



Application Received: \_\_\_\_\_  
Fee Received: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_

# MINOR SUBDIVISION APPROVAL APPLICATION

### APPLICANT INFORMATION

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

### PROPERTY OWNER INFORMATION (if different from above)

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

### ENGINEERING FIRM

Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### PROPERTY INFORMATION

Describe Location of Property: \_\_\_\_\_  
\_\_\_\_\_  
Parcel Number: \_\_\_\_\_  
Legal Description (attach page, if necessary) \_\_\_\_\_  
\_\_\_\_\_

\*\*If you are unable to provide a PDF Digital ID, please print application to provide original signature(s).

Applicant Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:**

Planning & Zoning Division, 403 Center Avenue, 7th Floor, PO Box 779, Moorhead, MN 56561-0779.

**APPLICATION DEADLINE:** Completed application and submission requirements must be received by 12:00 p.m. on the deadline date (at least three weeks prior to the next City Council meeting).

**APPLICATION SUBMISSION REQUIREMENTS:**

The following must accompany this application:

\_\_\_\_\_ Application Fee of \$250 + County Recorder fee of \$46 = **\$296 payable to the City of Moorhead**

\_\_\_\_\_ Legal description of the proposed parcels (electronic or Word version)

\_\_\_\_\_ Survey of the existing and proposed parcels (11 x 17 paper version)

\_\_\_\_\_ Survey of the existing and proposed parcels (electronic version)

\_\_\_\_\_ Setback of existing structures to the proposed property lines and explanation of any encroachments

\_\_\_\_\_ Email Electronic Version (either AutoCAD or ESRI format) to [planning@moorheadmn.gov](mailto:planning@moorheadmn.gov)

**Upon receiving the City Council’s approval, the City will deliver the signed Resolution to the County Recorder’s Office. **The Resolution will not be recorded until the current year taxes are paid in full.****

**CRITERIA FOR CONSIDERATION:** Section 11-3-1C of the Moorhead Ordinance states that minor 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.

**ADDITIONAL INFORMATION RE: ADMINISTRATIVE SUBDIVISIONS:** Section 11-3-1B of the Moorhead Ordinance states that, when in the best interest of the city, the city council may waive the platting requirement and approve by resolution a minor subdivision in the following instances:

1. A subdivision other than a division of a single-family attached dwelling that contains not more than three (3) splits.
2. A subdivision by metes and bounds description which would increase the density of a tax parcel beyond what is allowed by its zoning classification.
3. Any other subdivision of property by metes and bounds description which is not defined as an administrative subdivision.

**Questions? Contact City of Moorhead Planning & Zoning at 218.299.5370 or [planning@moorheadmn.gov](mailto:planning@moorheadmn.gov)**