



LOT CONSOLIDATION APPLICATION CHECKLIST

Type 3 Review

This application checklist provides information about what is to be submitted for the project narrative and the final plat. A complete development review application includes the following:

- Completed and signed development review application
- Completed and signed escrow form
- Completed application checklist
- Application fee

1. Lot Consolidation Narrative

Submit a separate project narrative document which answers or addresses the following questions about the proposed lot consolidation.

- a) What is the zoning district for the property?
- b) What is the existing use for the property?
- c) What is the proposed use for the property?
- d) Discuss the reason(s) that the lots are proposed for consolidation.
- e) Discuss how the lot consolidation request is in conformance to the purposes of the unified development code (City code section 500.03).

2. Plat design features checklist. Check all items included in the application. Items may be modified with advance approval from the city planner.

General Information.

- a) The final plat must be prepared by a land surveyor licensed by the State of Minnesota.
- b) If the plat is adjacent to a state or county roadway, a comment letter from either of these entities shall be submitted as part of the lot consolidation application.
 - MnDOT. The procedures for review by the Minnesota Department of Transportation (MnDOT) are found at www.dot.state.mn.us/metro/programmanagement/development.html
 - Hennepin County. The procedure to submit a "preliminary sketch plan" to Hennepin County is found at www.hennepin.us/platreview
- c) The applicant shall submit one 24" x 36" and one 11" x 17" set of the final plat sheet(s), and email a pdf copy to city planner Dan Olson at dan.olson@crystalmn.gov
- d) If the property is Torrens, a certificate of title or a title commitment must be submitted. If the property is Abstract, a title commitment must be submitted. Either document shall not be older than 60 days at the time the lot consolidation application is submitted.

Final plat. The final plat drawing shall include the following information:

- Be drawn to a minimum scale of 1' = 100', unless an alternative scale has been agreed to with the city planner in advance
- The plat shall conform to all applicable standards in state statute chapter 505.

Staff contact:
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