



MINOR SUBDIVISION

PLANNING & ZONING
RICHFIELD COMMUNITY
DEVELOPMENT
DEPARTMENT

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ZONING CODE
SECTION 500

12/2023

Normally, the division or re-division of land requires that a plat or re-plat be filed. In some circumstances a **minor subdivision** can be administratively approved instead.

The minor subdivision process is to facilitate:

- ◆ The further division of previously platted lots - resulting in no more than 2 parcels.
- ◆ The combination of previously platted lots.
- ◆ The adjustment of a lot line by relocation of a common boundary, often referred to as a “recombination subdivision”. In this case, both property owners must sign off as joint applicants.

*NOTE—Minor subdivisions will typically not be used for properties with metes and bounds legal descriptions. A plat is required in these cases. Also, the property cannot have been subject to a minor subdivision in the last 5 years.

In order to be approved, both new parcels must meet city requirements related to minimum lot size, width and depth. Any existing, as well as proposed, structures must meet setbacks, lot coverage and other city requirements. An applicant may want to submit a site plan of the proposed subdivision to staff for a preliminary review of the subdivision waiver request. Staff may be able to give an applicant a general idea of whether or not the subdivision waiver would be approved before the applicant goes to the expense of having a formal survey done.

> A final determination can only be made after a certificate of survey has been submitted.

Process:

1. Obtain a current certificate of survey for the property showing:
 - Existing property lines;
 - Current & proposed legal descriptions for both parcels;
 - Proposed new property line(s);
 - Location for existing and proposed building(s) and distances between the current property lines and the proposed property lines;
 - Existing and proposed size, width, depth, building coverage and impervious area for both parcels;
 - Size of existing buildings (and proposed building(s), if applicable);
 - Distance between any existing driveways and existing and proposed property lines;
 - All easements of record;
 - Trees that will be lost due to any proposed construction.
- NOTE: The applicant should indicate how a new house/garage/driveway could be placed on the new lot to ensure that it will meet setback requirements.

2. An application and all supporting documentation is submitted online via [Citizen Serve](https://www5.citizenserve.com/richfield). (https://www5.citizenserve.com/richfield)
3. For parcels that abut MNDOT or Hennepin County right-of-ways, additional information will also be required. Staff will review the application for compliance with city regulations. After the applicant has supplied the additional information, staff will submit it to MNDOT and/or Hennepin County for review prior to proceeding. MNDOT and the County have 60 days to review the proposal.
3. The Community Development Director will approve or deny the application and notify the applicant of the decision in writing. If denied, the reasoning will be explained in the letter. If aggrieved, the applicant may appeal to the City Council. See Zoning Code Section 500.29.
5. Once approved, the subdivision must be recorded with Hennepin County's Registrar of Titles, along with the approving resolution, to effectuate the minor subdivision. The recording must occur within 1 year of approval. Evidence of recording must be submitted to the City prior to issuance of any building permits.
6. The City is required to notify applicants within 15 business days of receiving an application as to whether or not an application is complete. Once an application is complete, the City has 60 calendar days to make a decision on the application. The minor subdivision process typically takes only one month, unless the MnDOT and/or Hennepin County review is required. Then the process will likely take the full 60 days. The City has the option of extending the 60-day review period if it informs the applicant in writing of the reason why an extension is needed. The City makes every effort to process all applications within 60 days.

Other Matters To Consider:

1. Does water/sewer service exist to the proposed new lot? If it does not, the property owner will need to pay to have the services installed. Contact the Richfield Water Department at 612-861-9167.
2. Does the parcel abut MNDOT and/or Hennepin County right-of-way? If so, they will need to review and approve the proposed subdivision. Remember they have up to 60 days to review.
3. Will there be separate driveways for both parcels or a shared driveway over the property line? A shared driveway will require a legal agreement to be recorded against both property titles. Contact the Richfield Engineering Department for curb cut permits at 612-861-9790.
4. Will new buildings and a driveway on the newly created parcel be able to meet all the setback requirements?

Application Fee: The fee for a minor subdivision is: \$500.

This is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.