

Lot Split and Registered Land Survey (RLS) Review Submittal Checklist

1. Land Use Application form and associated fee(s)
2. The following number of copies of project plans:
 - a. Two (2) sets of full-sized scaled surveys
(engineering scale only, at 1" = 50' or less and no larger than 24" x 36")
 - b. One (1) set of 11" x 17" reductions
3. Type-written legal description(s) of existing property(ies) before and after proposed split (in Word Document format)

*****Plans must be submitted in both paper format via drop off or mail and in electronic format (PDF) via email, file-sharing/cloud-storage service or USB flash drive to planning@coonrapidsmn.gov*****

Project Plan Requirements

a. Boundary Survey to include:

- proposed subdivision name (if applicable); vicinity map; names, addresses, telephone numbers of owner, developer, surveyor and/or engineer, and contact person; preparation date of survey
- legal description of existing property and proposed lots
- boundary line survey of property
- boundary lines of the property(ies) to be created with lot dimensions, area calculations and number
- property lines within 50 feet of the property
- streets (names and right-of-way widths)
- sidewalks and trails
- location, setbacks, and dimensions of buildings and other improvements on the property
- location of wetlands and other bodies of water
- location of existing utilities, including sewer, water and stormwater
- existing and proposed easements (public and private)
- public easements (location, dimensions and purpose)
- minimum building and parking/drives setback lines
- lot width at minimum front setback line
- existing contours and benchmark
- required drainage and utility easements

Note: Easements must be provided with separate documents

b. Wetland delineation *(if wetlands are present)*

c. Petition for installation of any public sewer, water, street and /or storm drain necessary to serve the development *(petition may be obtained from the Engineering Department)*

d. Other information as required by Community Development, Planning, or Engineering staff to process the application.

Questions? Contact our Planning Department at 763-767-6430 or planning@coonrapidsmn.gov