

Application Date:	
Fee:	<b>\$200.00</b>
Escrow:	<b>\$500.00</b>

## LOT LINE ADJUSTMENT

A lot line adjustment realigns common lot lines if by so doing it does not create additional lots and does not create any lot which is substandard for the applicable zoning district.

<b>PARCEL IDENTIFICATION NO (PIN):</b>		<b>ZONING DISTRICT &amp; COMP PLAN LAND USE:</b>
<b>LEGAL DESCRIPTION:</b>		<b>LOT SIZE:</b>
<b>PROJECT ADDRESS:</b>	<b>OWNER:</b> Name: Address: City, State: Phone: Email:	<b>APPLICANT (IF DIFFERENT THAN OWNER):</b>
<b>BRIEF DESCRIPTION OF REQUEST:</b>		
<b>EXISTING SITE CONDITIONS:</b>		
<b>APPLICABLE ZONING CODE SECTION(S):</b> <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. Chapter 3 Lent Township Land Use Regulations, Section 1.09 Lot Line Adjustment		

### Submittal Materials

The following materials must be submitted with your application to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the Town Planner.

AP – Applicant check list, TS – Town Staff check list

Lot Line Adjustment: All plans shall include:

AP	TS	Materials
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Written Narrative Describing your request:</u></b> <i>A written description of your request for the Lot Line Adjustment or Lot Consolidation will be required to be submitted as a part of your application.</i> <ul style="list-style-type: none"> <li>• Description of the adjustment or lot consolidation</li> <li>• Any proposed zoning changes for the area</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee and Escrow

### MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER

AP	TS	Materials
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Survey of the property:</u></b> <i>An official survey, by a licensed surveyor, may be requested with the application. The survey shall be scalable and in an 11" x 17" format.</i> <ul style="list-style-type: none"> <li>• North point and graphic scale</li> <li>• Legal description of property</li> <li>• Name of owner on record</li> <li>• Property name and address</li> <li>• Date of preparation</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Proposed property dimensions and the property boundary lines clearly shown</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Area of each lot in acres and in square feet</li> </ul>

Application for: **LOT LINE ADJUSTMENT**  
Lent Township

<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Numbers and dimensions of each lot and block</li> <li>• Boundary lines of adjoining unsubdivided or subdivided land, within one hundred (100) feet, identified by name and ownership, but including all contiguous land owned or controlled by the subdivider.</li> <li>• Location of right-of-way width and names of existing or platted streets</li> <li>• Minimum front, side, and rear building setback lines, and including setback lines from lake shores and river fronts</li> <li>• Location of existing and proposed buildings including footprint, and dimensions to lot lines</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Conservation Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as may be requested by the Zoning Administrator.

**Review and Approval by the Zoning Administrator (ZA).** The ZA is authorized to approve a combination or division of land where a portion of a lot of record is conveyed to the owners of the adjoining lot of record for the purpose of enlarging the latter provided the size of the remaining lot meets the minimum lot size and area requirements for the Zoning District.

When a proposed subdivision or combination realigns common lot lines and by so doing does not create additional buildable lots and does not create any lot which is substandard for the applicable zoning district, or any overlay district, in which it lies and for which is not created a need for a new road, such new property description may be approved by the zoning administrator if it is found the resulting configuration will not have adverse effects on surrounding property.

Township staff have the authority to request additional information from the applicant beyond what is required for submittal materials or to retain expert testimony with the consent and at the expense of the applicant if said information is declared to be necessary by the Township to review the request or to establish performance conditions in relation to this Ordinance.

The ZA may require such restrictive language on the document of conveyance as is deemed appropriate to protect and maintain the provisions of this Ordinance or any other Township ordinances. Should the zoning administrator determine that the realignment of common lot lines may have an adverse effect on adjoining property, the zoning administrator shall require the subdivision to proceed pursuant to applicable provisions of this Code. Upon approval, the document may be recorded with the County Recorder.

**Recording by Chisago County.** Once approved, a notice shall be presented to the county auditor, who will enter the notice in the transfer records and note upon the instrument, over official signature, the words "entered in the transfer record." The notice may then be recorded with the county recorder.

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

*We, the undersigned, have read and understand the above.*

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Applicant	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Owner (if different than applicant)	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date