

**CERTIFICATE OF SUBDIVISION APPROVAL**

(See reverse side for requirements.)

ADMINISTRATIVE SUBDIVISION:

- |  |  |
|--|--|
| <input type="checkbox"/> Boundary Line Adjustment <sup>1</sup> (\$100/adj)     | <input type="checkbox"/> Complex Parcel Split <sup>3</sup> (\$300/request) |
| <input type="checkbox"/> Single Parcel Split <sup>2</sup> (\$200/parcel split) | <input type="checkbox"/> Lot Combination <sup>4</sup> (No Fee)             |

REASON FOR REQUEST: \_\_\_\_\_

IS THE PROPERTY PART OF A TOWNHOUSE / CONDO ASSOCIATION\*? \_\_\_\_\_

EXISTING PROPERTY DESCRIPTION(S): \_\_\_\_\_

PROPOSED PROPERTY DESCRIPTION(S): \_\_\_\_\_

EXISTING PARCEL NUMBER(S): \_\_\_\_\_

PROPERTY ADDRESS(ES): \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

OWNER / CONTACT PHONE NUMBER: \_\_\_\_\_

\*If the property is part of a townhouse/condo association, check which one of the following will be presented to the Clay County Recorder's Office with this Certificate of Subdivision Approval:

- \_\_\_ Recorded copy of Declaration/Covenants;
- \_\_\_ Original Declaration/Covenants in recordable form; or
- \_\_\_ Document number of recorded Declaration/Covenants.

I/We hereby certify that I/we own the lots or parcels of land described in this application.

\_\_\_\_\_  
 Signature of Property Owner Date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Property Owner Date \_\_\_\_\_

*CERTIFICATE OF SUBDIVISION NUMBER:* \_\_\_\_\_

_____	_____
Planning and Zoning Authorization	Date
	Expiration Date: _____
	(90 days from authorization date)

COMPLETED BY CITY

1. Relocates a property line between adjoining parcels. \$100.00 for first adjustment; \$30.00 per additional adjustment on the same survey.  
 2. Divides an existing platted lot to accommodate the separate ownership of two units in a single-family attached building. \$150.00 for first split; \$30.00 per addn split on same survey.  
 3. Divides an existing platted lot to accommodate the separate ownership of more than two units in a single-family attached building.  
 4. Combines two (2) or more contiguous tax parcels into one parcel of record.

**SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:**

Planning Department, 500 Center Avenue, Fourth Floor, PO Box 779, Moorhead, MN 56561-0779.

**APPLICATION SUBMISSION REQUIREMENTS:**

The following must accompany this application:

\_\_\_\_\_ Application Fee (as shown on first page) **payable to the City of Moorhead**

\_\_\_\_\_ Legal description of the existing and proposed parcels

\_\_\_\_\_ Survey of the existing and proposed parcels – paper version

\_\_\_\_\_ Setback of existing structures to the proposed property lines

\_\_\_\_\_ Explanation of any encroachments

**RECORDING:** Deliver this Certificate of Subdivision Approval signed by the City Planner to the Clay County Recorder's Office at 807 11<sup>th</sup> Street North with your deed or affidavit and a paper version of your survey. Current taxes are due on the original parcel at the time of recording when a tax parcel is split. **Submit the electronic version of your survey in AutoCAD or ESRI format to Clay County prior to your visit to the Clay County Recorder's Office** (please refer to: <http://www.co.clay.mn.us/Depts/Recorder/Recplats.htm>).

**CRITERIA FOR CONSIDERATION:** Section 11-3-1 of the Moorhead Ordinance states that the planning and zoning administrator may waive the platting requirement and administratively approve a subdivision in the following instances:

1. A boundary adjustment relocating a property line between adjoining parcels, provided the subdivision does not create a new tax parcel and each parcel retains sufficient lot size required by Title 10 of this code.
2. A split of an existing platted lot to accommodate the separate ownership of each unit in a single-family attached dwelling, provided the subdivision does not increase the density beyond the maximum number of units allowed for that parcel by the zoning ordinance or a developer's agreement approved by the city council.
3. A combination of two (2) or more contiguous tax parcels into one parcel of record.

Section 11-3-1C of the Moorhead Ordinance states that administrative subdivisions may be approved provided that:

1. There is no need for public improvements as a result of the subdivision;
2. The subdivision does not violate any provision of the zoning ordinance, comprehensive plan, or any other state or local ordinance;
3. The subdivision does not adversely affect public health, safety, and general welfare;
4. The subdivision is not part of a continuing scheme of lot splitting for a particular area;
5. Any platted lot may be split up to four (4) times through administrative or minor subdivision;
6. A completed city of Moorhead application form, legal description of the proposed parcels, drawing of the existing and proposed parcels, setback of existing structures to the proposed property lines, and an explanation of any encroachments are provided to the city of Moorhead planning and zoning division. (Ord. 2004-41, 1-3-2005)

**Questions? Contact the City of Moorhead Planning Department at 218.299.5370.**