



D E P A R T M E N T O F

Community Development

5200 85th Avenue North
Phone (763) 424-8000

Brooklyn Park, Minnesota 55443
Fax (763) 493-8391

How to Request a Duplex/Twinhome Split (Waiver of Platting)

A duplex or side-by-side double bungalow can be converted into a twinhome (two-family attached home) through a process called a **Waiver of Platting**. A traditional duplex or side-by-side double bungalow has two living units, separated by a common wall, on one piece of property. Through the Waiver of Platting process, each unit would be on its own lot, now having the opportunity for two owner-occupied units.

- Pre-Application Meeting:** This meeting should be scheduled with the Planning Staff prior to the application submittal. The purpose of this meeting is to be advised on how the City's policies and plans might affect the project and to assign a staff representative to help you coordinate your application.

APPLICATION INSTRUCTIONS:

- Application Fee:** Check payable to the "City of Brooklyn Park." The non-refundable application fee for a Twinhome Waiver of Platting is **\$100.00**. There is also an escrow deposit of **\$350.00**, which is used to pay for City staff time spent reviewing the application and legal notices. Any remainder of the escrow will be returned to you.
- Signed Application:** Include authorization from the property owner on the application form or by attached letter of authorization, if an agent signs the application.
- Certificate of Survey:** Three (15) sets of 11" x 17" or smaller size drawings are required. All drawings shall include the following:
1. A licensed surveyor must professionally prepare the survey.
 2. Standard engineering scale required. A graphic scale shall be provided on all plans.
 3. Date of preparation, revision dates, if any.
 4. Name and address of owner(s) and/or petitioner(s) and the surveyor.
 5. Legal description of existing parcel and proposed parcels.
 6. Individual lot area calculations.
 7. Boundaries of survey and all lot dimensions.
 8. Location and names of all existing or platted streets, railroads, drainage, access, utility rights-of-way, and/or easements of public record.
 9. Location of all man-made objects within the survey area, including setbacks of the principal structure from all property lines.
- Covenants:** Covenants are required on all twinhomes in the City. These covenants clarify common maintenance concerns and establish cross easements for some utilities. Basic covenants are available from City staff. Applicants are encouraged to consult an attorney for all legal advice.

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Firewall & Utilities: Each twinhome must be protected by a minimum one-hour rated wall. Additionally, each twinhome unit must have independent water and sanitary sewer service. Permits are required for construction. If you have any questions in regards to building codes and permits, please contact the Building Inspections Division at (763) 488-6379. If these items are not up to code, corrections must be made before the property division can occur.

Reference the "2000 International Residential Code" (2000 IRC), SECTION R302 *Exterior Walls* and APPENDIX K *Sound Transmission Class (STC)* for a rating of 45 (for each wall). See "Gypsum Association Fire Resistance Design Manual, 16th Edition" or "Underwriters Lab" for wall assembly designs.

PROPERTY OWNER'S LIST: A list of property owners within a 500-foot radius of the subject property will be created by the City of Brooklyn Park as required by State Statutes. A fee of \$1.50 per name will be charged against the escrow account. This list will be used to notify the surrounding property owners of the proposed property division. *If the subject property is within 500 feet of the city limits, the applicant must provide a list of property owners in the adjacent city. This list can be obtained by calling the Hennepin County Auditor, Property Description Office, 6th Floor Administration Tower, Hennepin County Government Center (612-348-3271).*

PROCESS

Once the application has been received by the Planning Department and found to be complete, a public hearing will be scheduled before the Planning Commission. At the conclusion of the hearing, the Planning Commission will forward a recommendation to the City Council, which will make a final decision on the request.

The entire review and approval process is approximately two months. Factor additional time if any modifications are necessary for building code compliance.

ADDITIONAL CONTACTS

Consult your mortgage company or lender and home insurance agent for additional information. They may have specific requirements as well based on your financing or insurance policy.