



**CITY OF MONTICELLO**

Community Development  
 505 Walnut Street, Suite 1  
 Monticello, MN 55362  
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**Administrative Lot  
 Combination/Simple Subdivision  
 Application Checklist**

**Applicant Name:** \_\_\_\_\_

Office Use Only	
<b>Application Date:</b>	<b>Application Review Date:</b>

APPLICANT CHECK	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	A completed City of Monticello Land Use Application form, including full legal description of property	
	Completed checklist form (this document) with all required items from below	
	A narrative explaining the requested modification and the reason(s) why the changes are supported by the Comprehensive Plan	
	Site plan showing existing and proposed lot lines; including all dimensions, area in square feet, and complete legal descriptions for each parcel to be subdivided or combined, as applicable.	
	Current certified survey (within 6 months) for affected parcels, showing existing conditions and structures and existing and proposed lot lines. Survey to include the following components: <ul style="list-style-type: none"> <li>• Signed by a registered land surveyor</li> <li>• Current (within last 6 months) topographic survey and contours of all surface features including drainage ways, wetlands, etc.</li> <li>• Public utilities including pipe size, material type, depths</li> <li>• Private utilities</li> <li>• Legal description</li> <li>• Easements of record</li> </ul>	
	General grading and drainage information.	
	Utilities (water, sewer, storm sewer, and service connections).	
	All existing and proposed required easements.	
	Minimum building setback lines, including accessory buildings.	
	If deemed necessary by the Community Development Department, a survey may be required to be submitted with the application or after approval of the vacation.	
	Confirm Wright County Recorder/Auditor/Assessor Requirements	
	Electronic copies of all written narratives and plan sets required above <b>Submit electronic sets via flash/jump drive or .ftp only</b>	
	Applications fee and escrow per Land Use Application form	

### **Base Plan Set Requirements**

One (1) Large Plan set – 24" x 36"

One (1) Reduced Plan set – 11" x 17"

Electronic copies of all Plan sets – ***submit electronic sets via flash/jump drive or .ftp only***

***\*If application is incomplete, full set of revised submittals are required for re-submittal of application.***

### **Complete Application Required**

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the Community Development Department.

### **Application Submission Schedule**

Application, required information, and payment must be submitted no later than 28 days prior to the regularly-scheduled Planning Commission meeting, per the submission schedule maintained by the Community Development Department. Application submittals are due by 4 p.m. on the deadline date.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Applicants will be notified in writing when their application is considered complete. Applicants may be asked to supply additional information beyond required list above. A regular agenda item will be scheduled only when it has been verified that the application is complete.

A complete application will be scheduled for an Application Review Conference between staff and the applicant, which typically occurs one week prior to the Planning Commission meeting.

### **Review Process**

By ordinance, simple subdivision is subject to the review of the Planning Commission, who shall refer such subdivisions to the City Council for final approval.

If the request is approved by the City Council, authorization for such subdivision and/or combination shall be recorded at the Office of the Wright County Recorder.