survey completed by a Licensed Land Surveyor which shows the following items:

- a. Boundary survey, including measured distances and angles, which shall be tied into the nearest quarter section or section line by traverse and total acreage calculated to the nearest 0.1 acre.
- b. Appropriate scale.
- c. North Arrow.
- d. Lot dimensions (width, depth, and area)
- e. Locations, dimensions and description of structures and other improvements, if any. *Note: If structures are proposed to be removed, it will be necessary to identify this on the survey.*
- f. Proposed front, side, and rear yard building setbacks based on the existing or proposed zoning of the property.
- g. Location of soil borings. *(Note: See Part 2. below for additional information required for the soil borings).*
- h. Adjacent city streets or county roads right of way (existing and/or proposed)
- i. Existing and proposed legal descriptions of all affected properties. Existing and proposed legal descriptions shall also be provided electronically in Microsoft Word Docx format.
- j. All existing and/or proposed drainage and utility easements and all other easements that have been recorded or are proposed. Existing and proposed easement descriptions shall also be provided electronically in Microsoft Word Docx format.
- k. Indicate existing topography and proposed grading of the site (if necessary). *(Note: See Part 3. And 4. Below for additional information required to meet the buildability requirements).*

- l. Must identify all existing wetlands, which may require a delineation to be performed. The Anoka Conservation District (763-434-2030) may be willing to delineate the existing wetland for a fee. Otherwise, it may be necessary for the property owner to contact an independent consultant that performs wetland delineations. *(Note: A wetland buffer strip 16.5 feet wide must be identified on the survey around all delineated wetlands).*
- m. Show proposed elevations of lowest floor and garage floor. *Note: The low floor elevation must be at least three feet above the seasonal high-water mark or two feet above the designed or designated 100-year flood elevation, whichever is higher. The design or designated 100-year flood elevation may already be predetermined. Contact the City Engineering Department to discuss this further at 763-767-5131. (Note: If landlocked basin exists within or adjacent to the property, it will be necessary to discuss further with the City Engineering Department).*
- n. Must identify all floodplain areas and the designated 100-year flood elevation on the plan. Information regarding this can be obtained from the City of Andover Engineering Department at 763-767-5131.

2. Soil report requirements are as follows:

A Geotechnical Report must be submitted by a licensed geotechnical engineer. The submitted report shall include: any site-specific recommendations, SCS soil types and depths, boring logs with actual (not assumed) elevations, seasonal high-water mark (used to determine minimum allowable low floor elevations), and any other pertinent information. A minimum of one (1) soil boring is required at the building pad location. The minimum depth of the soil boring is twenty (20) feet, or as approved by the City Engineer. If unsuitable soils are encountered below minimum depth, continue boring to two (2) feet below suitable soil elevation or to a maximum depth of twenty-five (25) feet.

3. Properties served with municipal sewer and/or water must meet the buildable design standard for each individual lot as follows:

Lots served by municipal sanitary sewer shall remove all organic material and replaced with granular material with no more than five (5%) organic material by volume for the front one hundred and ten (110.0) feet of the lot and at minimum width of the lot as required for that zoning district by the zoning ordinance.

4. Properties served without municipal sewer and/or water must meet the buildable design standard for each individual lot as follows:

- a. Proposed house location with 3,600 square feet of contiguous buildable area. The buildable area of lots without municipal sewer and water shall be required to have a finished grade of at least six (6') feet above the seasonal high water mark and shall also require the lowest floor to be a minimum of three (3') feet above the seasonal high water mark or two (2') feet above the designated or designed one hundred (100) year flood elevation, whichever is higher.
- b. Each lot shall also provide an area designated by an MPCA licensed septic designer for the primary and secondary on-site drainfields. Said areas combined shall total at least 5,000 square feet and be identified on the survey. Information proving location suitability shall be required at time of lot split application. Final design specifications shall be submitted at the time of building permit application for new home.
- c. When a parcel having an existing Subsurface Sewage Treatment System (SSTS) is subdivided, a SSTS compliance inspection conducted by a licensed SSTS inspector is required. Provide a copy of the Certificate of Compliance and/or inspection report to the City.

LOT SPLIT REVIEW PROCEDURE

Lot Split Process

1. The applicant shall obtain any approvals necessary to allow the lot split to proceed (i.e. Comprehensive Plan Amendment, Rezoning, Conditional Use Permits, or any other permit required by the City of Andover or outside agencies that may have an interest in the site.
2. The applicant shall submit a completed application and plans meeting the requirements listed in the Andover City Code and this application form. If the application is incomplete, City staff will notify the applicant of the deficiencies of the submittal within 15 business days. No further action will be taken until the application is complete. The escrow balance will be utilized to conduct the completeness review, and these costs will not be refunded to the applicant.
3. The Andover Review Committee will review complete applications and provide written comments and a redlined plan set to advise the applicant of any changes, modifications, or additions deemed necessary by the Andover Review Committee in order to meet City Code requirements.
4. It is the applicant's responsibility to revise the plans and to provide written responses to each of the review comments with each resubmittal to the City.
5. This process will continue until the application has been found to be in compliance with the City Code.
6. Once the proposal has been found to be in compliance with the City Code, City staff will approve the lot split application. However, this does not actually create the new lot. City staff will provide a signed/stamped Anoka County Division/Combination Request Form that needs to be recorded with Anoka County to actually create the new property. Please see below for the recording procedure for the Lot Split.

Recording Procedure for the Lot Split

Recording Procedure for Abstract Property

The applicant is responsible for recording the City stamped/signed Anoka County Division/Combination request form with Anoka County along with any other documents deemed necessary by the City to comply with City Code requirements. Applicants are encouraged to contact Anoka County Property Records and Taxation to review their lot split with Anoka County staff to get details on their recording requirements. Most of the time, Anoka County will require the applicant to provide a deed for the newly created property and to pay all property taxes on the existing and newly created property at the time of recording.

Recording Procedure for Torrens Property

If a property is classified as Torrens, a lot split application may not be appropriate. Instead, a registered land survey may be required. If you are interested in splitting a Torrens property, contact City officials prior to submitting your lot split application as additional requirements may apply.

Sunset Clause (Expiration)

Lot Splits will expire, and the entire process will need to be repeated, if an approved lot split is not recorded with Anoka County within one year from the date of approval.

FEES AND APPLICANT ACKNOWLEDGEMENT

Lot Split Application Fees: Application fees shall be paid at the time of application and shall cover such costs as review by the Andover Review Committee, attorney, site inspections, etc. Additional escrow fees may be required as the development proceeds toward completion.

Application Materials															
<p>Eight (8) 22"x34" copies of the following plans are required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan <input type="checkbox"/> Grading, Drainage, Erosion Control Plan <input type="checkbox"/> Tree Protection and/or Landscape Plan (If applicable) <input type="checkbox"/> Utility Plan (If applicable) 	<p>The following materials are also required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 11"x17" Site Plan (3 copies) <input type="checkbox"/> Soils/Geotechnical Report (1 copy) <input type="checkbox"/> Hydrology/Stormwater Report (1 copy) 														
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Applicant Acknowledgement (please sign in the space provided below)															
<p>I hereby submit this Lot Split Application and declare:</p> <p>The information and material submitted with this application is complete and accurate per City Ordinances and policy requirements. I understand that only complete applications and fees will be accepted for review. I understand that the application will be processed in sequence with respect to other submittals. I hereby certify that this property has not been subdivided within the last three years.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; text-align: center;"> <p>_____</p> <p>Applicant's Signature</p> </div> <div style="width: 30%; text-align: center;"> <p>_____</p> <p>Date</p> </div> </div>															
The following section is for City staff use only:															
Project Number _____ Submitted to Finance by: _____															
Application/Escrow Fee _____	Date Paid _____ Receipt No. _____														
Park/Trail Fee _____	Date Paid _____ Receipt No. _____														
60 Day date _____	120 Day date _____														