



LOT CONSOLIDATION/LOT LINE ADJUSTMENT REQUIREMENTS (Reference Chapter 3 Section 7.0, Scandia Development Code)

Purpose and Intent. The lot consolidation/lot line adjustment process provides a simple administrative procedure for the consolidation of 2 or more lots into 1 parcel, or to adjust a common lot line affecting existing parcels. In areas that are well defined and land descriptions are simple, the city may permit the conveyance of land using metes and bounds descriptions or without the preparation and recording of a plat. In areas which are not well defined, or where lots are irregular in shape and/or are included in more than one plat, the city may require that lot consolidation/lot line adjustment occur through the major or minor subdivision platting requirements of this chapter.

Criteria for Lot Consolidation/ Lot Line Adjustment. This procedure is limited to situations meeting all of the following criteria:

- 1) Parcels resulting from these procedures must be consistent with all Development Code requirements and other applicable regulations and may not result in a new buildable parcel.
- 2) Lot line adjustments shall be made for the purpose of adding a parcel of land to an abutting lot or to otherwise exchange property between adjacent lots. Newly acquired land must be combined on the same deed for recording purposes as the remainder of the owner's property.
- 3) Any easements that become unnecessary as a result of the combination of parcels must be vacated. A request to vacate easements shall be made concurrently with the application for lot consolidation/lot line adjustment. Review of the easement vacation request, including any public hearings and City Council action, shall be completed before action may be taken on the application for lot consolidation/lot line adjustment.
- 4) New easements shall be established as appropriate.

Procedures. Requests for lot consolidation or lot line adjustment shall be filed with the Zoning Administrator on an official application form. The applicant's signature shall be provided on the application form. Additionally, if the applicant is not the fee owner of the property, the fee owner's signature shall also be provided on the application form, or the applicant shall provide separate written and signed authorization for the application from the fee owner. Such application shall be accompanied by 1) a fee as set forth by the City's adopted fee schedule, and 2) detailed written and graphic materials fully explaining the request. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified information requirements.

The Zoning Administrator shall review the application and required information to determine conformance with the Comprehensive Plan and the Development Code, and may request reports from other staff or consultants as necessary to review the application. The Zoning Administrator may give final approval if all requirements are met, with any conditions as deemed necessary to ensure compliance with the Development Code. Unless a request for additional review time is requested by the Zoning

Administrator, action on the application shall be taken within 60 days after a complete application is submitted.

If an application for lot consolidation or lot line adjustment is denied by the Zoning Administrator, the applicant may appeal to the City Council as the Board of Adjustment and Appeals as provided in Chapter 1, Section 7.0 of the Development Code.

Information Requirement. The following information shall be submitted with the application for lot consolidation/ lot line adjustment. The applicant shall submit a minimum of 3 large scale copies and 2 reduced scale (11" x 17") copies of all graphics.

- 1) A certificate of survey prepared by a registered land surveyor which includes:
 - a) Graphical scale not more than 1 inch equals 100 feet.
 - b) North point indication.
 - c) Original and proposed lot boundaries.
 - d) Existing and resulting parcel legal descriptions.
 - e) The location of existing structures on the site(s).
 - f) Existing and proposed driveway locations.
 - g) Existing and proposed easement locations.
 - h) Delineated wetlands and water bodies including ordinary high water elevations and floodplain boundaries as applicable.
 - i) Individual sewage treatment systems and/or well locations.
- 2) A title search showing ownership of the property and any existing deed restrictions.
- 3) Any additional information if deemed necessary and required by the Zoning Administrator. The Zoning Administrator may waive for good cause certain information requirements not pertinent to the particular lot consolidation/ lot line adjustment request.

Expiration and Recording of Documents. Upon approval, the applicant shall record the appropriate documents in the office of the Washington County Recorder within 120 days of the date of approval. If not recorded within the 120-day period, the approval shall be considered void.

The applicant shall, immediately upon receipt of recorded document(s) from the County Recorder, furnish the City Clerk with a copy of the document(s) showing evidence of the recording. No building permits shall be issued for construction of any structure on any lot affected by the lot consolidation or lot line adjustment until the city has received evidence of the document(s) being recorded and that all conditions of approval have been met.

Certification of Taxes Paid. Prior to approval of an application for a lot consolidation/lot line adjustment, the applicant shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the consolidation/lot line adjustment application relates.