

APP # _____
Date _____
(for office use only)

**CITY OF MOTLEY
APPLICATION FOR LOT LINE ADJUSTMENT**

Name of Applicant _____ Phone _____

Mailing Address _____ Local Phone _____
(if different than above) *(if different than above)*

City, State, Zip _____

List all parcel numbers and property addresses involved in the lot line adjustment and have relevant property owners sign, authorizing the application (required – attach separate page if necessary):

Parcel Number:	Property Address:	Property Owner Signature:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Legal description of all properties involved in this request (attach separate page if necessary):

****You must attach a sketch drawing or survey indicating the proposed adjustments to property lines. The sketch or survey must be sufficient to determine compliance with the requirements of the Land Use and Subdivision Ordinance of the City of Motley. See attached instructions.**

Read and Initial (required):

When costs to the City involved in processing and reviewing an application exceeds the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees, and other professional services the City may need to retain in reviewing permits. When applying for a permit through the City of Motley, you may be charged additional fees. If you have questions regarding your permit and need to contact Hometown Planning, you may be charged up to \$100.00 per hour in additional fees. You are liable for paying the fees. If the fees are not paid prior to the approval of your permit, these additional fees may be assessed to your property taxes. Please initial and date after reading.

Applicant must initial: _____

CITY OF MOTLEY
LOT LINE ADJUSTMENT CHECKLIST

APPLICATION:

Applicants shall file an application for review and approval by the Township Zoning Administrator according to the following:

Complete Submittal. The complete submittal shall include:

1. A completed application for a Lot Line Adjustment on forms available from the City;
2. A minimum of two (2) copies (no larger than 11" x 17") of a scaled site drawing as described below;

Scaled Site Drawing.

- A. A north arrow.
 - B. Current property boundaries.
 - C. Proposed new property boundaries with dimensions noted.
 - D. Proposed legal description of the parcel(s) after the proposed adjustment. Contact a licensed surveyor, attorney or real estate professional (i.e. title company) for assistance.
 - E. Show all existing structures, sewage treatment systems, wells and their distance to the proposed property boundaries.
 - F. Location of any existing tile lines, abandoned wells or sewer systems, drainage ways, waterways, watercourses, lakes, wetlands and the toe and top of any bluffs present. When applicable, the ordinary high water level and 100-year flood elevations shall be shown.
 - G. Location of a primary and an alternate site for individual sewage treatment systems (if not served by City sewer).
3. The appropriate application fee (see City Fee Schedule) to cover review costs. ***This fee does not cover any Building/Land Use Permits which may be necessary separately if new structures are requested. Note that if the City incurs costs associated with the review of your application beyond that of the initial application fee, you will be charged for the additional costs prior to approval of your request.***

REVIEW:

Zoning Administrator Review. The Zoning Administrator shall review the application to ensure compliance with all applicable rules and regulations of the Land Use and Subdivision Ordinance and issue a letter of approval to the applicant.

Review Period. The Zoning Administrator shall take action on the application within sixty (60) days after receiving the completed application unless additional time is necessary, in accordance with state law.

CITY OF MOTLEY CONTACT INFORMATION

City of Motley: 316 Highway 10 South
PO Box 66
Motley, MN 56466

Phone: 218-352-6200

Fax: 218-352-6092

Email: cityofmotley@brainerd.net

Planning and Zoning Administrator: Hometown Planning
324 Broadway Street
Suite #101
Alexandria, MN 56308

Phone: 320-759-1560

Toll Free: 888-439-9793

Fax: 888-439-9793

Email: oleson@hometownplanning.com

The City of Motley Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on the Hometown Planning website at www.hometownplanning.com.