

CITY OF PAYNESVILLE ~ LOT SPLIT APPLICATION

221 Washburne Ave. ~ Paynesville, MN 56362
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: _____

Contact Person: _____ Email Address: _____

Mailing Address: _____

Telephone No.: _____ Parcel No.: _____

Property Address: _____

Legal Description: Lot: _____ Block: _____ Addition: _____

ZONE: _____

EXISTING USE OF PROPERTY:

REASONS SUPPORTING THE PROPOSED SPLIT:

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| Application Fee: \$50.00 (administrative review) plus \$120.00 (if public hearing is needed) \$170.00 (total) (non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00 |
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DESCRIPTION OF REQUEST: (use separate sheet if needed)

DRAWING OF PROPOSED LOT SPLIT: (use separate sheet)

Application Must Include:

- Illustrated description of the site to be split showing the original lot and proposed division.
- Legal description of any site or sites to which the split is to be added to.
- A scale drawing showing the location of any and all buildings on the site proposed to be split and any contiguous sites.
- A scale drawing showing the location of any proposed new buildings.
- Legal description from abstract.
- Any written or graphic data required by the City Administrator.

All Property Owners Must Sign This Application

Date

For office use only:

Application Fee: (non-refundable)
For office use only: Cash _____ Check No. _____ Date Paid _____

Present To Planning Commission Date: _____ Council Set Public Hearing Date: _____
Council Public Hearing Date: _____ Council Makes Determination Date: _____

PLANNING COMMISSION ACTION:

Recommended to Council Approved _____ Denied _____ Date: _____
CITY COUNCIL ACTION: Approved _____ Denied _____ Date: _____

Date Received In Office:
(Stamp)