

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

- Land Use 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
- existing contours and benchmark
- 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
- location of existing utilities including sewer, water and stormwater
- 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.

Questions? Contact City Planner, Scott Harlicker at 763-767-6452 or sharlicker@coonrapidsmn.gov