



## **CITY OF INVER GROVE HEIGHTS**

8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
(651) 450-2545  
www.ighmn.gov

### **ADMINISTRATIVE SUBDIVISION**

City Code Title 11, Chapter 1, Article 7-2

The administrative subdivision procedure may be utilized only for the following types of property division requests:

- a. The creation of parcels of 20 acres in area, or greater, that are at least 500 feet in width in an "A", "E" or "R" Zoning District.
- b. The creation of parcels of 5 acres in area with a minimum lot width of 300 feet in all "P", "B" and "I" Zoning Districts.
- c. The creation of cemetery lots.
- d. Property line adjustments resulting from Court Orders.
- e. Property line adjustments that do not result in the creation of an additional parcel of land. All parcels involved must continue to meet all dimensional, area and setback requirements of the zoning district in which the properties are located, in accordance with Title 10, Zoning Regulations.
- f. The division of one or more lots platted into lots and block and designated in a subdivision plat on file and of record in the office of the county auditor or the county recorder into one or more separately described tracts; or the consolidation of two (2) or more such platted lots or parts thereof into one or more tracts, in accordance with City Code Section 11-1-7-1.

### **INSTRUCTIONS**

The following must be submitted prior to review and processing a request. If you have any questions, please contact the Planning Department at 651-450-2545.

- A completed Planning Application Form with the appropriate fees.
- A written narrative clearly describing the request.
- For single family residential subdivisions, a park dedication fee of \$3,850 per lot is required for each resulting new buildable lot. For multi-family residential subdivisions, commercial subdivisions, and all other zoning districts, the park dedication fee varies. See Title 11, Chapter 4, Section 6 of the City Code.
- Submit one full-size paper copy or electronic copy of a survey showing the following:
  - Boundaries of the existing parcel of record and the proposed parcels
  - Dimensions and areas of the proposed or affected parcels
  - Legal description of existing parcel of record and proposed legal descriptions of resulting parcels or all parcels to be affected by the administrative subdivision in Word format.



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## PLANNING APPLICATION FORM

### SECTION 1 APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

### SECTION 2 SITE & PROPERTY OWNER INFORMATION

Site Address: \_\_\_\_\_ County Tax PIN: 20-\_\_\_\_\_  
Legal Description (or attach separately): \_\_\_\_\_  
\_\_\_\_\_  
Owner Name (If different from above): \_\_\_\_\_  
Owner Email: \_\_\_\_\_  
Owner Mailing Address: \_\_\_\_\_

### SECTION 3 APPLICATION TYPE

_____ Variance	_____ Conditional Use Permit	_____ Major Site Plan Review
_____ Rezoning	_____ Preliminary Plat	_____ Planned Unit Dev
_____ Comp Plan Amendment	_____ Final Plat	_____ Zoning Code Amendment
_____ Waiver of Plat	_____ Admin Sub	_____ Other: _____

### SECTION 4 OTHER INFORMATION

Attach the written description, plans and other required documents (See Petitioner's Instructions.).  
*I attest that the information contained in this application is true and correct to the best of my knowledge.*

**APPLICANT SIGNATURE:** \_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_

OFFICE USE ONLY	
Case Number: _____	Planning Review Committee Date: _____
Date Accepted: _____	Planning Commission Date: _____
Accepted By: _____	Park & Rec. Commission Date: _____
Receipt #: _____	City Council Date: _____
Escrow #: 702-229. _____	<b>60 Day Deadline:</b> _____

<b>REQUEST TYPE</b>	<b>BASE FEE</b>	<b>ABSTRACT FEE</b>	<b>GIS FEE</b>	<b>ESCROW*</b>	<b>TOTAL</b>
Administrative Subdivision	\$200		\$25/lot		\$
Comprehensive Plan Amendment	\$500		\$50	\$2,500	\$
Comprehensive Plan Amendment - Minor	\$200			\$250	\$
Conditional Use Permit	\$500	\$52		\$6,000	\$
Conditional Use Permit - Amendment	\$150	\$52		\$1,000	\$
Conditional Use Permit - single-family residential	\$250	\$52			\$
Determination of Substantially Similar Use	\$200			\$200	\$
Final Plat - single family	\$500	\$52	\$25/lot	\$6,000	\$
Final Plat - other (i.e. Commercial or Industrial)	\$200	\$52	\$100/acre	\$6,000	\$
Interim Use Permit	\$500	\$52		\$1,250	\$
Major Site Plan Review	\$500			\$6,000	\$
Non-Conforming Use Certificate	\$500	\$52		\$1,250	\$
Northwest Area Environmental Studies Fee (Paid with Final Plat/PUD in NWA)	\$80/gross acre				\$
Northwest Area Sketch Plan Review				\$1,000	\$
Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$52		\$6,000	\$
Planned Unit Development (PUD) - Final	\$500	\$52		\$6,000	\$
Planned Unit Development - Amendment	\$250	\$52		\$2,000	\$
Preliminary Plat	\$500 + \$5 per lot			\$6,000	\$
Rezoning	\$500		\$50	\$500	\$
Street Dedication	\$150	\$52	\$50		\$
Street/Easement Vacation	\$150	\$52	\$50	\$500	\$
Variance	\$200	\$52			\$
Waiver of Plat	\$300	\$52	\$25		\$
Wetland Replacement Plan	\$200		\$100/acre	\$2,500	\$
Zoning Code Amendment	\$500			\$500	\$
Zoning Code Amendment - Minor	\$100			\$250	\$
Zoning Interpretation Appeal	\$500			\$1,000	\$
<b>TOTAL CUMULATIVE FEES</b>	<b>\$ Code "AV"</b>	<b>\$ Code "AV"</b>	<b>\$ Code "CB"</b>	<b>\$ Acct. #</b>	<b>\$</b>

\*The above escrow amounts represent the minimum deposit required. Additional escrow amounts may be required depending upon the size, complexity, and scope of project.

**CITY OF INVER GROVE HEIGHTS, MINNESOTA  
PLANNING DIVISION**

PROPERTY ACCESS CONSENT FORM

This is to certify that on \_\_\_\_\_, 20\_\_\_\_, I, \_\_\_\_\_,  
owner of property described as follows (address or legal description):

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filed a request, (or authorized, by my signature, the filing of a request) with the Inver Grove Heights Planning Division for \_\_\_\_\_ on the described property. By filing the above referenced request, I hereby consent to permit access to said property, at any reasonable time, to members of City Staff, the Planning Commission, and the City Council for purposes of viewing the site and information gathering that is pertinent to the request.

\_\_\_\_\_  
Property Owner

Dated: \_\_\_\_\_

(Please return this completed form to the Planning Division at the time of application for your planning request. If the Consent Form is not returned with your Planning Application Form, it will be assumed that you do not wish to grant access to your property for the stated purpose. A copy of the Consent Form will be retained in the planning file relative to your case. The consent granted by virtue of this form expires upon final City Council action relative to your request.)

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**OFFICE USE ONLY**

Case No: \_\_\_\_\_

Applicant: \_\_\_\_\_



**Dakota County Administration Center ♦ 1590 Hwy. 55, Hastings, MN 55033**  
**651.438.4381 ♦ Fax 651.438.8176 ♦ [www.co.dakota.mn.us](http://www.co.dakota.mn.us)**

DAKOTA COUNTY PROPERTY TAXATION & RECORDS

SUBDIVISIONS, BOUNDARY ADJUSTMENTS, TAX PARCEL SPLITS

To complete an Administrative Subdivision or Boundary Line Adjustment, once the city or township has issued a letter of approval, the County requires the current year taxes & any delinquent taxes to be paid in full on all parcels involved. (MN Statute 272.121)

When adjustment is made between existing parcels with **different** owners, there must be deeds accompanying the approval letter for the property involved. A subdivision approval or boundary line adjustment does not convey title to the property.

If the parcels involved are owned by the same party, the letter from the city, payment of all taxes required and a written request from the owner to proceed with the subdivision is sufficient.

651-438-4381  
Dakota County Property Taxation & Records Dept