

**Save This Packet For Your Information**

**MINOR SUBDIVISION  
INFORMATIONAL HANDOUT**

**City of Shakopee  
129 S. Holmes Street  
Shakopee, MN 55379  
952-233-9300**

**MINOR SUBDIVISION PROCESS  
INFORMATIONAL HANDOUT  
LAND DIVISION ADMINISTRATION  
CITY OF SHAKOPEE**

**When Minor Subdivisions are Allowed:**

The Minor Subdivision process is an administrative process that does not require a public hearing. An administrative review by the City's Planning, Utilities, and Public Works Department is performed instead of a public hearing. It can be used in the following situations, as described in Section 12.08 of the City Code.

1. A platted, recorded lot is being split into a maximum of 5 lots, or
2. A maximum of five lots are being combined into 4 or fewer lots, or
3. Where common boundaries between lots are being located.

However, the City Planner may require the normal preliminary and final platting procedures for any reason, such as complexity or special circumstances.

**When Minor Subdivisions are NOT Allowed:**

In certain cases that meet the above criteria, the regular preliminary and final platting procedures must be followed. The Minor Subdivision process is **NOT** allowed in the following situations:

1. When the minor subdivision proposes the division of property zoned for commercial, industrial, business park or major recreation use (added Ord. 625, April 25, 2002).
2. Where the subdivision includes a change in existing streets, alleys, water, sanitary or storm sewer, or other public improvements.
3. Where additional right-of-way needs to be dedicated, and the right-of-way has not previously been deeded to the City.
4. Where easements need to be changed for the subdivision, and the appropriate changes have not been made through vacation and/or deeding of easements to the City.
5. Where new streets, utilities or other public improvements will be needed other than to directly serve the lots created and to provide a direct connection to an existing and approved system.
6. Where the proposed minor subdivision involves unusual elements, policy decisions, that the Planner determines require detailed review. (Amended, Ord. 608, August 30, 2001)

## **Application Review**

When it is determined that the Minor Subdivision meets all City Code requirements, the Community Development Department will notify the applicant.

**PLEASE NOTE:** Applicant will need to pay recording fee upon completion and review. Deeds must also be prepared and provided to the City at that time if applicable.

## **Additional Information**

If you have any questions regarding the Minor Subdivision process, please contact the Shakopee Community Development Department at (952) 233-9300.

### **MINOR SUBDIVISION APPLICATION CHECKLIST**

Submittal must include the following information in order to be considered an Application for a Minor Subdivision. Check all boxes under the “Applicant Submitted” column indicating completion of the corresponding requirement. If the listed requirement is not applicable, please note the reason(s) in the left hand margin.

Applicant  
Submitted

City  
Received

1. Completed Minor Subdivision Application and Fee Paid.
2. Complete legal description of the property, including evidence of ownership or an interest in the property.
3. Survey of lot or lots as they exist before the Minor Subdivision, and a survey of the proposed lot or lots.
4. The Developer shall submit proof that any additional easements required by the City have been granted, and that any conflicting easements have been vacated.
5. Other information as required by Community Development Department Staff.