

**CITY OF HAM LAKE  
METES AND BOUNDS CONVEYANCE  
APPLICATION PROCEDURES**

The following shall be required with a metes and bounds conveyance (lot-split) application:

- Application forms completed, signed and dated
- \$500.00 deposit (any fees incurred by the City will be taken from this deposit). If additional fees are due, the applicant will be required to pay the balance prior to the City releasing stamped deeds.
- One copy no larger than 11" x 17" paper size of a detailed site plan showing buildability. Primary Septic and secondary septic areas must also be proven (see example and requirements on reverse side). If a residential building is already constructed on the property, a secondary septic area must also be shown. Also include Additional road right-of-way (if needed). Also each lot will require a 10-foot drainage and utility easement surrounding each lot.
- Parkland Dedication fee is determined per City Code and payable to the City prior to filing the metes and bounds conveyance.
- Payment of current or deferred assessments will be required prior to filing the metes and bounds conveyance.
- Payment of a drainage fee (typically \$200) per lot created will be payable to the City.

Following receipt of this information, City staff shall review and forward the application to the City Engineer for review. Upon receipt of the City Engineers review, the application will be placed on the next available Planning Commission agenda. The Planning Commission will make a recommendation to the City Council and the City Council will take final action at its next City Council meeting, or when otherwise noted. The applicant's presence shall be required at both the Planning Commission meeting and the City Council meeting.

A copy of Article 10-100 regarding subdivision by means other than traditional platting is attached.

1/2018

## **CITY OF HAM LAKE**

### **10-100 Subdivision by means other than traditional platting**

#### **10-101 Lot Divisions**

Land parcels which were not created by platting may be further divided into no more than two additional parcels of record, upon review by the Planning Commission and approval of the City Council, which may attach conditions to such lot splits, including, without limitation, the acquisition of drainage, utility and road easements as needed, parkland dedication, and drainage fund contributions. Platting of such lots shall be required in the discretion of the City Council. Land parcels which were created by platting may not be further subdivided, except as follows:

- a) The parcel was originally platted as an outlot, and there is documentation that the purpose of the creation of the outlot was to permit subsequent replatting; or
- b) All new lots meet the frontage, setback and lot size standards that were in effect for the lots contained in the original plat of the subdivision. If the original subdivision was a PUD or other subdivision category that did not have specific lot sizes, frontages or setback requirements at the time of original platting, then all new lots must be configured and dimensioned in a manner that is not materially different from the lots contained in the original subdivision, and the overall density per acre which existed at the time of original platting may not be exceeded for the area encompassed by the original plat.<sup>1</sup>

Notwithstanding the foregoing, lot splits of any type which are intended merely to adjust existing lot lines, and for combination with adjoining parcels, and which do not create any new buildable parcels, may be approved by the City Council.

<sup>1</sup> For the legislative history (Findings of Fact) which preceded this Code section, see the text of original Ordinance Number 2002-27 (effective 1/5/03).

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

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PIN NUMBER: \_\_\_\_\_

DATE OF APPROVAL:    PLANNING COMMISSION \_\_\_\_\_

CITY COUNCIL \_\_\_\_\_

\_\_\_\_\_    10' DRAINAGE AND UTILITY EASEMENT DEDICATED AROUND THE PERIMETER OF EACH LOT

\_\_\_\_\_    COLLECT PARKLAND DEDICATION FEE(S)

\_\_\_\_\_    ASSESSMENTS – CURRENT OR DEFERRED

\_\_\_\_\_    COLLECT DRAINAGE FEE ON LOTS WITHOUT CONSTRUCTED BUILDINGS

\_\_\_\_\_    LIVABILITY ON EXISTING AND NEWLY CREATED LOTS INCLUDING PRIMARY AND SECONDARY SEPTIC AREAS

\_\_\_\_\_    ADDITIONAL RIGHT-OF-WAY

\_\_\_\_\_    PROPERTY TAXES CURRENT

OTHER: \_\_\_\_\_

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The entire Ham Lake City Code is on our web site at [www.ci.ham-lake.mn.us](http://www.ci.ham-lake.mn.us). Updated 1/06, 4/08, 10/11, 4/14, 3/15, 2/2018

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