

CERTIFICATE OF SUBDIVISION APPROVAL

(See reverse side for requirements.)

ADMINISTRATIVE SUBDIVISION:

- | | |
|---|---|
| <input type="checkbox"/> Boundary Line Adjustment (\$100/adj) | <input type="checkbox"/> Complex Parcel Split (\$300/request) |
| <input type="checkbox"/> Single Parcel Split (\$200/parcel split) | <input type="checkbox"/> Lot Combination (No Fee) |

REASON FOR REQUEST: _____

IS THE PROPERTY PART OF A TOWNHOUSE / CONDO ASSOCIATION*? _____

EXISTING PROPERTY DESCRIPTION(S): _____

PROPOSED PROPERTY DESCRIPTION(S): _____

EXISTING PARCEL NUMBER(S): _____

PROPERTY ADDRESS(ES): _____

PROPERTY OWNER: _____

OWNER ADDRESS: _____

OWNER / CONTACT PHONE NUMBER: _____

*If the property is part of a townhouse/condo association, check which one of the following will be presented to the Clay County Recorder's Office with this Certificate of Subdivision Approval:

- ___ Recorded copy of Declaration/Covenants;
- ___ Original Declaration/Covenants in recordable form; or
- ___ Document number of recorded Declaration/Covenants.

I/We hereby certify that I/we own the lots or parcels of land described in this application.

Signature of Property Owner

Date

Signature of Property Owner

Date

CERTIFICATE OF SUBDIVISION NUMBER: _____

Planning and Zoning Authorization

Date

COMPLETED BY CITY

SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:

Planning Department, 500 Center Avenue, Fourth Floor, PO Box 779, Moorhead, MN 56561-0779.

APPLICATION SUBMISSION REQUIREMENTS:

The following must accompany this application:

_____ Application Fee (as shown on first page) **payable to the City of Moorhead**

_____ Legal description of the existing and proposed parcels

_____ Survey of the existing and proposed parcels – paper version

_____ Survey of the existing and proposed parcels – electronic version to Clay County, AutoCAD or ESRI format – please refer to: <http://www.co.clay.mn.us/Depts/Recorder/Recplats.htm>

_____ Setback of existing structures to the proposed property lines

_____ Explanation of any encroachments

RECORDING: Deliver this Certificate of Subdivision Approval signed by the City Planner to the Clay County Recorder’s Office at 807 11th Street North with your deed and paper version of your survey. **Submit the electronic version of your survey prior to your visit to the Clay County Recorder’s Office.** Current taxes are due on the original parcel at the time of recording when a tax parcel is split.

CRITERIA FOR CONSIDERATION: Section 11-3-1 of the Moorhead Ordinance states that the planning and zoning administrator may waive the platting requirement and administratively approve a subdivision in the following instances:

1. A boundary adjustment relocating a property line between adjoining parcels, provided the subdivision does not create a new tax parcel and each parcel retains sufficient lot size required by Title 10 of this code.
2. A split of an existing platted lot to accommodate the separate ownership of each unit in a single-family attached dwelling, provided the subdivision does not increase the density beyond the maximum number of units allowed for that parcel by the zoning ordinance or a developer's agreement approved by the city council.
3. A combination of two (2) or more contiguous tax parcels into one parcel of record.

Section 11-3-1C of the Moorhead Ordinance states that administrative subdivisions may be approved provided that:

1. There is no need for public improvements as a result of the subdivision;
2. The subdivision does not violate any provision of the zoning ordinance, comprehensive plan, or any other state or local ordinance;
3. The subdivision does not adversely affect public health, safety, and general welfare;
4. The subdivision is not part of a continuing scheme of lot splitting for a particular area;
5. Any platted lot may be split up to four (4) times through administrative or minor subdivision;
6. A completed city of Moorhead application form, legal description of the proposed parcels, drawing of the existing and proposed parcels, setback of existing structures to the proposed property lines, and an explanation of any encroachments are provided to the city of Moorhead planning and zoning division. (Ord. 2004-41, 1-3-2005)

Questions? Contact the City of Moorhead Planning Department at 218.299.5370.