



## WAIVER OF PLATTING / LOT SPLIT APPLICATION CHECKLIST

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11955 Champlin Drive / Champlin, MN 55316 / Phone: 763-923-7104 / [www.ci.champlin.mn.us](http://www.ci.champlin.mn.us)

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For the City of Champlin to accept an application submittal, all of the following information shall be submitted at least 30 days prior to the Planning Commission scheduled meeting dates. If any portion of your submittal is incomplete, it may not be accepted or placed on the next Planning Commission agenda. If you should have any questions on the application, please contact Community Development at 763-923-7104 or [lsmith@ci.champlin.mn.us](mailto:lsmith@ci.champlin.mn.us).

### **Process Steps**

1. Obtain planning application form and information from Community Development Department.
2. Review meeting schedule, application deadlines, relevant City Code, and pre-application materials and contact Community Development prior to the application deadline.
3. Submit application including the application form, fee and all other items included on the checklist below.
4. Waiver of platting/ lot split approvals require a public hearing at Planning Commission and approval by City Council. The applicant or applicant's agent shall attend the Planning Commission and City Council meetings which address this project.
5. If applicable, review and enter into a development agreement with the City.
6. 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.

### **Conditions and Eligibility of Waiver of Platting (Sec. 122-33)**

[https://library.municode.com/mn/champlin/codes/code\\_of\\_ordinances?nodeId=PTIILADERE\\_CH122SU\\_ARTII\\_PL\\_S122-33WAPL](https://library.municode.com/mn/champlin/codes/code_of_ordinances?nodeId=PTIILADERE_CH122SU_ARTII_PL_S122-33WAPL)

A waiver of plat is a lot division or lot rearrangement that shall not require a plat or replat; provided all the following conditions are met:

- (1) The subdivision shall be in compliance with the comprehensive plan and the purpose of this chapter;
- (2) The subdivision shall not result in or affect more than two parcels, tracts of land, or lots;
- (3) The subdivision shall be part of a previously recorded plat or registered land survey;
- (4) Unless prior or concurrent approval of a variance is granted, any such subdivision shall result in lots that meet the minimum requirements of the zoning district in which the property is located, or shall not further increase the nonconformity of any lot dimension;
- (5) Unless prior or concurrent approval of a variance is granted, any such subdivision shall not cause any structure on the property to be made nonconforming or to be in violation of the zoning ordinance or any other provisions of this Code;

- (6) All parcels resulting from the subdivision shall have adequate frontage and access on an existing improved street;
- (7) The resulting parcels shall generally conform with the shape, character, and area of existing or anticipated land subdivisions in the surrounding areas;
- (8) Any such subdivision shall not result in legal descriptions that are unduly complex;
- (9) Any such subdivision shall not require any public improvements, including the construction of public streets or utilities;
- (10) The subdivider shall provide easements or rights-of-way as required by the city; and
- (11) The subdivider shall comply with the park dedication and tree preservation regulations.

### **Submittal Checklist**

1. Completed application form with a statement regarding request
2. If applicant is different from property owner, submit a letter from the property owner acknowledging the proposed use and permission for application
3. Application fee
  - a. Waiver of Platting/Lot Split: Fee \$550, Escrow \$1,000
  - b. Waiver of Patting/Lot Split (not creating additional Lots): Fee \$300
4. Reimbursement agreement
5. Six copies of the survey completed by a licensed surveyor or engineer
6. The location of existing structures, wetlands, significant trees and various spot elevations
7. A current zoning and legal description
8. One 11" X 17" reproducible copy of the plan
9. Such other information as may be required to fully represent the intent of the request

### **Process Following Application Submittal**

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

Information regarding your request will be sent to property owners within 350-500 feet of your property prior to the meeting for which you are scheduled. You will receive a copy of the report prior to the meeting.

At the public hearing, the City 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.