



**Greater Bemidji Area  
Joint Planning Board**

**Application for Lot Division / Lot Line  
Realignment**

<b>OFFICE USE ONLY</b>
Complete App. Rec'd _____
Comments _____
_____

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

A fee of \$ \_\_\_\_\_ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

Parcels within the City of Bemidji may be subject to Parkland Dedication Fees.

An escrow of \$ \_\_\_\_\_ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

An escrow account is established as indicated above to cover technical and legal expenses incurred by the Joint Planning Board (JPB) as part of the plan review. The applicant is responsible for all costs incurred by the JPB during plan review. If the escrow amount drops below 10% of the original deposit amount the JPB may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the JPB that the project is complete or expired, the JPB will return the remaining escrow deposit to the applicant.

**APPLICANT DATA**

NAME OF APPLICANT: _____	PHONE: _____
MAILING ADDRESS: _____	
EMAIL ADDRESS: _____	
EXISTING PARCEL NUMBERS: _____	
SURVEYOR NAME: _____	PHONE: _____

**NEW LOT(S) INFORMATION**

**Use Reverse or attach extra sheet for Legal Descriptions if needed.**

**PROPOSED LOT A (REMAINDER):**

**Existing deed and proposed legal description attached.**

Lot Size \_\_\_\_\_ sq/ft acres    Width \_\_\_\_\_ ft    Depth \_\_\_\_\_ ft    Road Frontage \_\_\_\_\_ ft

**Will this parcel keep the original address? Y/N \_\_\_\_\_**

**PROPOSED LOT B:**

**Proposed legal description attached.**

Lot Size \_\_\_\_\_ sq/ft acres    Width \_\_\_\_\_ ft    Depth \_\_\_\_\_ ft    Road Frontage \_\_\_\_\_ ft

**PROPOSED LOT C (IF NECESSARY):**

**Proposed legal description attached.**

Lot Size \_\_\_\_\_ sq/ft acres    Width \_\_\_\_\_ ft    Depth \_\_\_\_\_ ft    Road Frontage \_\_\_\_\_ ft

**PROPOSED LOT D (IF NECESSARY):**

**Proposed legal description attached.**

Lot Size \_\_\_\_\_ sq/ft acres    Width \_\_\_\_\_ ft    Depth \_\_\_\_\_ ft    Road Frontage \_\_\_\_\_ ft

Are there any buildings on the new lots being formed?  Yes  No (If yes, include them on the Certificate of Survey for each lot)

Are there wetlands or shorelands on any lots?  Yes  No (Include them in the Certificate of Survey)

Do you intend to fill?  Yes  No Is your property within 1000 feet of shoreland?  Yes  No

Have there been any Variances or Conditional Use Permits granted for this property?  Yes  No (They should be included on the original property abstract – provide copies)

Are you aware of any special assessments or easements on this property to be subdivided?  Yes  No If Yes, please explain.

What is the proposed use of the properties to be subdivided?

**ALL APPLICANTS MUST SIGN BELOW**

**AGREEMENT:** I (We) the undersigned, hereby make application for the division(s) described and located as shown herein. I certify that the information contained herein is correct and agree to abide by the provisions of the Greater Bemidji Area Zoning and Subdivision Ordinance and State of Minnesota Codes. I (We) further agree that any dimensions or drawings submitted herewith are accurate and shall become part of the application and subsequent approval.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

Date \_\_\_\_\_

**OFFICE USE ONLY**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Complete Application  Yes  No

**COMPLETED FORMS CAN BE SUBMITTED AT 315 5<sup>TH</sup> STREET NW, SUITE #2, BEMIDJI, MN 56601**

**GBAJPB  
Parkland Dedication Form**

As allowed by Minnesota Statutes, §462.358, Subd. 2b, the Joint Planning Board shall require all subdivides of property within the City limits of Bemidji to dedicate a reasonable portion of the land being platted or subdivided, or established as a new CIC which creates one or more new tax parcels. CIC applications for existing buildings which were constructed more than five (5) years prior to the application are exempt. Dedication and/or payment to the City shall be for public use, park, playground, trails, public sites, open space, conservation purposes, and storm water holding areas and ponds.

Per the GBAJPB Zoning & Subdivision Ordinance, Section 1115. Dedication of Parks, Open Spaces, Trails and Public Sites

*E. Minimum Areas of Dedication*

1. *Residential: A minimum of at least the rate of one acre per 25 dwelling units within the subdivision.*
2. *Non-Residential: A minimum of at least 4 percent of the gross area, excluding wetlands, shall be dedicated.*
3. *Mixed Residential and Non-Residential: For that portion in non-residential uses, a minimum of at least 4 percent of the gross area, excluding wetlands, shall be dedicated. For that portion in residential use, a minimum of at least the rate of 1 acre per 25 residential units in the subdivision shall be dedicated.*
4. *Multiple Family Residential: The rate of 1 acre per 25 residential units shall be dedicated based upon actual number of dwelling units in the development. The Parkland dedication shall be calculated at the time of permit application.*

Report Date:		PIN Number:	
Project Name:		Contractor:	
Site Address:			
Zone:		Proposed Use:	
<input type="checkbox"/> Commercial	((Acres) x (4%)) x \$50,000 = Parkland Dedication Fee		
Total number of acres or gross area of commercial site, excluding wetlands: _____			
<input type="checkbox"/> Residential/Multifamily	((Number of total units) / (25)) x \$20,000 = Parkland Dedication Fee		
Total number of residential dwelling units within subdivision: _____			
<input type="checkbox"/> Mixed Residential and Non-Residential	((Acres x 4%) x \$50,000) + ((Number of total units / 25) x \$20,000) = Parkland Dedication Fee		
Total number of acres or gross area of commercial site, excluding wetlands: _____			
Total number of residential dwelling units within subdivision: _____			
<b>TOTAL PARKLAND DEDICATION FEE</b>		<b>\$ _____</b>	



## Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

315 5<sup>th</sup> St NW Suite 2, Bemidji, MN, 56601 • Office (218) 759-3579 • Fax (218) 759-3591

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### **LOT DIVISION / LINE ADJUSTMENT APPLICATION CHECKLIST**

**1.    \_\_\_    Complete application form, including:**

- A. Application w/ fees (including parkland dedication fee, if applicable)
- B. Proof Ownership/Standing (Deed or Purchase Agreement with contingent sale)
- C. Complete legal description from title/deed

**2.    \_\_\_    Certificate of Survey by Registered Land Surveyor (RLS) including:**

- A. All existing and proposed property lines w/dimensions
- B. All existing permanent and temporary structures on property
- C. All septic systems showing tanks and drain field locations
- D. All permanent structures on adjacent property within 20 ft. of property lines
- E. All driveways and impervious surface improvements
- F. All easements and rights of way (ROW)
- G. Ordinary High-Water Mark (shoreland lots) and 2 ft. contour lines with corresponding on-site grade stakes for each 10 ft. contour.