



# Property Split Application

City of Brainerd

501 Laurel Street ♦ Brainerd, MN 56401 ♦ 218.828.2307 ♦ 218.828.2316 (fax)

[www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)

**Property Split.** The simple division of a single parcel, tract or lot to create no more than two (2) lots and the newly created property line will not cause the remaining portion of the lot or any structure to be in violation with this Ordinance or the Brainerd Zoning Ordinance.

## Property Split Fee: \$100.00

### Owner Information

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

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Information

Property Address: \_\_\_\_\_ PIN: \_\_\_\_\_

Legal Description: Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

Property Dimensions: Width (ft): \_\_\_\_\_ Depth (ft): \_\_\_\_\_ Square Feet: \_\_\_\_\_

(STAFF USE)

Zoning District: \_\_\_\_\_

Zoning District Lot Standards: Width (ft): \_\_\_\_\_ Depth (ft): \_\_\_\_\_ Square Feet: \_\_\_\_\_

### Proposed Property Dimensions

*Use average dimensions for width and depth if property is irregular shaped*

#### Tract A

Property Dimensions: Width (ft): \_\_\_\_\_ Depth (ft): \_\_\_\_\_ Square Feet: \_\_\_\_\_

#### Tract B

Property Dimensions: Width (ft): \_\_\_\_\_ Depth (ft): \_\_\_\_\_ Square Feet: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Other Required Application Submittals

**An owner or applicant shall submit an electronic copy of detailed graphic materials to include the following information:**

1. Scale (engineering only) one (1) inch equals one hundred (100) feet or less.
2. Name and address, including telephone number, of legal owner and/or agent of property.
3. North point indication.
4. Existing boundaries of parcel to be platted with dimensions and area and proposed new property lines with dimensions noted.
5. Existing legal description/proposed legal description of new lots.
6. Easements of record.
7. Delineated wetland boundary, to include the ordinary high water level (OHWL) of any lakes or Department of Natural Resources (DNR) waters, one hundred (100)-year flood elevations.
8. All encroachments, easements, or rights-of-way encumbering the property.
9. Existing buildings, structures, and improvements within the parcel to be platted and those one hundred (100) feet outside the boundaries of the subject parcel.
10. Locations, widths and names of all public streets, rights-of-way or railroad rights-of-way showing type, width and condition of the improvements, if any, which pass through and/or are within one hundred (100) feet.
11. Proposed driveway locations and locations of existing driveways on the same side of the road.
12. Location of any existing tile lines, abandoned wells, drainageways, waterways, water courses, lakes, and wetlands.
13. Additional preliminary plat data requirements determined appropriate by the Zoning Administrator.

**In addition to the requirements listed above, the following information is required:**

1. The boundary and legal description of the lots as they are proposed to be adjusted or split.
2. The boundary and legal description of any proposed easements on the property.
3. Evidence that the property has both direct access onto an improved public street or City of Brainerd approved private street and compliance with the Comprehensive Plan.

*Certificate of survey may be required and prepared by a licensed land surveyor.*

**Recording.** The applicant shall record the deed, and the accompanying survey, in the County Recorder's Office within ninety (90) days after the date of approval, otherwise the approval of the administrative subdivision shall be considered void.