

## MINOR SUBDIVISION (SIMPLE LOT DIVISION)

### APPLICATION SUBMITTAL CHECK LIST

- Application completed and signed by applicant and property owners.
- Provide the property identification number and complete legal description of the property. This information can be obtained from the Washington County Assessor's office (651-430-6090).
- Attach a written narrative explaining the reason for the application.
- Submit five 24" X 36" plan sets prepared by registered land surveyor meeting all requirements of the Subdivision Ordinance (City Code Title 11-2-8).
- Submit ten 11" X 17" and one 8½" X 11" reductions of all maps/exhibits.
- Provide plans in a .pdf format via CD or e-mailed to [kdennis@cottage-grove.org](mailto:kdennis@cottage-grove.org).
- If applicable, drainage and grading plans and drainage calculations must be submitted to the South Washington Watershed District, 8301 Valley Creek Road, Woodbury, MN 55125. Watershed approval is required prior to issuance of a grading permit.
- Submit the \$300.00 application fee plus the \$2,000.00 escrow deposit.

### APPLICATION REVIEW PROCESS

- Submit application, exhibits, narrative explaining the reason for the application, and the application fee and escrow deposit.
- The City will notify property owners within 500 feet.
- The City will publish the public hearing notice.
- Planning Commission holds public hearing.
- Planning Commission and staff's recommendations forwarded to City Council.
- Action by City Council.
- The City records the resolution at Washington County.
- Applicant must record subdivision prior to obtaining building permit for subdivided lots.