



## LOT LINE ADJUSTMENT APPLICATION CHECKLIST

Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the City Planner. **Late or incomplete applications will not be put on the agenda.**

### **Office Use Only:**

Case #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

### **APPLICATION REQUIREMENTS:**

- Electronic and hard copies of all the required materials must be submitted according to the current application submittal schedule.
- Submit 1 electronic copy and 2 hard copies (full-size/to-scale) of all required plans.

*The following materials must be submitted for the application to be considered complete:*

- Fee, as included in current Fee Schedule (check payable to City of Mendota Heights).  
*NOTE: Planning Application fees do not cover building permit fees, utilities, or other fees which may be required to complete the project.*
- Completed Application Form(s).
- Letter of Intent.
- Certified Survey Map.

**APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL**

### **Certified Survey Map:**

- Location, setbacks, and building height contiguous to the side yard measured based on applicable definition for existing structures on both parcels.
- Proposed property boundary lines, including dimensions.
- Lot size (acres and square feet).
- Lot width, measured as the maximum horizontal distance between the side lot lines within the first 30 feet of the lot depth.
- Front, rear, and side yard setbacks, including a description of the applicable zoning district standards.
- Existing and proposed legal descriptions.
- Date, scale, legend, and north-point.
- Certification statement and signature of a licensed surveyor in the State of Minnesota, including license number and contact information.
- Such other information (i.e. utilities) as may be requested by the Engineer, Surveyor, or Planning Commission.