



**City of Le Sueur, MN**  
**Subdivision Application**  
**\$300**

**APPLICANT INFORMATION**

<b>Name:</b>	
<b>Street Address:</b>	<b>City/State/Zip:</b>
<b>Phone:</b>	<b>Email:</b>

**PROPERTY INFORMATION**

<b>Site Address:</b>
<b>PID Number(s):</b>
<b>Reason for the request?</b>

**NOTES TO APPLICANT**

**Submittal Checklist:**  
 Survey drawn by a Registered Land Surveyor;  
 A legal description of the existing area and the proposed project area; and  
 Completed Le Sueur County Request to Combine Parcels Application

**I hereby acknowledge the following:**  
 I have reviewed and understand the requirements of Le Sueur City Code Chapter 153 - ZONING DISTRICTS AND DISTRICT PROVISIONS.

By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statute 366.012 and Minnesota Statute 429.81 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees may also be collected but by may not cover actual expenses; any additional fees will be billed.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

**Applicant(s)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Listed on the second page is a summary of what is required for an administrative subdivision and a minor subdivision. Please see Chapter 153 for detailed requirements prior to submittal.

\*continued on next page.

## § 152.020 ADMINISTRATIVE SUBDIVISIONS.

- A. *Qualification.* The following circumstances may be considered an administrative subdivision:
1. In the case of a request to divide a portion of a lot where the division is to permit the adding of a parcel of land to an abutting lot so that no additional lots are created and both resulting lots conform to minimum requirements of the zoning ordinance;
  2. In the case of a request to combine two or more existing lots; or
  3. In the case of a request to divide a base lot upon which a two-family dwelling, townhouse, or a quadraminium which is a part of a recorded plat, where the division is to permit individual private ownership of a single dwelling unit within such a structure and the newly created property lines will not cause any of the unit lots or the structure to be in violation of this chapter or the city zoning ordinance.
- B. *Application.* Whenever any subdivision of land is proposed, before any contract is made for the sale of any part of such subdivision, and before any permit for the erection of a structure on such proposed subdivision shall be granted, the subdividing owner or his or her authorized agent shall file an application and secure approval of an administrative subdivision. The administrative subdivision application shall be considered to be officially filed when the Zoning Administrator or designee has received the application and has determined that the application is complete.
- C. *Submittal requirement.* Unless otherwise waived by the Zoning Administrator, the submittal requirements are the same as for a minor subdivision as found in § [152.021](#).
- D. *Procedure.*
1. A development application form with required fees shall be submitted to the city.
  2. The Zoning Administrator shall request input by the city's planning, engineering, and legal staff, as appropriate, and shall forward copies of the application to agencies and utility companies responsible for review of the application.
  3. The Zoning Administrator shall have authority to request supportive information pertinent to the administrative subdivision. Failure to provide the necessary supportive information may be grounds for denial of the request.
  4. *Decision.* The Zoning Administrator shall reach a decision on the requested administrative subdivision within 60 days of complete application, unless the applicant agrees to an extension of the review period.
    - a) *Approval.* The Zoning Administrator may approve the administrative subdivision with conditions that shall be met to ensure the administrative subdivision is compliant with the regulations of the subdivision and zoning ordinances, as may be amended, and other applicable requirements including consistency with the comprehensive plan.
    - b) *Denial.* The Zoning Administrator shall prepare findings and deny a subdivision if the administrative subdivision is found to be premature as defined in this chapter or fails to comply with regulations of this chapter and the zoning ordinance, as may be amended, or other applicable requirements including consistency with the comprehensive plan.
    - c) *Decision appeal.* The applicant may appeal an administrative subdivision denial following the appeal procedure outlined in § [153.021](#).
    - d) *Dedication of easements.* Prior to certification by the city of the approval of the administrative subdivision, the applicant shall supply the deed(s) granting to the city any easements as required by the Zoning Administrator.
    - e) *Rezoning.* If an administrative subdivision would cause one of the parcels to have two different zoning classifications, the applicant must rezone the property to achieve a consistent zoning classification for the newly created parcel in a manner consistent with the comprehensive plan and zoning ordinance. The zoning shall be successfully resolved or the administrative subdivision shall be denied.
    - f) *Vacation of easements.* Any easements that become unnecessary as a result of the combination of lots must be vacated.
- E. *Recording.* If the administrative subdivision is approved by the Zoning Administrator, the applicant shall record the deed, and the accompanying survey, in the Office of the County Recorder within 60 days after the date of approval, otherwise the approval of the administrative subdivision shall be considered void.

(Ord. 582, passed 8-26-2019) Penalty, see § [152.999](#)

## § 152.021 MINOR SUBDIVISIONS.

- A. *In the case of a subdivision of un-platted land or a re-subdivision of platted land into three parcels or less, situated in a locality where conditions are well defined, and the subdividing will not be detrimental to the public welfare or injurious to other property in the locality in which the property in question is located and newly created, and property lines will not cause any resulting lot to be in violation of this chapter or the zoning code, the applicant may seek approval of the subdivision as an un-platted minor subdivision.*
- B. Divisions by metes and bounds creating new parcels shall follow the same procedure as established for a preliminary plat. Application requirements may be waived at the discretion of the Zoning Administrator.
- C. At minimum, the application shall be accompanied by or contain the following information:
1. An exhibit showing a dimensioned certificate of survey drawn by a registered land surveyor identifying the original lot or subdivision with an overlay or separate plan showing the proposed lot or subdivision requested.
  2. An accurate dimensioned drawing of the present lot (or lots), arrangements shall include existing lot lines, structures, easements and encroachments, existing and proposed utilities, streets, and other relevant information as needed, as well as the relationship to adjacent lots and buildings.
  3. A legal description of the existing area and the proposed project area; and
  4. Proof of property ownership.

(Ord. 582, passed 8-26-2019)

203 South 2<sup>nd</sup> St., Le Sueur, MN 56058

Phone: (507) 665-6401 • Fax: (507) 665-3813 • Web: [www.cityoflesueur.com](http://www.cityoflesueur.com)

## REQUEST TO COMBINE PARCELS



**I/We hereby request that Le Sueur County COMBINE the parcels below into one (1) tax description and parcel number.**

I/We understand that the following list should be considered before a combination occurs.

- This signed document will be put on file and any subsequent request to split the parcel back to the original description will be subject to the split fee as set by the county board at the time of the split request (*currently \$300.00*) AND/OR other fee's.
- A parcel cannot be combined if one or more portions are in a different section or taxing district.
- Parcels must be titled in the same name and must touch each other.
- Taxes on the parcels to be combined must be paid before the combination is final.
- Consult your lending institution(s) if any part of the property is mortgaged or escrowed. ~ Combining parcels without verifying could result in shortages and penalties.
- Combining property may affect homestead and/or how the property is classified. Please contact the Le Sueur County Assessor's office with questions.
- Depending on location, you may be required to get approval by the applicable zoning board or other enforcing agencies. I/We understand it is advisable to speak with these agencies before the combination.
- Some municipalities have a "Platting Jurisdiction" buffer around their city, requiring splits/combinations within the buffer to be approved by the city. Please attach approval letter to this form. *At the time of printing there are 2: New Prague (2 mi), Montgomery (2 mi).*
- I/We understand that this combination will become effective for the Taxes Payable in Calendar Year \_\_\_\_\_.

**Write Parcels to be combined (Circle Parcel Number to be retained – usually the parcel with the home on it):**

We/I understand each "combination" is unique and subject to different regulations and restrictions that have not been included on this list. It is the owner's responsibility to check with other entities that may have an interest over the proposed combination. This form is used only as a guide and is not to be considered "All Inclusive."

All Property Owners (or representative):

Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Sign \_\_\_\_\_

This Form is Not a Legal Document