



# METES AND BOUNDS SUBDIVISION APPLICATION CHECKLIST

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## **METES AND BOUNDS SUBDIVISION APPLICATION PRODECURE (WAIVER OF SUBDIVISION PLAT / LOT SPLIT)**

1. Obtain application form and set up preliminary meeting with City Planner.
2. Submit the completed application by the appropriate deadline date.
3. Metes and Bounds subdivisions require a public hearing. The applicant or agent must attend the Planning Commission meeting and the City Council meeting as indicated on agendas mailed to you.
4. If the application is approved, the approved resolution must be submitted to Hennepin County for recording and proof of recording must be remitted to the City.

## **BRIEF DESCRIPTION OF METES AND BOUNDS PROCESS**

After receipt, your application for a metes and bounds subdivision will be evaluated by the City staff. The criteria for this evaluation will be the degree of compliance between the proposal and the Zoning Ordinance, which specifies the grounds for granting a metes and bounds subdivision. The City Planner will prepare comments and recommendations regarding the application. In addition, the Park and Recreation Director will review the metes and bounds subdivision request and determine park dedication fees.

Information regarding your request will be sent to property owners within 350 feet of your property prior to the meeting for which you are scheduled. You will receive a copy of the City Planner's report prior to the meeting.

At the public hearing, the City Planner will present the report and the recommendations. You will be given an opportunity to address the Commission and make any comments. Next, the Commission will open the public hearing and allow for any additional testimony. After questions and comments, the Planning Commission will discuss the request and make a formal recommendation to the City Council. The City Council will act on the request at their meeting.

## **METES AND BOUNDS SUBDIVISION VS. SUBDIVISION PLAT**

A property owner may choose to subdivide their property by metes and bounds if the subdivision will only create two parcels and if the subdivision will be the last division of the property. If these two conditions are not satisfied, the applicant must plat the property.

## **METES AND BOUNDS SUBDIVISION APPLICATION CHECKLIST**

1. Completed application form with a statement regarding request.
2. Application fee.
3. Reimbursement agreement.
4. Six copies of the certificate of survey with subdivision.
5. Legal description of both lots.
6. One 11" X 17" reproducible copy of the plan.
7. Any additional material

For the City of Champlin to accept an application submittal, all of the above information shall be submitted by the application deadline date. An incomplete application will delay the request with exceptions to the deadline only as approved by the City Planner. If you should have any questions on this application, please contact the City Planner at 763-923-7102 or [schulte@ci.champlin.mn.us](mailto:schulte@ci.champlin.mn.us).