



Lot Split with Variances

A request to combine or divide a lot cannot be approved administratively by City staff if the request needs variances to any zoning or subdivision requirements. A variance is a modification or change from the requirements in the code such as not meeting the required 75 foot x 120 foot lot dimensions or 10,000 square feet minimum lot size. The request must go to the Planning Commission and City Council for approval.

Process

- Step 1: Submit the application, fee, and required information (see below)
- Step 2: Staff reviews the submission and makes a determination if the application is complete and what variances are needed. If the application is determined incomplete a letter will be sent notifying the Applicant of the missing information.
- Step 3: Application is reviewed by affected agencies such as the watershed district, city engineer, county or state transportation departments, etc.
- Step 4: Staff will prepare a report of the request and place the item on the next available Planning Commission meeting. Applications must be received 39 days before the meeting to provide time for agency review.
- Step 5: Public hearing notices are mailed to all property owners within 350 feet of the property in question by the Community Development Department and published in the Anoka County Union 10 days prior to the meeting.
- Step 6: The Applicant or their representative attends the Planning Commission public hearing. The Planning Commission shall consider if the proposed use is consistent with the general purpose and intent of the Zoning Ordinance and Comprehensive Plan. They will measure the request against the criteria stated above. The Commission will hear testimony from anyone wishing to speak for or against the request. At this time the Applicant or their representative should speak to their request.
- Step 7: The Planning Commission recommendation of approval, denial, or approval with conditions will be forwarded to the next available City Council meeting. Conditions of approval may be attached to mitigate any negative effects the variance may have. Conditions that are added must bear rough proportionality to the impact created by granting the variance.
- Step 8: The City Council will consider the application, staff report, and Planning Commission recommendation and make a final decision of approval, denial, or approval with conditions.
- Step 9: If approved, the resolution will be published in the Anoka County Union. Ten days after the approval by the City Council, the Applicant may proceed with the proposed work after all necessary building permits and conditions of approval have been completed.

Step 10: Once approved by staff, Applicant can pick up signed deeds and a copy of the site plan.

Step 11: Applicant takes deeds to the County Recorder's Office to record the approved deeds. A filing fee is also required; please check with the Recorder's Office for the current filing fee. The deeds must be recorded within one (1) year or the variance will expire.

Required Information

- Planning and Zoning Application
- Evidence of Ownership or an Interest in the Property
- Required Fee (non-refundable)
- Three Scaled Maps
 - Scaled or dimensioned
 - North Arrow
 - Original boundaries and proposed
 - Location of all structures on site
 - Proposed and existing driveway locations
 - Existing and proposed easement locations
 - Existing and proposed utility locations
- Two Deeds of New Legal Description
- Electronic plans may be required as directed by staff
- Other necessary information as required by the Community Development Department

Meetings

As noted above, there are two required meetings for a variance. The first is the Planning Commission, a seven member appointed board of community residents. Meetings are held the first Tuesday of the month at 7:00 pm in the Council Chambers at City Hall. Following this meeting, the request will be heard by the City Council at their meeting on the third Monday of the month at 7:00 pm and make a final decision.

Additional information can be obtained by calling the City of Anoka Planning Department at 763-576-2720.