



City of Coon Rapids  
Department of Community Development

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

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- Application form and fee
- The following number of copies of project plans:
  - Three (3) sets of full sized scaled surveys (minimum scale 1"=50' and no larger than 24" x 36")
  - One (1) set of 11" x 17" reductions
  - All submitted hardcopy plans and graphics shall be provided on a CD in .pdf format

### PROJECT PLANS

#### Boundary Survey:

- vicinity map; names, addresses, telephone numbers of owner, developer, surveyor and/or engineer, contact person; preparation date
- boundary lines of the property with dimensions and area
- legal description of existing property and proposed lots
- proposed lot boundaries; lot areas, dimensions and number
- location, setbacks and dimensions of buildings and other improvements on the property
- minimum building setback lines
- lot width at minimum front setback line
- property lines within 50 feet of the property
- existing easements (public and private)
- streets (name and right-of-way width)
- wetlands and water bodies
- utilities
- required drainage and utility easements **Note: Easements must be provided with separate documents.**

#### Wetland delineation (if wetlands are present)

**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)**

**Other information as required by the Community Development Director to process the application.**