

## **Administrative lot splits, lot line adjustments, and combinations**

### **Requirements and process overview**

Property owners can request to split an existing lot, adjust a property line, or combine two lots by completing an application and submitting it to the community development department.

Combinations, simple divisions, and property line adjustments must meet the minimum requirements outlined in [Section 26-9\(a\)](#) of the city code and summarized below.

### **Lot line adjustments and combinations**

Property owners requesting to move a property line between two lots can apply for an administrative lot line adjustment.

Property owners requesting to combine two lots into one lot can apply for the administrative lot combination. Combining more than two lots will require a replat of the lots, which is not an administrative process. Replats are handled through the subdivision application process. To apply for a subdivision, please review the subdivision handout and application.

All lot size, lot width, building setbacks, and all other city code requirements must be met for an administrative lot line adjustment and combination to be approved.

The request may result in a separate application such as a vacation of easements that cannot be processed administratively. During the review of the application, staff will notify you if additional applications are needed.

### **Lot splits**

Property owners requesting to split an existing lot into two lots can apply for the administrative lot split. All lot size, lot width, building setbacks, and all other city code requirements must be met for an administrative lot split to be approved.

Property owners requesting to split an existing lot are required to meet the following ordinances: park and trail dedication, sidewalk construction, and tree preservation and replacement. More information on each policy is provided in the following sections.

Splitting a lot into more than two lots requires a subdivision application which cannot be processed administratively. To apply for a subdivision, please review the subdivision handout and application.

## Submittal checklist

The following information must be provided when applying for a lot split, lot line adjustment, or lot combination:

- A certificate of survey showing at a minimum:
  - existing and proposed property lines
  - dimensions of the existing and proposed parcels
  - area of existing and proposed parcels
  - all corner elevations
  - all existing structures (including dimensions to existing and proposed property lines)
  - all utilities
  - all visible encroachments
  - all easements of record
  - All required drainage and utility easements. A separate easement document will be required to be recorded against the properties.
  - legal description of the existing and proposed parcels
  - Topography (1' contours), wetlands and floodplain
  - A tree inventory showing the location, size, and species of each tree on the property and in the public right-of-way adjacent to the property. Indicate which trees will be preserved and which ones will be removed.
- A copy of the deed or title of the property.
- Filing fee (collected electronically through ePermits after staff have reviewed application materials uploaded into ProjectDox). Note, your application will not be found complete until the filing fee has been paid.
- Additional easements may be required as a result of the city review of the application.

An application is not complete until all the above items are satisfied. Some applications and/or development plans may have unresolved matters which would delay consideration.

## Additional information

The following may be required in addition to the application checklist above.

### *Park and trail dedication*

The applicant shall dedicate land for parks, playgrounds, public open spaces and trails and/or shall make a cash contribution to the city's park fund and trail fund. A new lot will count as one dwelling unit. Constructing a building with more than one dwelling unit will result in park dedication being charged for each additional dwelling unit.

- Park dedication is required as outlined below:
  - Single-family dwelling units – \$1,500 per dwelling unit
  - Multifamily dwelling units – \$1,500 per dwelling unit
  - Commercial/industrial – 5% of current market value of the unimproved land, as determined by the city assessor

- Trail dedication is also required. Funds received will be used to build the trail network throughout the city. Dedication is required as follows:
  - Residential lot split – \$225 per dwelling unit.

### *Sidewalk construction*

The city requires a public sidewalk or multipurpose trail to be constructed when properties are split. Therefore, as part of an administrative lot split, you will be required to install a public sidewalk along the street frontages of the property being split. The city, at its discretion, may request a sidewalk fee in-lieu of construction if the city determines that a sidewalk is not desired in this specific location. This fee is not required for lot line adjustments or combinations.

### *Tree preservation and replacement*

Tree protection and preservation and is encouraged. Replacement of any significant or heritage trees that are removed is required for a lot split. Tree preservation and replacement is also encouraged but not required for lot line adjustments or combinations. Please note that tree preservation and/or replacement may also be required for building or land altering activities as part of a different land use or building application. See city code section 36-364(j) for tree preservation and replacement regulations.

### *Easement dedication*

Utility easements shall be provided along all lot lines of the subdivision. The easements shall be ten feet wide along all street rights-of-way, five feet wide along all interior lot lines, and five feet wide along lot lines abutting an alley. The engineering department may use its discretion to increase or decrease the width of the easements. The city will provide a template easement agreement for property owners to complete and attach to the administrative lot split application.

## **How to apply**

Applications for an administrative lot split, lot line adjustment, or lot combination must be submitted electronically on the city's website ([stlouisparkmn.gov](http://stlouisparkmn.gov)). See "How to submit a planning application" on the [planning & zoning page](#). On the application, indicate "yes" when prompted for "plat/subdivision". Also, when prompted for "project description" type in either administrative lot split, administrative lot line adjustment, or administrative lot combination.

### *Hennepin County approvals*

After receiving approval from the city for the administrative lot split, the property owner must submit a request to the Property ID and Platting Unit at Hennepin County to complete the parcel division. As part of the request, the county will require the property owner to provide a form signed by the city approving the lot split. See the "Divide or combine tax parcels" section on [this webpage](#) for more information.