



THREE PARCEL MINOR SUBDIVISION
&
COMMON WALL DUPLEX SUBDIVISION
APPLICATION AND REVIEW PROCESS

Overview: Three Parcel Minor Subdivision applications will be reviewed by City staff and forwarded to the City Council for a public hearing and action. Common Wall Duplex Subdivision applications will be reviewed by City staff and forwarded to the City Manager for action.

Application Deadline: Applications must be received by the close-of-business on the *first Friday of each month*; applications received after this date cannot be resolved in the same month.

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process. Please indicate on the application which of the following types of subdivision is being requested:

- a) Three Parcel Minor Subdivision: creating up to three new parcels from one or more existing parcels. *Park dedication requirements may apply to new parcels; an application will not be deemed complete without documentation from the Parks & Recreation Director indicating whether park dedication is required and, if so, whether the Parks & Recreation Commission recommends dedication of land or cash in lieu of land.*
- b) Common Wall Duplex Subdivision: dividing a two-family property along the line of the common wall of the two-unit residential structure; each dwelling unit must have separate utility connections.

Initial Review: Subdivision applications will be reviewed for completeness by Community Development Department staff, and a determination of completeness will be provided to the applicant, in the form of a letter, within about 10 days of the application submittal date. A letter in response to an *incomplete* application will identify the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the City has 60 days to approve or deny the request. A letter in response to a complete application will identify the date on which the City Council or City Manager is anticipated to take action.

Formal Staff Review: Subdivision applications will be discussed by a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional expertise; a summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the City Council.

Staff Report: Community Development staff will prepare a report summarizing the application, reviewing it against the City's Codes, Ordinances, and policies, and providing a recommendation for the City Council. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the City Council meeting.

Three Parcel Minor Subdivisions: Three Parcel Minor Subdivisions require City Council review in an open meeting at which the public is invited to comment on the subdivision proposal; this is a public hearing. Minnesota State Law requires a published notice in a City's legal newspaper a minimum of ten (10) days prior to a public hearing. City policy further requires that notices be mailed directly to property owners within 500 feet of the affected property. Both of these notices are prepared and sent by the City of Roseville.

Common Wall Duplex Subdivisions: These minor subdivision applications do not require a public hearing. Based on the recommendation of the Community Development Director, the City Manager will approve or deny the proposed minor subdivision as an item on the "Consent Agenda," usually without a formal discussion.

City Council Meeting: Applicants are encouraged to attend the City Council meeting in order to respond to potential questions that may arise. The City Council meets in the City Hall Council Chambers, which is equipped to display drawings, photographs, video, or other materials. Because the meeting will be televised and recorded, applicants should be prepared to speak into the microphone at the presentation table.

At the Meeting: The Mayor will call the meeting to order, Council Members and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Then, applications on the Consent Agenda will be identified and briefly described before all of these items are approved or denied, according to the specific recommendation for each one, with a single motion and vote. At its discretion, however, the City Council may "pull" an item from the Consent Agenda to review it in greater detail and take public comment, similar to a public hearing, before ultimately approving or denying the request.

Public hearings are next. The Mayor will introduce an application and City staff will review the issues and recommendations detailed in the staff report. Council Members may ask questions about the application to be answered by City staff and the applicant. Then members of the public will be invited to ask questions and make comments about the proposal. Once the public comment period has concluded, the Mayor will close the public hearing, and the Council Members will vote to approve or deny the application.

After the City Council Meeting:

If a **Three Parcel Minor Subdivision** is approved, the applicant has 30 days in which to deliver a full-size certificate of survey of the new and/or reconfigured parcels along with their legal descriptions and any necessary quit claim deed(s) to the Community Development Director. City staff will review these documents to verify consistency with both the approval and the requirements of the City Code before signing the documents and returning them to the applicant, who has an additional 60 days to file them with the Ramsey County Recorder. Failure to record the approved survey and legal descriptions within the allotted time will nullify the approval.

If a **Common Wall Duplex Subdivision** is approved, the applicant has 60 days to file the subdivision and certificate of survey with the Ramsey County Recorder. Failure to record the approved survey within the allotted time will nullify the approval.

Please keep this sheet for your reference after you have submitted the attached application.



COMMUNITY DEVELOPMENT
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Phone: (651) 792-7005 ❖ Fax: (651) 792-7070

**THREE PARCEL MINOR SUBDIVISION APPLICATION
COMMON WALL DUPLEX SUBDIVISION APPLICATION**

CITY CODE SECTION 1104.04
www.ci.roseville.mn.us

APPLICATION FEE: \$675

Application fee and escrow deposit should be made payable to City of Roseville upon submittal of completed application.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____
Last name: _____ First name: _____
Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____

2. Applicant Information: *(if different from above)*

Company name: _____
Last name: _____ First name: _____
Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____

3. Address(es) of Property Involved: *(if different from above)*

4. Zoning Designation: _____

5. Comprehensive Plan Designation: _____

6. Type of Application Requested:

- Three Parcel Minor Subdivision* (creating up to three new parcels)
- Common Wall Duplex Subdivision* (dividing a property along the common wall of the duplex)

7. Statement of Intent: Briefly describe the general nature of the proposed subdivision.

8. Additional Required Information:

- a. Park Dedication Determination:** For Three-Parcel Minor Subdivision proposals, applications must include documentation from the Parks & Recreation Department Director (651-792-7101) indicating whether park dedication is required and, if so, whether the Parks & Recreation Commission recommends dedication of land or cash in lieu of land.
- b. Legal Description and PIN:** Provide the existing Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- c. Proposed Plans:**
 - 1) *For Three Parcel Minor Subdivision:* A proposed scaled sketch plan is required. In addition to this, a topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the Community Development Director.
 - 2) *For Common Wall Duplex Subdivision:* A certificate of survey prepared by a registered land surveyor is required to show the existing parcel, the proposed division, and all structures and pavement. A statement must also be submitted which indicates that separate utilities exist or will be provided for each dwelling unit.
- d. Written Narrative:** The written narrative should provide a detailed description of the intent of the application and address whether the parcels affected by the proposed subdivision would comply with all of the applicable Code requirements.

9. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

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