



Consolidation/Lot Line Adjustment Application
 Planning and Zoning Department
 13888 Daggett Bay Rd, Crosslake, MN 56442
 218.692.2689 (Phone) 218.692.2687 (Fax) www.cityofcrosslake.org

Property Owner(s): _____

Receipt Number: _____

Mailing Address: _____

Site Address: _____

Phone Number: _____

E-Mail Address: _____

Parcel Number(s): _____

Legal Description: _____

Sec _____ Twp 137 Rge 27 / 28

Land Involved: Acres: _____

Lake/River Name: _____

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

If yes, list Parcel Number(s) _____

Authorized Agent: _____

Agent Address: _____

Agent Phone Number: _____

Signature of Property Owner(s) _____ Date _____

Signature of Authorized Agent(s) _____ Date _____

For Office Use:

Application accepted by _____ Date _____ Land Use District _____ Lake Class _____

Stamped/Approval Date _____

<p><u>Type</u> (Check applicable request)</p> <p><input type="checkbox"/> Consolidation</p> <p><input type="checkbox"/> Lot Line Adjustment</p>

<p><u>Notification</u> (Initial)</p> <p><input type="checkbox"/> City of Crosslake does not make the final decision for the recording process. All stamped/approved documents must be submitted to the Crow Wing County Recorder's office within 90 days of approval date.</p>
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<p><u>For Office Use</u></p> <p><input type="checkbox"/> All applications must be accompanied by signed Certificate of Survey if applicable (see survey checklist).</p> <p><input type="checkbox"/> Consolidation Fee: \$100.00 Payable to "City of Crosslake"</p> <p><input type="checkbox"/> Lot Line Adjustment Fee: \$100.00 Payable to "City of Crosslake"</p>
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**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			DUPLIX 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			DUPLIX 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	10 Acres	800'
	Min. Lot Area	Min. Lot Width
Limited Commercial District	20,000 sq ft	100'
Downtown Commercial District	15,000 sq ft	100'
Commercial/Light Industrial District	20,000 sq ft	100'

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.