



Subdivision Application

1190 St. Croix Trail South
Lakeland, MN 55043-0321

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The following is a list of procedures and documentation required for your subdivision application with the City of Lakeland. Your submitted application will be reviewed by appropriate staff to determine whether additional information is needed. When the application is complete, two weeks are required to process notice of public hearing. Public hearing is conducted by the Planning Commission prior to their regularly-scheduled meeting on the first Tuesday of the month; and the Planning Commission forwards recommendation to the City Council for final review and decision.

Information and materials required at the time of application:

- Completed application (obtained from City Hall)
- Filing fee \$1,000.00 and \$2,500.00 escrow for minor subdivision (1 -3 lots) and \$1,500.00 and \$6,000.00 escrow for major subdivision (4 lots or more).
- Mailing labels (obtained from the County Surveyor's office) with names and addresses of record owners of all property located within a minimum of 500 feet of all contiguous property owned by the Applicant.
- Certified and dated survey plan of property including any adjacent streets/alleys (no preliminary copies subject to revision)
- A scaled site plan which includes dimensions/distances of the following:
 1. All structures and/or proposed structures
 2. All septic, drain fields, and back up drain fields existing and/or proposed
 3. All wells, cisterns, etc.
 4. All other utilities (City water information may be obtained from Public Works Director Matt Kline, 651 436-8044).
 5. Distances between items #1 through #4.
 6. Distances of items #1 through #4 in relation to the property lines
 7. If this is a side or rear yard setback, provide locations of items #1 through #4 of adjacent property, if they are located within the following distances of the property line:
 - a. R-1 zone: side yard/20 feet and rear yard/50 feet
 - b. R-2 & R-3: side yard/10 feet and rear yard 30/feet
- Construction plans (draft or professional quality dependent on each individual project)
- Total square footage of proposed impervious surface for the lot. (This includes all structures, driveways, parking, etc. Gravel is considered impervious.)
- Screening plan
- Fencing plan
- Provisions/plan for potential future municipal water hook-up. This is applicable if you are not currently connected to municipal water. The plan is required for those who are currently on well water in case of some unforeseen reason it becomes necessary or desired to utilize municipal water utilities.
- Drainage and erosion plan
- Detailed description of proposed use

A submitted application is reviewed by City staff, and public hearing is scheduled when review is complete and the application has been formally accepted.

Please contact City Hall if you have any questions.