



CONSOLIDATION/LOT LINE ADJUSTMENTS APPLICATION

Planning and Zoning Department
37028 Co Rd 66, Crosslake, MN 56442
218.692.2689 (phone) 218.692.2687 (fax)
Email - crosslakepz@crosslake.net

Parcel Code: _____

Receipt Number: _____

Parcel Code: _____

Parcel Code: _____

Parcel Code: _____

Parcel Code: _____

Property Owner: _____

Site Address: _____

City, State, Zip: _____

Mailing Address: _____

City, State, Zip: _____

Day Time Phone: _____ Cell Phone: _____

Email Address: _____

Legal Description: _____

Section: _____ Twp: 137 Rge: 27 / 28

Lot(s): Size: _____ sf Width: _____ ft Bldg Envelope: _____ sf

Lake/River Name: _____

Do you own land adjacent to this parcel(s)? _____ Yes _____ No

If yes, list Parcel Number(s): _____

Authorized Agent: _____

Agent Phone Number: _____

Agent Address: _____ Date _____

Signature of Property Owner(s): _____ Date: _____

Signature of Authorized Agent(s): _____ Date: _____

TYPE
(Check applicable request)

Consolidation

Lot Line Adjustment

INFORMATION REQUIRED FOR A COMPLETE APPLICATION

Signed Certificate of survey prepared by a registered land surveyor if applicable (see survey checklist)

Signed deed

Registered land surveyor to place monuments on lot corners/lines after approval *See Sec. 44-504 (2) &/or 44-474 (2)*

Record within 90 days of approval

OFFICE USE ONLY

Floodplain

Consolidation/Lot Line Adjustment Fee: **\$100.00 each**
Payable to "City of Crosslake"

Comments: _____

OFFICE USE ONLY

Received by: _____ Date: _____ Lake Classification: __GD__NE__RD Zoning: _____

Impervious Coverage: _____ Approved by: _____ Approved Date _____



**CONSOLIDATION/LOT LINE ADJUSTMENT CHECKLIST
CHAPTER 44, ARTICLE VIII**

Surveyor _____ Phone Number _____

Address _____ Date of Submission _____

To be completed by City of Crosslake Planning & Zoning Staff

Parcel Number(s) _____

Sec. _____ Twp 137 Rge 27 28 Land Use District _____ Number of Tracts _____

Submittal Information Required

- Legal description; Current title opinion or Title insurance commitment
- Certificate of survey of parcel division signed by licensed Land Surveyor
- Registered Surveyor's computation and closure report for overall boundary parcels
- County Coordinates for Public Land Survey Corners if they are not of public record
- Recorded Warranty or Quit Claim Deed and statement if property is Abstract or Torrens
- Location, identification and dimensions of all existing structures
- Building Envelope (Building setback lines)
- Ordinary High Water Mark shown with benchmark and datum
- Delineated wetlands or statement none exist from a delineator
- Consolidation form completed (for non-conforming property to an adjacent parcel)
- One approved electronic version of Metes & Bounds Subdivision (compatible with City & County Software)
- Impervious coverage calculations shown (if applicable)
- Septic site suitability provided for two sites on each parcel planned, with supporting documentation from a MPCA Licensed Designer or Compliance and/or Inspection Agreement

I hereby certify that the within instrument was approved by the Zoning Administrator and/or Crosslake City Council.

_____ Date _____

This Consolidation/Lot Line Adjustment has been reviewed by the Auditor – Treasurer's office.

_____ Date _____

Records Technician

- Note: Certificate of location of Government corner must be prepared and placed of record for any corner used in determining the boundary of the subject parcel as specified in MN State Statute 381.12

LOT SIZE REQUIREMENTS



Shoreland District Lot Size Requirements

Lake Classification	SINGLE FAMILY RESIDENTIAL			DUPLEX RESIDENTIAL LOT		
	Min. Lot Area (ft ²)	Min. Lot Width	Min. Buildable Area (ft ²)	Min. Lot Area (ft ²)	Min. Lot Width	Min. Buildable Area (ft ²)
General Development -Riparian	30,000	100	12,000	40,000	200	27,000
General Development -Non-Riparian	40,000	150	20,000	60,000	265	40,000
Recreational Development- Riparian	40,000	150	16,000	60,000	225	30,000
Recreational Development-Non-Riparian	60,000	150	25,000	80,000	265	40,000
Natural Environment-Riparian	80,000	200	40,000	120,000	400	60,000
Natural Environment-Non-Riparian	120,000	200	60,000	160,000	400	80,000
Sensitive Shoreland Districts-Riparian--all lake classes	80,000	200	40,000	120,000	300	60,000
Sensitive Shoreland Districts-Non-riparian--all lake classes	80,000	200	40,000	160,000	400	80,000

*-- Duplex lots are not allowed within natural environment - special shallow lake shorelands.

River Classification	SINGLE FAMILY RESIDENTIAL			DUPLEX RESIDENTIAL LOT		
	Min. Lot Area (ft ²)	Min. Lot Width	Min. Buildable Area (ft ²)	Min. Lot Area (ft ²)	Min. Lot Width	Min. Buildable Area (ft ²)**
General Development -Riparian	30,000	100	12,000	40,000	200	20,000
General Development -Non-Riparian	40,000	150	20,000	60,000	265	30,000
Natural Environment –Riparian	80,000	200	40,000	120,000	400	60,000
Natural Environment -Non-Riparian	120,000	200	60,000	160,000	400	80,000

RR5 District Lot Size Requirements

RR5	Min. Lot Area	Min. Lot Width
All Development	5 Acres	300'

Commercial Lot Size Requirements

Waterfront Commercial District	Min. Lot Area	Min. Lot Width
GD Lake	5 Acres	400'
RD Lake	5 Acres	400'
NE Lake (Existing Only)	10 Acres	800'
	Min. Lot Area	Min. Lot Width
Downtown Commercial District	15,000 sq ft	50'
Limited Commercial District	20,000 sq ft	100'
Commercial/Light Industrial District	20,000 sq ft	150'

LOT

A parcel of land designated by plat, metes and bounds, registered land survey, auditors plat, or other accepted means and separated from other parcels or portions by said description for the purpose of use, occupancy, sale, lease, or separation.

LOT AREA

Square footage or acreage included within the boundaries of a parcel or platted lot. For riparian lots, land above the Ordinary High Water Level.

LOT, NON-RIPARIAN

A lot that does not abut public waters.

LOT, RIPARIAN

A lot that abuts public waters.

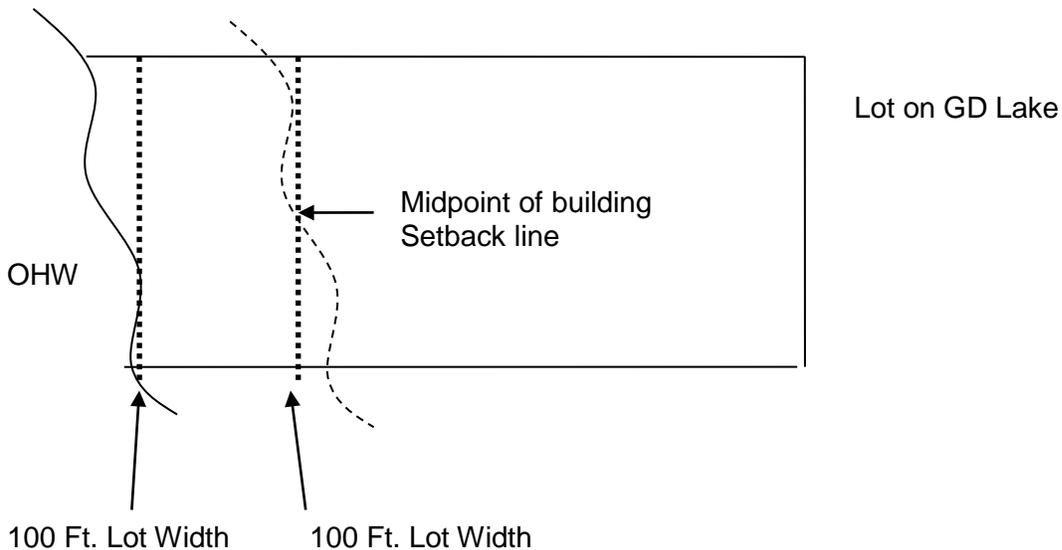
LOT WIDTH, NON-RIPARIAN

On a lot that does not abut public waters, the shortest distance between side lot lines as measured at the midpoint of the longest axis of the lot.

LOT WIDTH, RIPARIAN

On a lot that abuts public waters, the minimum distance between:

- (1) Side lot lines measured at the midpoint of the building setback line; and
- (2) The minimum distance between side lot lines at the ordinary high water level.



NOTE:

The above is meant to be a brief reference of lot size requirements. See the entire Code of Ordinances for the City of Crosslake, Minnesota, Chapter 26 Land Use for additional and complete requirements that need to be met.

City of Crosslake – Code of Ordinances, Chapter 44 – Subdivisions

ARTICLE VIII. - LOT COMBINATIONS/CONSOLIDATIONS AND LOT LINE ADJUSTMENTS

DIVISION 2. - LOT COMBINATIONS/CONSOLIDATIONS

Sec. 44-471. - Approval required.

The combination/consolidation of two or more lots resulting in a lesser number of lots shall require approval of the zoning administrator or the city council and shall be processed according to the procedures of this division.

Sec. 44-472. - Application; content and data requirements.

(a) Certificate of survey.

(1) The lot combination/consolidation application shall include a certificate of survey prepared by a registered land surveyor.

(2) Exception. The combination/consolidation of two or more lots where the resulting exterior lot lines have already been properly surveyed can be approved by the zoning administrator without further survey documents.

(b) Property description and submittal information. The data and supportive information detailing the proposed lot combination shall include all the minimum data and information submittal requirements included as that required for nonconforming structures set forth in section 26-11(3)b.1 and shall include submittal of a legal description, certificate of survey and a completed survey checklist signed by a registered land surveyor.

Sec. 44-473. - Design standards.

The lot combination shall result in a completely conforming lot or lot that is more conforming than conditions existing prior to the lot combination as to the design standards specified in this chapter.

Sec. 44-474. - Review process.

The zoning administrator shall be authorized to review the submittal materials and approve the application for a lot combination provided all minimum lot width, size, and other performance standards are met as outlined in chapter 26 for the respective zoning district. At the zoning administrator's discretion, the application may be referred to the planning and zoning commission. The planning and zoning commission may, but shall not be required to, hold a public hearing prior to recommending approval or denial of the proposed lot combination to the city council. If a public hearing is held, notice to adjacent property owners shall be the same as is required by section 44-43. The city council shall approve or deny the requested lot combination if the application is referred to the planning and zoning commission by the zoning administrator.

(1) The resulting certificate of survey, land description and signed deed shall be submitted to the zoning administrator and filed with the Crow Wing County recorder within 90 days from the date of final approval by the appropriate city officials.

(2) The registered land surveyor shall properly place monuments on lot corners and lot lines per the survey checklist within 90 days of approval.

(3) The applicant shall be responsible for reimbursement of all costs for the city engineer, city surveyor, city attorney, and other professional costs borne by the city related to the review and approval of this proposal for lot combination.

Secs. 44-475—44-500. - Reserved.

City of Crosslake – Code of Ordinances, Chapter 44 – Subdivisions

ARTICLE VIII. - LOT COMBINATIONS/CONSOLIDATIONS AND LOT LINE ADJUSTMENTS

DIVISION 3. - LOT LINE ADJUSTMENTS

Sec. 44-501. - Criteria for approval.

Lot line adjustments shall be processed according to the procedures of this division.

- (1) Lot line adjustments shall not create a new parcel of record.
- (2) Lot line adjustments shall not result in the creation of a more nonconforming lot.
- (3) Lot line adjustments involving nonconforming lots shall not increase the nonconformity of any resulting lot.

Sec. 44-502. - Application; content and data requirements.

(a) *Certificate of survey.* The application for adjustment or change of a common lot line shall include a certificate of survey prepared by a registered land surveyor.

(b) *Property description and submittal information.* The data and supportive information detailing the proposed common lot line adjustment shall include all the minimum data and information submittal requirements included as that required for nonconforming structures set forth in section 26-11(3)b.1 and shall include submittal of a legal description, certificate of survey and a completed survey checklist signed by a registered land surveyor.

Sec. 44-503. - Design standards.

The common lot line adjustment shall result in a completely conforming lot or lot that is more conforming than conditions existing prior to the lot line adjustment as to design standards specified in this chapter.

Sec. 44-504. - Review process.

The zoning administrator shall be authorized to review the submittal materials and approve the application for an adjustment or change in a common lot line provided all minimum lot width, size, and other performance standards are met as outlined in chapter 26 for the respective zoning district. At the zoning administrator's discretion, the application may be referred to the planning and zoning commission. The planning and zoning commission may, but shall not be required to, hold a public hearing prior to recommending approval or denial of the proposed common lot line adjustment to the city council. If a public hearing is held, notice to adjacent property owners shall be the same as is required by section 44-43. The city council shall approve or deny the requested common lot line adjustment if the application is referred to the planning and zoning commission by the zoning administrator.

- (1) The resulting certificate of survey, land descriptions and signed deeds shall be submitted to the zoning administrator and filed with the Crow Wing County recorder within 90 days from the date of approval by the appropriate city officials.
- (2) The registered land surveyor shall properly place monuments on lot corners and lot lines per the survey checklist within 90 days of approval.
- (3) The applicant shall be responsible for reimbursement of all costs for the city engineer, city surveyor, city attorney, and other professional costs borne by the city related to the review and approval of this proposal for lot line adjustment.

Secs. 44-505—44-530. - Reserved.