

## APPLICATION FOR MINOR LOT SPLIT

### I. APPLICANT INFORMATION.

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone Numbers of Applicant: Home: \_\_\_\_\_ Work: \_\_\_\_\_

### II. PROPERTY INFORMATION.

A. Street address of land to be subdivided. (Before Split)

\_\_\_\_\_  
\_\_\_\_\_

B. Complete legal description of land to be subdivided: (Before Split)

\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheets if necessary.

C. Current zoning classification of affected property:

\_\_\_\_\_

D. Current use of affected property: \_\_\_\_\_

\_\_\_\_\_

E. Proposed use of affected property: \_\_\_\_\_

\_\_\_\_\_

F. Attach a map of the quarter quarter(s) in which the affected property is located showing the location and use of existing parcels and existing residences and other structures.

G. Attach a survey of the affected property showing the dimensions of all proposed parcels to be created.

H. Describe any permit applications being made in conjunction with this simplified subdivision application (i.e. building permit, conditional use, etc.): \_\_\_\_\_

Attach additional sheets if necessary.

I. Complete legal description of all parcels following the submission, including the residual parcel.

J. Additional information, if any: \_\_\_\_\_

\_\_\_\_\_

This Application contains all of the information  
necessary for consideration by the Township.

DATE: \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

## NININGER TOWNSHIP

### INSTRUCTIONS FOR APPLICATION FOR MINOR SUBDIVISION APPROVAL (LOT SPLIT)

(Nininger Township Ordinance No. 11B)

#### I. GENERAL INFORMATION.

- A. Under the terms of Nininger Township Ordinance No. 11B, the division of any tract of land into two or more lots or parcels constitutes a subdivision. Generally, a subdivision may not be approved until an applicant satisfies all the requirements set out in the ordinance including preparation of a preliminary and final plat. Where the subdivision involves creation of a small number of new lots or parcels, following the normal subdivision procedures may create unnecessary hardship.
- B. To avoid such hardship, a simplified procedure is available to handle simple cases, for example, those involving a small number of lots or parcels. Where the subdivision results in creation of a small number of parcels, or where it is otherwise determined that compliance with the normal subdivision requirements would create an undue hardship, the Nininger Township Board of Supervisors may exempt a subdivider from complying with some of the normal subdivision requirements. The Township Board of Supervisors may impose such conditions as it deems reasonable and necessary.
- C. The attached application form shall be used by anyone requesting consideration of a proposed subdivision under the simplified procedures.  
NOTE: All applicants are advised that approval of a subdivision does not guarantee that building permits will be approved for the newly created lots. Additionally, no subdivision will be approved under the simplified subdivision procedures if it creates a greater number of buildable lots than is permitted in the Zoning District where the property is located.
- D. Upon receipt of a completed application form and the required fees the Nininger Township Board of Supervisors will consider a simplified subdivision request. The applicant or his/her designated representative will be given an opportunity to present information concerning the proposed subdivision. If a request is approved, the Township Board of Supervisors will pass a resolution approving the subdivision and stating any conditions which may be placed on the granting of the request.
- E. After the resolution is passed, the applicant provides a deed to the Township Clerk who makes an entry on the deed to show that the subdivision was approved. In the alternative, the clerk may address a letter to the County Auditor or Recorder stating that the Town Board adopted a resolution approving the lot split and setting out the legal description of the parcels in question.

## INSTRUCTIONS.

- A. This simplified subdivision request should be carefully completed using the following instructions. Upon completion, submit the attached application form to the Nininger Township Clerk at the Nininger Town Hall at 12390 Ivanhoe Way, Hastings, Minnesota 55033.
- B. Please provide all of the information requested on the form. Ensure any attachments you include are complete and legible. This will assist us in providing you with a prompt response to your request. If your request form is incomplete, it will be returned to you without action.
- C. The application fee for simplified subdivision requests is \$500.00. Additionally, if it is anticipated that the Township will incur additional expenses (such as engineering, surveying, legal and administrative costs) in processing the request, applicants may be required to prepay the estimated amount of those expenses before action will be taken on their requests. Additional prepayment deposits may be required from time to time.