

Minor Subdivision/Boundary Adjustments

General Information

A minor subdivision is a procedure to review land subdivisions or boundary adjustments "to determine if the proposed subdivision is of small size and of minor importance, situated in a locality where conditions are well-defined". If the subdivision or boundary adjustments meet this general criteria, it may be exempted from several of the requirements of a subdivision.

****IT IS THE APPLICANT'S RESPONSIBILITY TO KNOW THE REQUIREMENTS OF THE CITY CODE****

Checklists of required information are provided below for your convenience and must be met before a minor subdivision/boundary adjustment is processed by the City.

Required Information For Sketch Plan

- _____ 1. Sketch of property boundaries showing original parcel and proposed division
- _____ 2. Statement of proposed use of the property

Required Information For Formal Submission

- _____ 1. Application, fee and escrow deposit
- _____ 2. Survey, by a registered land surveyor, of original parcel and proposed division (6 plans 24" x 36" and 25 plans 11" x 17")
 - a. Site location map showing adjacent streets, intersections and curb cuts (driveways) along both sides of all roadways
 - b. Tract boundaries/dimensions of existing and proposed parcels
 - c. North point and engineering scale
 - d. Pipeline and power line or other easements
 - e. Significant drainage and vegetation features
 - f. Proposed general street and lot design and dimensions for future area subdivisions, if necessary
 - g. Proposed wetland, park land, road and trail dedications
 - h. Existing wetland/shorelands
 - i. Existing and proposed legal descriptions
 - j. Existing structures with dimensions from all property lines.
- _____ 3. Statement of proposed use of the property
- _____ 4. Soil test if requested
- _____ 5. Other information as requested by the City staff to accurately reflect existing/future conditions

Submitted Subsequent To City Council Approval

- _____ 1. Deed for land or monetary park dedication requirements.
- _____ 2. Deed dedicating easement, if requested, to the City of Woodbury.
- _____ 3. Deed transferring property. This deed must be stamped with the city seal after the Council approves the survey; then the deed must be brought to the county for recording.

* * NOTE * * Please be aware that there may be area charges and/or utility connection charges which can be applied at the time of division or development of land. The Engineering Department should be contacted to confirm this; call (651) 714-3593. These charges are not the same as assessments.