

CITY OF ROCKVILLE
ADMINISTRATIVE MINOR SUBDIVISIONS CHECKLIST

1. **Administrative Minor Subdivision.** It is intended that Administrative Minor Subdivisions generally be allowed for non-building purposes, for utilizing a Registered Land Survey, for purposes of correcting a boundary line, for the limited attachment of certain properties, for the establishment of a life estate, and for subdivisions as provided by Section 17, subd. 7(4) of the City Zoning Code. The following conveyances may be allowed as Administrative Subdivisions:
 - A. The conveyance is by metes and bounds description and:
 1. The conveyance is for a purpose other than to create a building site; and
 2. The conveyance does not require the creation or altering of any public road right-of-way.
 - B. The conveyance is part of a Registered Land Survey or standard plat and the conveyance is for a purpose other than the creation of a building site.
 - C. The conveyance qualifies pursuant to Section 16, subd. 7(4) of the City Zoning Code.
 - D. The conveyance is, in the opinion of the Zoning Administrator, solely for the purpose of correcting a boundary line.

2. **Standards.**
 - A. An Administrative Minor Subdivision for the purpose of attachment to a contiguous lot, tract, or parcel may be allowed, provided any residual tract does not become nonconforming with any applicable ordinance. The deed shall state that the subdivision is for the purpose of attachment, and the lot, parcel, or tract to be attached, together with the lot, parcel, or tract to which it being attached, shall, upon attachment, be considered as one lot, parcel, or tract. The deed shall be accompanied by a Declaration of Restriction that shall restrict the parcel receiving the attachment and shall also restrict the parcel that is being attached. The Declaration of Restriction shall state that the parcel receiving the attachment, together with the attached parcel, shall not be further subdivided unless platted pursuant to this Ordinance. The Declaration of Restriction shall be in a form acceptable to the City.
 - B. An Administrative Minor Subdivision for the purpose of securing a mortgage or establishing a life estate may be allowed. The mortgage or life estate shall be accompanied by a Declaration of Restriction that shall restrict the tract that is subject to the mortgage or life estate and shall also restrict the residual tract that is not subject to the mortgage or life estate. The Declaration of Restriction shall state that the tract conveyed under the mortgage or life estate and the residual tract (the entire tract less that part being conveyed under the mortgage or life estate) shall not be conveyed separately unless platted pursuant to the provisions of this Ordinance. The Declaration of Restriction shall be in a form approved by the City.

3. **Procedure.** An Administrative Minor Subdivision shall be considered by the following procedure:

Yes No

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A. The applicant shall submit, to the Zoning Administrator, a legal description of the existing parcel and proposed legal description of the parcel to be conveyed. When any proposed or existing tract is described by metes and bounds description, the application shall be accompanied by one (1) copy (or PDF copy) of a certificate of survey, prepared by a Licensed Land Surveyor. The survey shall include:

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1. Legal description of each parcel;
2. Parcel area;
3. Site improvements, including structures;
4. Distances from structures and property lines.

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- B. The applicant shall submit a Declaration of Restriction a provided herein. The Declaration shall be executed by all required parties to affect the purposes and intent of this Subdivision.
- C. The Zoning Administrator shall review the application for compliance with this Ordinance.
- D. The Zoning Administrator shall notify the applicant whether the subdivision is approved or denied. If denied, written reasons shall be provided.
- E. Any Declaration of Restriction or other documents as appropriate shall be recorded in the office of the County Recorder together with the transfer documents.