

**ADMINISTRATIVE
LOT SPLIT/ADJUSTMENT
APPLICATION**



DATE RECEIVED: _____

RECEIVED BY: _____

As approved by the Zoning Administrator, the request is to subdivide a lot that does not create more than two (2) new lots or to resubdivide a platted lot (other than an outlot) to create less than two (2) new lots. The newly created property lines will not cause any resulting lot to be in violation of the Subdivision Ordinance or the Zoning Code.

Applicant's Name: _____	
Applicant's Mailing Address: _____	
Phone Number: _____	Email Address: _____
Property Owner's Name: _____	
Property Location (Address/PID): _____	
Legal Description <i>(attach separate page if necessary)</i> _____	
Current Zoning: _____	Current Use: _____ Proposed Use: _____

Application Checklist:

All required information must be submitted with the application. Plans must include a sketch of your property site showing all existing building(s). Proposed buildings, current setbacks and proposed setbacks.

- Certified Surveys *(All Lots)*
- Site Plan based on certified survey *(if applicable)*
- Legal descriptions for existing and newly created lots
- Warranty Deeds *(All Lots)*
- Evidence of Ownership *(i.e. tax statement)*

The applicant hereby acknowledges the continued validity of this permit is contingent upon the compliance of all work being done according to the information herewith submitted and with the applicable ordinances of Chisago City.

Applicant's Signature

Date

LOT SPLIT FEES
Application Fees: \$350 Date Paid: _____ Receipt #: _____
Park Dedication Fees: \$1925 per New Lot
Trail Fees: \$450 per New Lot Date Paid: _____ Receipt #: _____

CHISAGO COUNTY HAS SPECIFIC REQUIREMENTS FOR RECORDING PURPOSES. LOT SPLITS DO REQUIRE DEEDS FOR EACH NEW LOT AND STAMPED APPROVED BY THE CITY. THE APPLICANT IS RESPONSIBLE FOR RECORDING AND ANY APPLICABLE COUNTY FEES.

APPROVED BY: CITY ADMINISTRATOR _____	PLANNER _____
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