

## **SECTION 11 MINOR SUBDIVISIONS**

### **Subdivision 1: QUALIFIED MINOR SUBDIVISIONS**

1. **Criteria.** Any subdivision containing not more than two (2) lots and which does not involve any new street or road, and that is not likely to precipitate the extension of municipal facilities or public improvements shall be considered a Minor Subdivision.
2. **Exemption from Platting Requirement.** Minor Subdivisions shall be exempt from the requirements of this Ordinance requiring platting.
3. **Certificate of Survey.** An Applicant for Minor Subdivision approval must submit to the City at least ten (10) working days prior to the next Planning Commission meeting fifteen (15) copies of a Certificate of Survey, dated and signed by a registered land surveyor. All copies of the Certificate of Survey shall be 11" x 17" in size; one (1) copy shall be reproducible. The survey shall include at a minimum the following information: legal description of each parcel, parcel area, site improvements including buildings and dimensions, free standing signs and paved areas, and distances from buildings to ownership and property lines, North point, designated as true north, and any easements, ingress or egresses clearly marked.
4. **Planning Commission Approval Required.** The Planning Commission shall review and recommend minor subdivisions for approval before being submitted to the City Council.
5. **Consultant Review of Minor Subdivisions.** The Planning Commission may require qualified technical and staff services such as engineering and legal to review the Minor

Subdivision application and advise on its suitability regarding general planning; conformity with plans of other private and public disposal, drainage and flood control, special assessment procedures and other features. The property owner/applicant shall pay the costs of all such services.

6. **Application Fee.** A fee the City Council shall establish by resolution must accompany the minor subdivision application. An additional fee may be charged for additional staff time and/or City Expenditures. It shall be a term of any Minor Subdivision approved by the City, whether or not specifically stated, that the property owner(s) shall pay all fees associated with enforcement of the terms of the subdivision. The applicant shall pay all costs incurred by the City, including, but not limited to, administrative staff time, engineering, legal, planning, and inspection expenses, in connection with the application, including approval and acceptance of the application and review of site plans and documents, as well as any other required agreements for the application.

Section 11, Subdivision 1 (3 - 6) of the Subdivision Ordinance Number 320 was amended by Ordinance Number 413, adopted November 5, 2013 and published November 12, 2013.