

# Administrative Subdivision Supplemental Information



*City of Dayton*  
Planning Department

## Administrative Subdivisions

The following subdivisions may be approved administratively by the Zoning Administrator:

A. Subdivision of one (1) lot into two (2) lots provided the following requirements are met:

- \_\_\_\_\_ 1. Submittal of the required application and fee.
- \_\_\_\_\_ 2. Submittal of a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:
  - \_\_\_\_\_ a. Scale (engineering scale only, at one (1) inch equals fifty (50) feet or less).
  - \_\_\_\_\_ b. North point indication.
  - \_\_\_\_\_ c. Existing boundaries with lot dimension and area
  - \_\_\_\_\_ d. Existing site improvements.
  - \_\_\_\_\_ e. All encroachments.
  - \_\_\_\_\_ f. Easements of record.
  - \_\_\_\_\_ g. Legal description of the property.
  - \_\_\_\_\_ h. Ponds, lakes, springs, rivers, or other waterways bordering on or running through the subject property.
  - \_\_\_\_\_ i. The boundary and legal description of the lots as they are proposed to be subdivided.
  - \_\_\_\_\_ j. The boundary and legal description of any proposed easements on the property. A drainage and utility easement at least ten feet wide must be provided along all property lines. A drainage and utility easement may also be required over wetland, ponds, lakes, drainage channels and tributaries. Dedication of roadway easements consistent with the City's Comprehensive Transportation Plan may also be required.
- \_\_\_\_\_ 3. The lots must both have direct access onto an improved public street and comply with the Comprehensive Plan and Zoning Ordinance.
- \_\_\_\_\_ 4. The subdivision must comply with the design and dedication requirements of the Subdivision Ordinance.
- \_\_\_\_\_ 5. All basic improvements required by the Subdivision Ordinance must be installed in accordance with City standards.