

CITY OF HAM LAKE METES AND BOUNDS CONVEYANCE / COURTESY COMBINATION APPLICATION PROCEDURES

The following shall be required for a metes and bounds conveyance with a courtesy combination (no new lots are being created):

- Application forms completed (Council Appearance Form) with a \$200.00 deposit (a refund will be given for any unused funds, and the applicant must sign a deposit form that requires any additional expenses incurred be paid by the applicant).
- Taxes must be current
- Courtesy combination is signed by property owner who is acquiring additional land
- Survey with legal description of both lots, portion being sold to adjacent property owner, and legal description of any easements being deeded to the City including 10 foot drainage and utility easements surrounding each lot and additional road right-of-way if deemed necessary.
- Additional information may be required if needed (example: if livability on either lot is being affected, proof of livability may be required)

Following receipt of this information, City staff shall review and forward the application to the City Building Official for review. Upon receipt of the City Building Officials review, the application will be placed on the next available City Council agenda. The applicant's presence shall be required at the City Council meeting.

Following approval, the City Administrator will stamp and file the deeds and courtesy combination form.

The entire Ham Lake City Code is on our web site at www.ci.ham-lake.mn.us.

Updated 1/2006, 4/08, 10/11

**CITY OF HAM LAKE
METES AND BOUNDS CONVEYANCE FILING
CHECK-OFF LIST**

APPLICANT: _____

ADDRESS: _____

PIN NUMBER: _____

DATE OF CITY COUNCIL AGENDA _____

_____ 10' DRAINAGE AND UTILITY EASEMENT

_____ PROPERTY TAXES – CURRENT

_____ LIVABILITY ON BOTH LOTS (IF AFFECTED)

_____ ADDITIONAL RIGHT-OF-WAY

_____ ASSESSMENTS

NOTES:
