

SECTION 7 - ADMINISTRATIVE SUBDIVISIONS

Subdivision 1: Purpose	1
Subdivision 2: Restrictions	1
Subdivision 3: Submission Information	2
Subdivision 4: Procedure	2

Subdivision 1: Purpose

Administrative Subdivisions will allow an adjustment of a common boundary line, by administrative approval, which will not change the use of the land.

Subdivision 2: Restrictions

- A. The following criteria will be followed when approving Administrative subdivisions:
1. Administrative Subdivisions cannot be done on Torrens Property and are only permitted on metes and bounds parcels.
 2. Administrative Subdivisions will only be allowed in the General Rural District and Agricultural District.
 3. A new property line location is needed due to a conflict or inconsistency with the legal description and / or the actual lines of possession of an adjoining parcel of record.
 4. No lot may be reduced by more than 50% of its original lot size. The property line adjustment may not result in any lot or parcel becoming a substandard lot.
 5. The split shall not reduce the lot width to a non-conforming width for that zoning district or for shoreland regulations.
 6. Undeveloped platted lots should be replatted and not be altered administratively.
 7. The lots or parcels to be divided and / or combined may not be in different sections if they are also in different school districts or taxing jurisdictions.
 8. If the Zoning Administrator feels that the split is too complicated, platting or a registered land survey may be required.

B. An Administrative Subdivision may only be considered if:

1. The transfer does not create any additional building lots.
2. The transfer does not require creation or altering of public road right-of-ways.

Subdivision 3: Submission Information

The applicants must submit to the Zoning Administrator, copies of a Certificate of Survey prepared by a licensed Land Surveyor. Included with the survey should be the existing legal description, the description of the property to be transferred and proposed new legal descriptions, along with an explanation of the practical difficulties which led to the request.

Subdivision 4: Procedure

A. Application

1. The required information must be submitted to the Zoning Administrator, along with the required fee if applicable. The Zoning Administrator may request additional or clarifying information.

B. Notification of Decision

1. Upon submission of all required information, the Zoning Administrator shall, notify the applicants whether the subdivision is approved or denied. If denied, the Zoning Administrator shall supply written reasons for the decision.

C. Recording

1. If approved, the applicant must provide transfer deeds to the Zoning Administrator within 60 days of approval. The Zoning Administrator must stamp and sign the deeds as approved before the documents can be recorded by the County Recorder.