

**CITY OF AFTON**  
**SIMPLE SUBDIVISION CHECKLIST**  
**Submission Requirements**

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- \_\_\_\_\_ Completed application form, including full legal name (first, middle, and last) and address of the applicant, fee owner, and any other persons having a legal interest in the property.
- \_\_\_\_\_ Title opinion or registered property abstract as proof of ownership
- \_\_\_\_\_ Fee as set forth in the current Fee schedule as adopted by the City Council
- \_\_\_\_\_ Location map showing the general location of the proposed use within the City
- \_\_\_\_\_ General statement of intent
- \_\_\_\_\_ Thirteen (13) assembled sets of drawings (plus one copy reduced to 11" x 17") including the following information:
  - \_\_\_\_\_ **Survey by a registered land surveyor** at a standards scale, illustrating:
    - A. Boundaries, dimensions, and size of original parcels (prior to simple subdivision)
    - B. Boundaries, dimensions, and size of new parcels (post simple subdivision)
    - C. Buildable area per lot (delineate all 18% slopes)

***Note: The City may waive or modify some of these submittal requirements if appropriate to the specific situation. Call the Zoning Administrator at 651-436-5090 if you have questions about specific submittal requirements.***

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**SIMPLE SUBDIVISION PROCESS**  
(For Office Use Only)

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Application Fee Paid: \_\_\_\_\_

Date Received: \_\_\_\_\_ 15 days to notice of completion: \_\_\_\_\_

120 days from submittal (unless deemed incomplete): \_\_\_\_\_

Extension: Y/N \_\_\_\_\_ Final Date For Council Decision: \_\_\_\_\_

City Council Date: \_\_\_\_\_ Decision (Vote): \_\_\_\_\_

City Council Date: \_\_\_\_\_ Decision (Vote): \_\_\_\_\_

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**Sec. 12-1261. Simple subdivision.**

- (a) A simple subdivision is the resubdivision and transfer of property for the purpose of combining it with an adjoining property which does not result in a new buildable lot. Such transfer must occur between two parcels which meet all the requirements of article II of this chapter without the need for a variance before and after the simple subdivision. The creation or alteration of a private easement shall be considered a simple subdivision.

**Sec. 12-1262**

(b) Application.

- (1) No less than 14 days before the next city council meeting, the applicant shall complete an application on the city form.
- (2) The applicant shall provide a title opinion or registered property abstract as proof of ownership. The city may request the city attorney to determine parties with interest in the properties.
- (3) The applicant shall provide a survey by a registered land surveyor of the lots or tracts to be subdivided. The survey shall, at the discretion of the zoning administrator, show the location of all proposed lot lines, existing lot lines, existing and proposed structures within 50 feet of any lot line, road rights-of-way and any additional information as found necessary.
- (4) The applicant shall pay a fee, that shall be established from time to time by resolution of the city council, plus any out-of-pocket costs incurred by the city for review of the application.

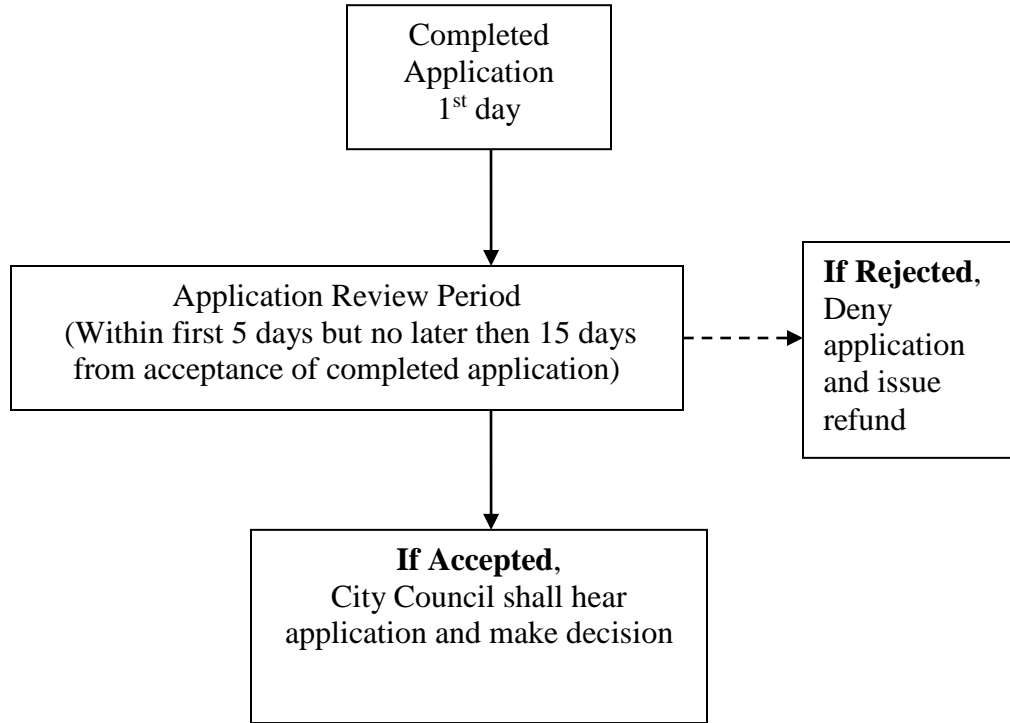
(c) Council action. Following review by the city staff, the zoning administrator shall cause the application to be placed upon the agenda of the city council for the next regular meeting. The zoning administrator shall transmit to the city council all the materials related to the application, with a staff recommendation.

(d) No building permit or certificate of occupancy shall be issued for the construction of a structure on lots or tracts in violation of this section.

(Res. No. 1997-16, § 20, 6-17-97)

**CITY OF AFTON  
SIMPLE SUBDIVISION FLOW CHART**

VARIANCE APPLICATIONS MUST BE RECEIVED NO LATER THEN **20** DAYS  
PRIOR TO THE NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING



## CITY OF AFTON SIMPLE SUBDIVISION PERMIT APPLICATION

Owner	Address	City	State	Zip	Phone
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Applicant (if different than owner)	Address	City	State	Zip	Phone
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Project Address		<b>AFTON</b>	<b>MN</b>	<b>55001</b>	
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Zoning Classification	Existing Use of Property	PID# or Legal Description			
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Description of Request					
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<p>By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.</p>					
Signature of Owner/Applicant					Date
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Email Address: _____					
Make checks payable to: <b>City of Afton</b>					
<b><u>FEES:</u></b>		<b><u>ESCROW:</u></b>			
Subdivision-Simple	\$250.00	Subdivision-Simple	\$ 600.00	TOTAL:	_____
				DATE PAID:	_____
				CHECK #:	_____
				RECVD. BY:	_____
<b>ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION</b>					