



City of Kasson
 401 Fifth Street S.E.
 Kasson, MN 55944-2204
 507.634.7071
 (Fax) 507.634.4737
www.cityofkasson.com

Minor Subdivision Application – Supplemental Information

This form provides information related to the procedures and requirements for a Minor Subdivision Application with the City of Kasson. For full information on Minor Subdivisions, please refer to § 153.050 - .054 of the City Code.

Date Submitted: _____

Planning Case Number: _____
 (City will fill out)

Pre-Application Meeting Date: _____

A pre-application meeting with the City of Kasson Zoning Administrator pursuant to § 153.016 is recommended, but not required, prior to submitting a Minor Subdivision application.

Criteria for a Complete Submittal:

Submit three (3) printed copies and one (1) digital (PDF or Similar) copy to the Zoning Administrator of the following:

<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	Evidence of ownership or enforceable option on the property
<input type="checkbox"/>	A certificate of survey of the existing property with an accurate boundary description of the property.
<input type="checkbox"/>	A certificate of survey of the proposed property with an accurate boundary description of the new lot(s). <ul style="list-style-type: none"> • The certificate of survey for filing or recording shall be drawn at current acceptable engineering design standards with a scale. • The certificate of survey shall measure no less than eight and one-half inches by 11 inches. The certificate of survey shall be drawn to a scale not greater than 100 feet to the inch unless another suitable scale is approved by the City Engineer. (Example: one inch equals 200 feet would be unacceptable.)
<input type="checkbox"/>	Site plan of the property showing: <ul style="list-style-type: none"> • Locations and dimensions of existing features, such as structures, impervious surfaces, trees, fences/retaining walls, waterbodies and wetlands; all such elements shall also include an indication if they are proposed to remain or be demolished. • Proposed subdivision of the property, with dimensions of the new lots showing lot area, lot width, and setbacks.

Criteria for Review:

In making the determination, whether or not the minor subdivision is to be allowed, the City Council shall make the following findings:

- *The proposed subdivision is not in conflict with the Comprehensive Plan of the City.*
- *The proposed subdivision will not disrupt the character of the neighborhood.*
- *The proposed subdivision does not result in the creation of a substandard (non-buildable) lot, according to the current zoning classification.*