

3.4 Checklist

Minor Subdivision Approval

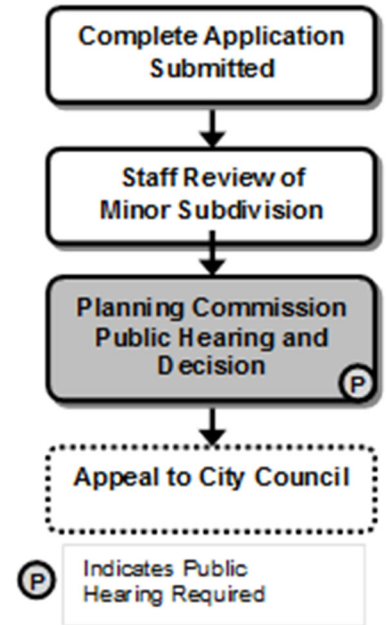
A minor subdivision allows for the subdivision of a maximum of four lots. A minor subdivision is an approval process for simple land divisions; it does not provide for the subdivision of unplatted land, unless that land is described by a governmental subdivision legal description.

See Sections 50-33 and 50-37.5 of the UDC for more information.

Your Application

- Submit your application materials by the Planning Commission application deadline.
 - Visit www.duluthmn.gov/eplace to submit your application.
 - Click on “Apply” and search for your application type. (You will need to sign in to the system, or create a new account if you do not already have one.)
 - Follow the prompts to fill in information. Required information is indicated with an asterisk.
 - On the attachments page, upload the following:
 - A legal description and survey, prepared by a licensed land surveyor, of the existing conditions.
 - A legal description and exhibit of the proposed conditions.
 - After your application is complete, click “Add to Cart” for the fee listed, and pay the fee. **Applications without a fee will not be reviewed or accepted.**

Minor Subdivision



After Submitting Your Application

1. Determination of Completeness. Within 15 business days of your application, you should expect to:

- Receive an “Applicant Letter,” which acknowledges a complete application, shares the date of the Planning Commission meeting and the assigned staff person, and notifies you of State-mandated deadlines for the City to make a decision, **OR**
- Receive notification that your application is incomplete, with details on further information to submit.

2. Staff Review. Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for a minor subdivision, Planning Staff generally ensure there is adequate frontage on a public street, the lots meet the minimum zoning requirements, and does not create any nonconformities or increase existing nonconformities.

- You will receive an email with the Planning Commission agenda and a link to this staff report about 5 days prior to the meeting.

3. Planning Commission Decision. Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month. **We ask that applicants or an agent attend this meeting.**

The Planning Commission will review the application and make a decision to adopt, adopt with modifications, or deny the application.

You will receive an Action Letter documenting the decision.

Important Dates

Application Deadline:

Planning Commission:

Effective*:

**Please note that these dates are approximate guidelines and may change*

4. Recording (if approved).

- Record the deeds reflecting this decision in the office of the county recorder within 180 days.** Submit a receipt or other documentation that it has been recorded to the City's One Stop Shop.

After the deeds have been recorded, lots may be sold and building permits may be issued. Building permits cannot be issued until the City has received documentation of the recording.

Note that other City codes may apply to your project. Please be aware of any applicable Building Code (Construction Services Division), Fire Code (Life Safety Division), and stormwater/engineering (Engineering Division) regulations. The zoning approval may be only the first step in a several step process.

*If a **wetland delineation** is needed for the project to proceed, it must be reviewed and approved before any zoning application will be accepted. If a **wetland replacement plan** is required for a project to proceed, it must have been submitted and accepted as a complete application before the project zoning application will be accepted.*