

883 261st Ave NE
Isanti, MN 55040
Telephone: 612-490-3142
Email:
zoning@athenstownship.com
Website: Athenstownship.com

ADMINISTRATIVE SUBDIVISION Information

ADMINISTRATIVE SUBDIVISION PROCEDURE

Chapter VIII of Linwood Town Code Section 806.10

Requests for an administrative subdivision must be filed with the Township on an official Administrative Subdivision Application form along with the filing fee. The Zoning Administrator and/or designee(s) will review the application, and all related information.

Qualifications

The property must not have been part of an Administrative Subdivision within the last five (5) years, and the division will result in no more than four (4) lots. Newly created lots must meet the minimum standards of the Zoning District where they are located and the subdivision will not cause any structure to be in violation of the Zoning Ordinance. The Administrative Subdivision must conform to all design standards of the Town Code. Drainage, utility, trail, right-of-way or access easements required by the Township must be granted.

Lot Line Adjustment

- Provides for the alteration of property lines on plats, where no additional lots are created and agreement exists among the parties involved.
- Can be used to correct survey or description problems on existing properties.
- Can be used to meet lot size, setback, or other state or town land use requirements.
- Can be used to lessen or eliminate any existing nonconformity, but not create any new nonconformity nor increase any existing nonconformity.
- Lot of record status may not be affected by adding additional property to a lot that does not meet current dimensional standards.
- Adequate land for treatment and disposal of sewage, when it exists, shall not be diminished by the adjustment.

Minor Subdivision

- Can be used to divide a portion of a lot where the division is to permit the adding of a parcel of land to an abutting lot so that no additional lots are created.

- Can be used to combine two existing platted lots.
- Can be used to divide no more than one lot from a larger tract of land thereby creating no more than four lots.

The applicant will be provided a checklist detailing the information required to submit a complete application.

The Town Clerk and the Zoning Administrator shall have the authority to request additional information from the applicant, if said information is declared necessary to review the request.

Upon review, the Town Clerk and the Zoning Administrator shall:

- Approve or deny the request based on all information provided.
- Approve or deny the requested application with conditions that must be met to ensure compliance with the Township's Subdivision and Zoning Ordinances, or is inconsistent with the Comprehensive Plan, or other applicable requirements. Such modifications, alterations or differing conditions shall be in writing and made part of the records of the Township.

The applicant may appeal an Administrative Subdivision denial by following the procedures in Ordinance 806.10 Subd. 5.7.

Prior to certification by the Township of the approval of the Administrative Subdivision, the applicant shall supply the deed(s) granting to the Township any easements and/or right-of-way required by the Township.

The applicant will submit to the Town Clerk warranty deeds or quit claim deeds for each resulting parcel. The warranty deeds or quit claim deeds will be stamped and signed by Zoning Administrator and the Town Clerk. The County will not record these documents without the township's stamp and seal.

883 261st Ave NE
Isanti, MN 55040
Telephone: 612-490-3142
Email:
zoning@athenstownship.com
Website: Athenstownship.com

ADMINISTRATIVE SUBDIVISION Application Checklist

ADMINISTRATIVE SUBDIVISION APPLICATION CHECKLIST

The following information must be provided before an Administrative Subdivision Application will be considered accepted by Athens Township:

1. A completed Administrative Subdivision Plat Application with original signatures
2. \$350.00 Fee (payable to Athens Township)
3. Acreage calculations for the existing and proposed lots
4. Certificate of Survey (full size and an 11"x17" reduction) prepared by a licensed land surveyor identifying the following:
 - a) Scale (engineering only) at not larger than one (1) inch equals one hundred (100) feet.
 - b) Name and address, including telephone number, of legal owner and/or agent of property.
 - c) North point indication.
 - d) Boundaries, dimensions, and area of existing lots being subdivided and new lots to be created.
 - e) Legal descriptions of both existing and proposed new lots.
 - f) Easements of record.
 - g) Water courses including delineated wetlands. The ordinary high-water level (OHWL) of any public waters, storm water ponds and 100-year flood elevations of all watercourses (wetlands, ponds, lakes, streams, etc.).
 - h) All encroachments, easements, or rights-of-way encumbering the property.
 - i) Existing buildings, structures, and improvements within the lot to be platted and those one hundred (100) feet outside the boundaries of the subject parcel.
 - j) Locations, widths and names of all public streets and rights-of-way showing type, width and condition of the improvements, if any, which pass through and/or are within one hundred (100) feet of the subject site.
 - k) Proposed driveway locations and locations of existing driveways within one hundred (100) feet of the subject site.
 - l) Location of any wells.
 - m) Additional data requirements determined appropriate by the Zoning Administrator to ensure compliance with Township requirements.
 - n) Drainage and utility easements, minimum ten (10) feet wide, along all lot lines if required by the Zoning Administrator, along with legal descriptions for all such easements to be dedicated to the public. These easements may be centered on a lot line shared between lots created by the Administrative Subdivision.
 - o) Any required right-of-way dedication along with a legal description of the right of way to be dedicated to the public.
 - p) A copy of percolation tests and soil borings for all lots, if required by the Zoning Administrator.
 - q) Signature block, with required signatures
5. The existing and proposed lot corners shall be staked at the site for review by the Zoning Administrator.
6. Written notice to the Isanti County Highway Department (if applicable)
7. Written notice to the Minnesota Department of Natural Resources (if applicable)

883 261st Ave NE
Athens, MN 55040
Telephone: 612-490-3142
Email:
zoning@athenstownship.com
Website: Athenstownship.com

ADMINISTRATIVE SUBDIVISION Application

APPLICATION FOR AN ADMINISTRATIVE SUBDIVISION

Minor Subdivision

Applicant:

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime phone: _____

E-mail: _____

Owner (if different from Applicant):

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime phone: _____

Property Information

Property Address _____

City _____ State _____ Zip _____

Legal Description: Lot _____ Block _____

Development _____

Property ID Number: _____

Present Zoning _____

Lot Line Adjustment

2nd Applicant:

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime phone: _____

E-mail: _____

Owner (if different from Applicant):

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime phone: _____

Property Information

Property Address _____

City _____ State _____ Zip _____

Legal Description: Lot _____ Block _____

Development _____

Property ID Number: _____

Present Use _____

Narrative description of request must be attached on a separate page. Description must include the size of the original parcel(s) and the size of the parcel(s) after the lot line adjustment or minor subdivision.

APPLICATION FOR AN ADMINISTRATIVE SUBDIVISION

Page 2

If your application is approved, you must record the deed and the accompanying survey and easements or other applicable documents with the Isanti County Recorder's Office within sixty (60) days after the date of approval, otherwise the Administrative Subdivision shall be considered void. You are advised to contact the Isanti County Recorder's Office to obtain filing information before the application is submitted.

Data furnished in this application form is public information.

Applicant and Owner Statement

In signing this application, I hereby acknowledge that I have read and fully understand the application provisions of the Zoning and Subdivision ordinances and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the Township pertaining to additional application expense(s).

I hereby certify that the information contained in this application is to my knowledge a true, accurate and complete representation of the facts and conditions concerning the proposed administrative subdivision. I hereby authorize the Athens Township authorized staff to enter upon this property for such inspections as necessary for the review of this application.

Signature of Applicant

Date: _____

Signature of Applicant #2

Date: _____

Signature of Owner

Date: _____

For Office Use only

Application Received by: _____ Date: _____

Document Verification by: _____ Date: _____

Additional Information Requested: _____

Approved:

Michael Jungbauer, Zoning Administrator

Date: _____

Fee Paid \$ _____

Chk # _____

Rcpt# _____

Application # _____

**SAMPLE SIGNATURE BLOCK TO BE ON SURVEY FOR
ADMINISTRATIVE SUBDIVISION**

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

By: _____
(Printed Name of Surveyor), Land Surveyor
Minnesota License No. _____

STATE OF MINNESOTA
COUNTY OF _____

The foregoing Surveyor's certificate was acknowledged before me this _____ day of _____, 20____ by _____, Land Surveyor, Minnesota License No. _____.

Notary Public, _____ County, Minnesota
My Commission expires _____

Approved for Transfer by Athens Township, Minnesota, this _____ day of _____, 20____.

Michael Jungbauer, Zoning Administrator

Pursuant to Minnesota Statutes, Section 272.12, no delinquent taxes and transfer entered this _____ day of _____, 20____.

County Auditor

I hereby certify that the taxes for the year 20____ on the property described herein are this _____ day of _____, 20____.

County Treasurer

Document No. _____

I hereby certify that this instrument was filed for record in the Office of the County Recorder for record on this _____ day of _____, 20____ at _____ o'clock ____ M. and duly recorded in Isanti County Records.

County Recorder