



Application Received: _____
Fee Received: _____
Staff Initials: _____

MINOR SUBDIVISION APPROVAL APPLICATION

APPLICANT INFORMATION

Name(s): _____
Mailing Address: _____
Telephone: _____
E-mail Address: _____

PROPERTY OWNER INFORMATION (if different from above)

Name(s): _____
Mailing Address: _____
Telephone: _____
E-mail Address: _____

ENGINEERING FIRM

Contact Person: _____
Telephone: _____

PROPERTY INFORMATION

Describe Location of Property: _____

Parcel Number: _____
Legal Description (attach page, if necessary) _____

**If you are unable to provide a PDF Digital ID, please print application to provide original signature(s).

Applicant Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:

Planning & Zoning Division, 500 Center Avenue, Fourth Floor, PO Box 779, Moorhead, MN 56561-0779.

APPLICATION DEADLINE: Completed application and submission requirements must be received by 12:00 p.m. on the deadline date (at least three weeks prior to the next City Council meeting).

APPLICATION SUBMISSION REQUIREMENTS:

The following must accompany this application:

_____ Application Fee of \$250 + County Recorder fee of \$46 = **\$296 payable to the City of Moorhead**

_____ Legal description of the proposed parcels (electronic or Word version)

_____ Survey of the existing and proposed parcels (11 x 17 paper version)

_____ Survey of the existing and proposed parcels (electronic version)

_____ Setback of existing structures to the proposed property lines and explanation of any encroachments

_____ Email Electronic Version (either AutoCAD or ESRI format) to planning@moorheadmn.gov

Upon receiving the City Council’s approval, the City will deliver the signed Resolution to the County Recorder’s Office. **The Resolution will not be recorded until the current year taxes are paid in full.**

CRITERIA FOR CONSIDERATION: Section 11-3-1C of the Moorhead Ordinance states that minor subdivisions may be approved provided that:

1. There is no need for public improvements as a result of the subdivision;
2. The subdivision does not violate any provision of the zoning ordinance, comprehensive plan, or any other state or local ordinance;
3. The subdivision does not adversely affect public health, safety, and general welfare;
4. The subdivision is not part of a continuing scheme of lot splitting for a particular area;
5. Any platted lot may be split up to four (4) times through administrative or minor subdivision;
6. A completed City of Moorhead application form, legal description of the proposed parcels, drawing of the existing and proposed parcels, setback of existing structures to the proposed property lines, and an explanation of any encroachments are provided to the city of Moorhead planning and zoning division.

ADDITIONAL INFORMATION RE: ADMINISTRATIVE SUBDIVISIONS: Section 11-3-1B of the Moorhead Ordinance states that, when in the best interest of the city, the city council may waive the platting requirement and approve by resolution a minor subdivision in the following instances:

1. A subdivision other than a division of a single-family attached dwelling that contains not more than three (3) splits.
2. A subdivision by metes and bounds description which would increase the density of a tax parcel beyond what is allowed by its zoning classification.
3. Any other subdivision of property by metes and bounds description which is not defined as an administrative subdivision.

Questions? Contact City of Moorhead Planning & Zoning at 218.299.5370 or planning@moorheadmn.gov