

## **LOT CONSOLIDATION/LOT LINE ADJUSTMENT**

### **ZONING CODE: 152.050 – 152.054**

### **Lot Consolidation/Lot Line Adjustment Process**

#### **Purpose:**

The lot line adjustment/consolidation process combines multiple lots into one parcel or adjusts a common lot line affecting existing parcels. Parcels resulting from these procedures must be consistent with all Zoning Ordinance requirements and other applicable regulations. Lot consolidation is required to be completed prior to application for and issuance of a building permit. In areas where property lines are not well defined, or where lots are irregular in shape and/or are included in more than one plat, the City may require that lot consolidation occur through the major subdivision platting requirements as outlined in the City's Subdivision Regulations.

#### **Qualification**

1. *Lot Consolidation:* Two or more parcels, whether recorded or platted lots or not, must be consolidated into one parcel.
2. *Lot Line Adjustment:* A lot line may be adjusted by relocating a common boundary.
3. *Rezoning:* If an adjustment or consolidation would cause one for the parcels to have two different zoning classifications, the Applicant must rezone the property to achieve a consistent classification for the newly created parcel(s).

#### **Information Required for Lot Line Adjustment/Lot Consolidation**

The Applicant shall submit one electronic copy and one paper copy of all required information to the City. If electronic copies are not available, the Applicant shall submit one large scale copy. The Applicant shall submit:

1. A certificate of survey prepared by a registered land surveyor for all parcels involved. The following information must be included:
  - a. Scale not less than 1 inch = 100 feet
  - b. North point indicator
  - c. Original and proposed lot boundaries
  - d. Existing and resulting parcel legal descriptions
  - e. Location of all existing structures on each site
  - f. Proposed driveway locations
  - g. Existing and proposed easement locations
  - h. Environmental constraints of the site
  - i. Existing and proposed utilities
2. A title search showing ownership of the property and any deed restrictions.

3. Submitted Application Fee per the current City Fee Schedule.
4. A signed financial bill-back agreement that consents to the Applicant being billed by the City for all legal, engineering and administration costs pertaining to the City review of the application.
5. Additional information as outlined in the Preliminary Plat submittal requirements, as required by the Community Development Department.
6. *Staking*: The City may require that the existing and proposed lot corners be staked at the site in such a manner that they are visible from the road to allow review by the City. The stakes may be required to remain in place for the duration of the application and review process.
7. For good cause, some requirements may be waived by the Zoning Administrator.

### **Filing and Review of Application**

1. Before any contract is made for the sale of any part thereof, or before any permit for the erection or structure on such proposed property shall be granted, the owner or authorized agent shall file an application and secure approval of a lot consolidation or lot line adjustment.
2. Community Development staff shall review the application and may require information to determine conformance with the City of Forest Lake Comprehensive Plan, Zoning Ordinance, Airport Zoning Regulations, and official map. Community Development staff shall give final approval. In reviewing the application, City staff may request comments from City consultants, including but not limited to the City Engineer and City Attorney. Applications may be submitted to the Planning Commission if deemed necessary by City Staff.
3. Applications shall be reviewed within 60 days unless a request for additional review time is made to the Applicant by City Staff.
4. Requests for additional review time shall be made to the Applicant in writing, either by letter sent by US Mail, or via email.
5. The City Council shall serve as the Board of Adjustment and Appeals if the application for lot line adjustment or lot consolidation is denied by Community Development staff.

### **Lot Consolidation/Line Adjustment Agreement**

Once the application is approved by the City, a lot consolidation or line adjustment agreement prepared by the City Attorney shall be executed by all affected parties, approved by the City of Forest Lake City Council (usually on the consent agenda) and recorded in the Office of the Washington County Recorder.

### **Recording**

1. *Deadline*: The Applicant shall record the executed agreement(s) in the office of the Washington County Recorder within 120 days of approval. If not recorded within the 120-day period, the agreement shall be null and void.
2. *Copy to the City*: Upon receipt of the recorded document, the Applicant shall furnish the City Clerk with a copy showing evidence of recording.
3. *Building Permit*: The City shall not issue building permits for the construction of any structure on any affected lots until the City has received evidence of recording of the agreement.