



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

# Community Development

## Planning Division

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## How to Request a Variance to the Subdivision Ordinance (Waiver of Platting)

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A Variance to Subdivision Ordinance (Waiver of Platting) application is required when previously platted land is to be subdivided into two or more lots.

The **first step** in the process is to contact the Department of Planning and Development. The Planning Staff will discuss the potential use of the land and the Zoning and Subdivision Ordinance development standards. If you choose to pursue a Variance to Subdivision Ordinance (Waiver of Platting) request, a pre-application meeting should be arranged with the Planning Staff.

**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. **The applicant is responsible for understanding City Ordinances Chapter 151 "Subdivision Regulations" and requirements; and Chapter 152 "Zoning Regulations"; specifically right-of-way dedication, park land dedication, bonding, street lights, sidewalks, yard trees, curb and gutter, etc.**

Based on this meeting, a decision can be made whether to submit a formal Variance to Subdivision Ordinance (Waiver of Platting) application. The Planning Staff will also try to advise you of other potential governmental jurisdiction involvement. The following items must be brought to the pre-application meeting:

1. The location of the property.
2. Any preliminary plans developed for the property.

To avoid any potential delay in processing plans or applications, it is advisable to submit the application several days prior to the official deadline. No application will be scheduled for a Planning Commission Public Hearing until all required information is submitted.

### APPLICATION INSTRUCTIONS:

**Application Fee:** Check payable to the "City of Brooklyn Park." The non-refundable application fee for a Variance to Subdivision Ordinance (Waiver of Platting) is \$350.00. There is also an escrow deposit of \$500.00, which is used to pay for City staff time spent reviewing the application. **Please note that additional escrows and sureties will be required for on (and off) site improvements after approval and prior to release of the Variance to Subdivision Ordinance (Waiver of Platting).**

# VARIANCE TO SUBDIVISION ORDINANCE (WAIVER OF PLATTING)

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**Signed Application:** Include authorization from the property owner on the application form or by attached letter of authorization if the application is signed by an agent.



**Certificate of Survey:** Four (4) sets of full size prints and ten (10) sets of half-size (11" x 17"), **ALL FOLDED** to 82" x 11". Additional drawing submittals may be required for the Planning Commission and/or City Council meetings. All drawings shall include the following:

1. Standard Engineering scale required. A graphic scale shall be provided on all plans.
2. Date of preparation, revision dates, if any.
3. Name, address, telephone number of developer(s), owners(s) and/or petitioner(s), subdivider, surveyor and/or designer.
4. Legal description (also for each new parcel) and current property identification number(s).
5. Gross area, number of lots with individual lot areas and density calculations.
6. Boundaries of survey and all lot areas to be fully dimensioned (scaled or calculated).
7. Location, widths and names of all existing or platted streets, railroads, drainage, access, utility rights-of-way and/or easements of public record.
8. Location of all man-made objects within the survey area.
9. Existing and proposed sewer and water lines, line sizes, valve locations, hydrants and manholes and indicate proposed sewer flow direction by arrows.
10. Adjoining subdivisions (name) and boundary lines.
11. Topography by contour (existing/proposed) shows at two foot intervals or sufficient number of spot elevations to establish topography.
12. Drainage patterns. All natural and proposed drainage patterns shall be shown by coded flow arrows; location of all catch basins.
13. All other necessary items to conform to requirements of Section 345.00 (Subdivision Ordinance).

**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 \$1.00 per name will be charged against the escrow account that is established by the applicant. 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).