

# City of Cloquet Administrative Adjustments

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## ***Procedure for Processing a Lot Split***

- ❑ The lot, prior to being split shall be a legal lot with a separate tax identification number.
- ❑ The proposed lot and the remaining lot shall both meet:
  - Minimum lot size
  - Minimum road frontage
  - Maximum impervious area
- ❑ If there is an existing structure on the original lot, the lot split shall not create a lot line closer to the structure than permitted by setback requirements.
- ❑ If the lot split has municipal sewer and water available then it shall serve the lot. The proposed lot shall have utilities installed with approval and inspection by the City as needed.
- ❑ If the new lot will not be served by city sewer and water, then the applicant shall provide information providing evidence that the lot has suitable soils to support two standard septic systems.
- ❑ Two copies of a survey prepared by a registered land surveyor containing the following information:
  1. The original property description and the proposed legal descriptions of the proposed lots.
  2. Proposed new property lines with the dimensions noted.
  3. Proposed use and driveway locations on the lots.
  4. Location of all structures and distances from existing and proposed lot lines.
- ❑ A completed application form and documents demonstrating the subdivider has sufficient interest in the property to apply for an Administrative Adjustment.
- ❑ Both the new lot and the remainder of the existing lot shall dedicate any required drainage and utility easement and road right-of-way as requested by the City.
- ❑ All City ordinances shall be followed and any other information deemed necessary shall be provided.
- ❑ Filing Fee.

## **Next Steps**

- The City will put together a Certificate of Lot Split based on information provided.
- The applicant or their representative will take the Certificate along with the appropriate deeds to Carlton County for appropriate filing and recording. There will be a fee for this.
- The Certificate is good for 6 months from the date of approval.