

**CITY OF ROCKVILLE
229 BROADWAY STREET EAST
PO BOX 93
ROCKVILLE MN 56369
SECTION 11: MINOR SUBDIVISIONS CHECKLIST**

Subdivision 1: QUALIFIED MINOR SUBDIVISIONS

1. **Criteria.** Any subdivision containing not more than two (2) lots and which does not involve any new street or road, and that is not likely to precipitate the extension of municipal facilities or public improvements shall be considered a Minor Subdivision.

2. **Exemption from Platting Requirement.** Minor Subdivisions shall be exempt from the requirements of this Ordinance requiring platting.

3. **Planning Commission Approval Required.** Minor Subdivisions must be recommended for approval by the Planning Commission before being submitted to the City Council.

Yes —	No —	Certificate of Survey. An Applicant for Minor Subdivision approval must submit to the City at least ten (10) days prior to the next Planning Commission meeting fifteen (15) copies of a Certificate of Survey. All copies of the Certificate of Survey shall be 8.5" x 11" in size; one (1) copy shall be 11" x 17" reproducible. The survey shall include the following information: legal description of each parcel, parcel area, site improvements including buildings, free standing signs, utilities, paved areas, and distances from buildings to ownership and property lines. In addition to the above information, the City may require a wetland delineation prior to approving an administrative plat.
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