



Community Development  
Department  
1830 County Road B East  
Maplewood, MN 55109  
(651) 249-2300 | [www.MaplewoodMN.gov](http://www.MaplewoodMN.gov)

**Fee: \$500**

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## LOT DIVISION (3 OR FEWER) FILING REQUIREMENTS

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Please email the following upon submission of your online application, unless waived by the Community Development Director. Applications will not be deemed complete until all supporting documentation and payment have been submitted:

1. [Property Owner Authorization form](#) (if the application is submitted by someone other than the property owner)
2. Site plan drawn to a scale or a certified land survey showing the following (at least one plan must be 8 ½" x 11"):
  - The scale to which the drawing is drawn.
  - A north arrow.
  - The legal description of the land you want to divide.
  - Existing street rights-of-way, railroad and utility rights-of-way, parks and other public open space, permanent buildings and easements within the existing lot and within 100 feet of the lot.
  - Proposed split line(s).
  - The dimensions of all property lines.
  - The proposed use and area of each new lot.
  - The location and widths of proposed utility easements.
  - Areas, other than streets and utility easements, that you intend to dedicate for public use, including their areas.
  - The location of any City-designated shoreland boundaries. Contact a City planner for locations and development restrictions.
3. Application fee of \$500. **This fee is non-refundable.** Payment by credit card can be made upon submission of the online application (a 2.5% convenience fee applies). If you choose not to pay by credit card you may select 'Pay Later' and submit the application; however, a check payment must be submitted to the address above to complete the application.

**Michael Martin, AICP**  
Assistant Community Development Director  
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651-249-2303

**Elizabeth Hammond**  
Planner  
[Elizabeth.Hammond@MaplewoodMN.gov](mailto:Elizabeth.Hammond@MaplewoodMN.gov)  
651-249-2302

**NOTES**

- A certified land survey is not required upon submittal of the lot division application but will be required prior to the City signing your lot division deeds. The City requires most new lots to have drainage and utility easements located on the front and rear ten feet and the side five feet of the lot. These easements must be reflected in the survey. Please contact the Engineering Department at 651-249-2400 with questions regarding utility and drainage easements. In addition, the City requires a certificate of survey reflecting the location of the building for all new construction prior to issuance of a building permit.
- Try to discuss your proposal with adjacent property owners before a formal application is made. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
- Filling or excavating a wetland may require a permit from the watershed district, Minnesota Department of Natural Resources or the U.S. Corps of Engineers. These permits are your responsibility to obtain
- Contact the Building Department at 651-249-2300 for building permit fees. Contact the Engineering Department at 651-249-2400 for sewer, water and park availability charges and for pending, levied or deferred assessments or cash connection charges. Any outstanding assessments or required cash connection fees must be paid before the City signs the lot division deeds. All other fees are required before a building permit will be issued.
- Refer to the City subdivision ordinances for lot standards. (Copies are available from the Community Development Department.)



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## **LOT DIVISION (3 OR FEWER) PROCEDURE**

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1. Submit the application using the [Accela Citizen Access portal](#).
2. City staff will review your request administratively, with no formal City hearings required unless a variance is needed. This process generally takes one month.
3. City staff will send you a letter informing you whether your application has been approved or not. The letter will explain all conditions of approval.
4. After you have completed all the conditions for approval, you may bring your survey (if the property is to remain in your possession) or warranty deeds (if the property is to be deeded to someone else) to the Community Development Department for a city planner to sign. You will then be required to record the survey or the deeds with Ramsey County. The County will not accept a survey or deed for recording unless someone from the City has signed it and all property taxes for all the properties have been paid for the entire year. Verification of county recording of the lot division is required prior to the City issuing a building permit for the new lot.