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21 Second Street SE, Chatfield, MN 55923

507-867-3810

Land Conveyance Application Form

Name of Applicant: _____

Address of Applicant: _____
Street City Zip

Telephone Number: _____ Fax Number: _____

Email: _____

Property address for the land conveyance: _____

Key Dates:

_____ Pre-Application Meeting
_____ Submittal Date (7 days) prior to City Council Meeting
_____ City Council Consideration Date
_____ Date Approved or Denied

Checklist for the submittal package:

- _____ Signed and dated application form
- _____ One (1) letter explaining the purpose for conveying the area
- _____ Surveyor's Certificate
- _____ Legal Description
- _____ Map of land to be conveyed
- (See attached sheet for a detailed outline of these requirement)

Signature of Property Owners: _____

Date: _____

Land Conveyance - Criteria Chatfield Zoning Code - Section 111-12

Criteria for approving a conveyance of a portion of a platted lot or a portion of an unplatted parcel is as follows:

1. Portion of Platted Lot

On application of the owner, the city council may approve a conveyance of a portion of a platted lot under the following circumstances if, in each instance, the new and residual parcels of land which would result from the conveyance meet the frontage and area requirements of chapter 113:

- a. When it is desired to detach a portion of a platted lot and add it to an adjoining plated lot.
- b. When it is desired to divide two platted lots into not more than three parcels, and the dedication of public utility easements and street-right-of-way is not involved.
- c. When it is desired to divide one platted lot into not more than three parcels, and the dedication of public utility easement or street right-of-way is not involved.

2. Unplatted Land

On application of the owner filed with the zoning administrator, the city council, by resolution, may approve a conveyance by metes and bounds if it is determined that the following conditions exist:

- a. That the restriction against such conveyance will create an unnecessary hardship.
- b. That such conveyance will not interfere with the purposes of the subdivision regulations.
- c. That the dedication of public utility easements or street rights-of-way is not involved.
- d. That such conveyance involves the division of a parcel into not more than three separate parcels.
- e. That the new and residual parcels of land which would result from the conveyance meet the frontage and area requirements of chapter 113.