



LOT SPLIT 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:

- Existing first floor elevations for principal structure and garage.
- If existing principal structure is to remain, building height contiguous to the side yard, measured based on the applicable definition.
- Location and setbacks for existing structures on the subject parcel and immediately adjacent 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.
- Size (square feet) of proposed building pad(s).

- Existing and proposed legal descriptions.
- Quantity, type, and size of existing trees/significant vegetation to be removed.
- Topographic data, including contours at vertical intervals of not more than two (2) feet, including existing slopes over thirty three percent (33%) in grade.
- Wetlands and water resource-related areas, including 100-foot and 25-foot buffers.
- Required drainage and utility easements.
- 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.