

CITY OF EAST GULL LAKE
LOT LINE ADJUSTMENT APPLICATION

APPLICATION:

- A. Applicant shall complete Lot Line Application and submit to Planning and Zoning Staff.
- B. Lot Line applications shall be completed at least to the minimum standards of the Ordinance.
- C. A lot line adjustment is the process that is used to change property lines of **existing** legal parcels. The process can be used to do a number of things, such as: combine up to four (4) adjoining parcels into one (1) parcel, alter the boundary between up to four (4) adjoining parcels, or reconfigure the shapes of up to four (4) parcels. In every instance, the lot line adjustment process will yield the same number of parcels that you began with, or fewer. The lot line adjustment process **is not** used to create additional parcels.
- D. If any of the parcels contain structures with an SSTS, a Sewer Compliance Inspection must be submitted.
- E. The Planning and Zoning Staff shall, based on submittals, compute the subdivision permit fee. This fee shall be paid by the applicant at the time of application.

REVIEW:

- A. The Planning and Zoning Staff shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant will be notified where additional information is needed.
- B. The City Fee Schedule is based on average processing and review costs. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on a land-use application and/or hold the release of a construction permit until all fees are paid.

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APP# _____
DATE _____
CHECK# _____
AMT _____
Field visit _____
Ordinance Review <input type="checkbox"/>
(for office use only)

Name of Applicant: _____ Phone: _____

Mailing Address: _____ Email: _____

City, State, Zip: _____

Applicant is:

- Legal Owner
- Contract Buyer
- Option Holder
- Agent

Title Holder of Property:

(NAME)

(ADDRESS)

Other: _____

Signature of Owner, authorizing application (required): _____

(To the Owner: by signing above you affirm that you have read and understand the instructions accompanying this application and that all information you have provided on this application form and accompanying application materials is true and correct to the best of your knowledge.)

Signature of Applicant (if different than owner): _____

(To the Applicant: by signing above you affirm that you have read and understand the instructions accompanying this application and that all information you have provided on this application form and accompanying application materials is true and correct to the best of your knowledge.)

Location of property involved in this request:

Parcel ID # _____ Zoning District _____

Approved by Wastewater Superintendent _____ Date: _____

Approved by City Administrator/P&Z Administrator _____ Date: _____

CHECKLIST

- Completed application
- Fee
- Sewer Compliance Inspection (if SSTS)
- All current City charges paid
- Site plan or survey with the minimum information (unless waived by Administrator)

CITY OF EAST GULL LAKE CONTACT INFORMATION

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