



Administrative Lot Split

The lot line adjustment process combines multiple lots into one parcel or adjusts a common lot line affecting existing parcels. A lot split can be done to split one lot into no more than two new parcels. A request to combine or divide a lot can be approved administratively by Community Development staff if the request meets all zoning and subdivision requirements without variances and does not create more than two lots.

Process

Step 1: Submit the application, fee, and required information (see below)

Step 2: Staff reviews the submission and makes a determination if the application is complete and if the request can be approved without public meetings. If the application is determined incomplete a letter will be sent notifying the Applicant of the missing information or if the application will need public meetings and approvals from the City Council.

Step 3: Application is reviewed by affected agencies such as the watershed district, city engineer, county or state transportation departments, etc.

Step 4: Once approved by staff, applicant can pick up signed deeds and a copy of the site plan.

Step 5: Applicant takes deeds to the County Recorder's Office to record the approved deeds. A filing fee is also required; please check with the Recorder's Office for the current filing fee.

Required Information

- Planning and Zoning Application
- Evidence of Ownership or an Interest in the Property
- Required Fee (non-refundable)
- Three Scaled Maps
 - Scaled or dimensioned
 - North Arrow
 - Original boundaries and proposed
 - Location of all structures on site
 - Proposed and existing driveway locations
 - Existing and proposed easement locations
 - Existing and proposed utility locations
- Two Deeds of New Legal Description
- Electronic plans may be required as directed by staff
- Other necessary information as required by the Community Development Department

Additional information can be obtained by calling the City of Anoka Community Development Department at 763-576-2720.