

PLANNING ESSENTIALS: MINOR SUBDIVISIONS

HOW TO APPLY

Submit the following information:

- Residential planning request application
- Applications for other approvals needed (comprehensive plan amendment, variance, etc.)
- Documents showing a legal or equitable interest by the applicant in the property involved
- Statement describing the intended use of the property
- Statement of outstanding assessments
 - Full payment may be a condition of approval
- Certificate of survey
 - Drawn to scale
 - Shows site dimensions for current and proposed parcels
 - Gross site area
 - Minimum required setbacks
 - Lot coverage
 - Shows location and dimensions of existing development
 - Shows landmark trees
 - Shows easements
- Submit future subdivision plans if new property will be greater than 24,000 square feet or 150 feet wide
- Plans:
 - One 8 1/2" x 11" and one 11" x 17" half-scale reproducible print for each required sketch, drawing, or plan
 - Two 24"x36" copies of each plan sheet (if required by staff)
 - Digital Copies of plans can be submitted at shoreviewmn.gov

APPLICATION FEES

- Filing fee: \$250
 - Non-refundable

PROCESSING YOUR APPLICATION

Staff will review the application in accordance with sections 203.020 (A) and 204 of the city code. After review, staff will schedule a planning commission review.

- Notice:
 - Mailed notice:
 - Staff will provide written notice to property owners with 350 feet of the property 10 days before the public hearing



- Notice will include the purpose, time, date and location of the public hearing
 - An affidavit with the names and addresses of the property owners will be a part of the meeting's record
- The process will not be invalidated if:
 - Mailed notice did not occur
 - Defects in the notice occurred despite staff's attempt
- Hearing:
 - Planning commission will:
 - Hold a hearing and review the request according to city code
 - Make a recommendation to the city council for approval or denial and provide the reasons for it
 - The request can also be tabled for further review
 - City council will
 - Consider the request based on the planning commission's recommendation
 - Table, approve, or deny the request based on recommendations and the city code
- Issuance and conditions.
 - If approved, the city council may impose conditions and safeguards that ensure the use:
 - Will not be detrimental to the health, safety or general welfare of the community and that the use
 - Is in harmony with the general purpose and intent of the development ordinance and comprehensive guide plan
 - If denied, the city council will provide reasons for it
- Decision
 - Decisions are final
 - Applicant has one year from approval date to meet all conditions
 - After meeting all conditions, city planner will review and approve deed(s)
 - Applicant will need to record the deed with Ramsey County

MISCELLANEOUS INFORMATION

The city will not process an application until everything is submitted. An incomplete application may delay scheduling the public hearing and planning commission review.

Your application is considered public. If the city receives a request, they will need to provide it.



Staff recommends that you discuss your proposal with your neighbors before you submit it. This can help address any concerns they may have.

The applicant and property owner are responsible for paying any out-of-pocket expenses. This includes:

- Administrative, engineering, or legal expenses for processing your application
- Staff time for enforcing any conditions(s) of the approval

QUESTIONS?

Shoreview Community Development Department
651-490-4680 | shoreviewmn.gov

