

Subdivision Exception for Boundary Adjustment 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

Survey:

- vicinity map; names, addresses, telephone numbers of owner, developer, surveyor and/or engineer, contact person; preparation date
- boundary lines of the properties with dimensions and area
- legal description of existing properties 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 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.**

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