

## UDC APPLICATION CHECKLIST: MINOR LAND SUBDIVISION

Use this checklist to guide your land development application. This document will outline the required application materials and the sections of code to review in the Unified Development Code (UDC).

### 1. General Information

**Minor Land Subdivision (60.500.060G):** The Minor Land Subdivision Permit process is intended to ensure that the creation of small numbers of new developable lots within the City comply with all applicable requirements of state law, and all applicable City regulations related to transportation, utilities, protection of sensitive lands, and the provision of public services. Minor Land Subdivisions are utilized to consolidate parcels into developable lots.

**Decision-Making Body:** Community Development Director

### 2. Required Submittals

- Application
- Application Fee (paid to Rochester Community Development)
- Cover Letter and Narrative
  - Summary of Project
  - Application Criteria - Minor Land Subdivision (60.500.060G)
- Traffic Impact Report (TIR) Determination, signed by City Engineer
- Completed Environmental Reviews, if site includes Wetlands, Decorah Edge Support Areas, Mapped FEMA Floodplain, or Shoreland
- Approved Grading and Construction Plans
- Minor Land Subdivision Exhibit

### 3. Sections of Code to Review

A. Dimensional Standards (60.400.020)			
Standards	Code Section	Complete	City Teammate Notes
Minimum Lot Area	60.400.020E	<input type="checkbox"/>	
Minimum Lot Frontage	60.400.020E	<input type="checkbox"/>	

B. Subdivision Standards (60.400.030)			
Standards	Code Section	Complete	City Teammate Notes
Adequate Public Facilities	60.400.030E	<input type="checkbox"/>	
Lot Design Standards	60.400.030G	<input type="checkbox"/>	

Roadway Design Standards	60.400.030H	<input type="checkbox"/>	
Boulevard Trees	60.400.030I	<input type="checkbox"/>	
Private Roadways	60.400.030J	<input type="checkbox"/>	
Street Classification	60.400.030K	<input type="checkbox"/>	
Parkland Dedication	60.400.030M	<input type="checkbox"/>	

<b>C. Access and Connectivity (60.400.040)</b>			
<b>Standards</b>	<b>Code Section</b>	<b>Complete</b>	<b>City Teammate Notes</b>
Subdivision Level Connectivity and Circulation	60.400.040C	<input type="checkbox"/>	
Street Layout Standards	60.400.040C.3	<input type="checkbox"/>	
Pedestrian and Bicycle Connectivity and Circulation	60.400.040C.6	<input type="checkbox"/>	

<b>D. Sensitive Lands, Stormwater, &amp; Drainage (60.400.050)</b>			
<b>Standards</b>	<b>Code Section</b>	<b>Complete</b>	<b>City Teammate Notes</b>
Wetlands <b>*Wetland Delineation (Olmsted County)</b>	60.400.050E	<input type="checkbox"/>	
Decorah Edge Overlay ( <i>contact Olmsted County LGU</i> ) <b>*Decorah Edge Analysis (Olmsted County)</b>	60.200.040D	<input type="checkbox"/>	
Floodplain Overlay <b>*Floodplain Development Permit</b>	60.200.040E & 60.500.060H	<input type="checkbox"/>	
Shoreland Overlay <b>*Shoreland Protection Permit</b>	60.200.040F & 60.500.050C	<input type="checkbox"/>	

#### 4. Next Steps – Final Plat Mylar Recording

Please provide the following Mylar Recording Package to the Community Development Planning Team:

- Cover letter including the name and primary contact information
- Copy of title opinion or title insurance
- Recorder's statement (obtained from Olmsted County Property Records)
- Recording fee - \$56.00 made out to Olmsted County
- One official final plat Mylar
- Two Mylar copies
- Electronic copy of the final plat emailed to [communitydevelopment@rochestermn.gov](mailto:communitydevelopment@rochestermn.gov)
- Confirmation that all final plat conditions of approval have been satisfied
  - The official Resolution outlining conditions of approval may be obtained through the City's Public Meeting Portal, or by contacting the Community Development Team.

#### 5. Next Steps – Final Plat Mylar Recording



## 6. Additional Notes

Questions? Contact Community Development at [CommunityDevelopment@rochestermn.gov](mailto:CommunityDevelopment@rochestermn.gov) or 507-328-2600 during office hours.

*DISCLAIMER: This checklist is intended to provide a summary of requirements under the Unified Development Code. Owners are required to meet all applicable requirements, even if not specifically identified on this checklist.*

