
SECTION 6: ADMINISTRATIVE SUBDIVISIONS

The provisions of this section shall apply only to those subdivisions classified as administrative subdivisions.

6-1 QUALIFICATION

The following shall be considered an administrative subdivision:

- A. Lot Boundary Line Adjustment. Divisions of land where the division is to permit the adding of a parcel of land to an abutting lot or the combination of recorded lots to form no more than two (2) lots. Newly created lots shall conform to the design and performance standards of the Delano Subdivision and Zoning Ordinances.
- B. Lot Split. The simple division of a single parcel, tract or lot to create no more than two (2) lots and the newly created property line will not cause the remaining portion of the lot or any structure to be in violation with this Ordinance or the Delano Zoning Ordinance.
- C. Base Lot Subdivision. In the case of a request to divide a base lot upon which a two family dwelling, townhouse or a quadraminium, which is a part of a recorded plat where the division is to permit individual private ownership of a single dwelling unit within such a structure and the newly created property lines will not cause any of the unit lots or the structure to be in violation of this Ordinance or the Delano Zoning Ordinance.

6-2 INFORMATION REQUIRED FOR ADMINISTRATIVE SUBDIVISIONS

Whenever any subdivision of land as outlined in Section 6-1 is proposed, before any contract is made for the sale of any part thereof, and before any permit for the erection of a structure on such proposed subdivision shall be granted, the subdividing owner or his authorized agent, shall file an application and secure approval of an administrative subdivision.

The administrative subdivision application shall be considered to be officially filed when the Zoning Administrator has received the application and has determined that the application is complete. Administrative subdivisions shall consist of maps and accompanying written documents. An owner or applicant shall submit twelve (12) large scale copies (one (1) inches equal one hundred (100) feet or less) and one (1) reduced scale copy (11 inches by 17 inches) of detailed graphic materials to include the following information:

A. Certificate of survey prepared by a licensed land surveyor identifying the following:

1. Scale (engineering only) one (1) inch equals one hundred (100) feet or less.
2. Name and address, including telephone number, of legal owner and/or agent of property.
3. North point indication.
4. Existing boundaries of parcel to be platted with dimensions and area and proposed new property lines with dimensions noted.
5. Existing legal description/proposed legal description of new lots.
6. Easements of record.
7. Delineated wetland boundary, to include the ordinary high water level (OHWL) of any lakes or Department of Natural Resources (DNR) waters, 100 year flood elevations.
8. All encroachments, easements, or rights-of-way encumbering the property.
9. Existing buildings, structures, and improvements within the parcel to be platted and those one hundred (100) feet outside the boundaries of the subject parcel.
10. Locations, widths and names of all public streets, rights-of-way or railroad rights-of-way showing type, width and condition of the improvements, if any, which pass through and/or are within one hundred (100) feet.
11. Proposed driveway locations and locations of existing driveways on the same side of the road.
12. Location of any existing tile lines, abandoned wells, drainageways, waterways, water courses, lakes, and wetlands.
13. Additional preliminary plat data requirements determined appropriate by the Zoning Administrator.

6-3 FILING AND REVIEW OF APPLICATION

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- A. Applicant shall file an administrative subdivision application with all required information and accompanying fee with a schedule established by the City.
- B. Upon receipt of an application, the Zoning Administrator shall refer copies of the complete administrative subdivision application to City staff and consultants for review and the preparation of a report.
- C. The Zoning Administrator shall have the authority to request additional information pertinent to the administrative subdivision. Failure to provide the necessary supportive information may be grounds for denial of the request.
- D. Decision. The Zoning Administrator shall reach a decision on the requested administrative subdivision within one hundred twenty (120) days of complete application, unless the applicant agrees to an extension of the review period.
 - 1. The Zoning Administrator may approve the administrative subdivision with conditions that must be met to insure the administrative subdivision is compliant with the regulations of the Delano Subdivision and Zoning Ordinances, as may be amended, and other applicable requirements.
 - 2. The Zoning Administrator shall prepare findings and deny a subdivision if the administrative subdivision is found to be premature as defined by the criteria of Section 2.5 of this Ordinance or fails to comply with regulations of the Delano Subdivision and Zoning Ordinances, as may be amended, or other applicable requirements.
- E. Decision Appeal. The applicant may appeal a administrative subdivision denial following the procedures outlined in Section 51.24, Subd. C of the Delano Zoning Ordinance, as amended from time to time.

6-4 RECORDING

If the administrative subdivision is approved by the City Council, the applicant shall record the deed, and the accompanying survey, in the Office of the City Recorder or County Registrar of Titles within ninety (90) days after the date of approval, otherwise the approval of the administrative subdivision shall be considered void.