



## **APPLICATION INSTRUCTIONS Lot Split Approval**

This instruction sheet explains application requirements for approval of lot splits. More information and a fee schedule for permits can be found on the "Building Permits, Land Use, and Zoning Procedures" handout available on the township website or from the town clerk. If you are unsure whether a structure or project requires a permit, contact the Eureka Town Clerk at 952-469-3736 or [eurekatn@frontiernet.net](mailto:eurekatn@frontiernet.net).

### **General Requirements**

Lot splits are regulated under "Resolution of the Eureka Town Board Requiring its Approval Before the Dakota County Auditor May Divide a Tax Parcel in Eureka Township," adopted February 13, 1995. The resolution requires "Town Board approval before the Dakota County Auditor can divide any tax parcel in Eureka Township or create a subdivision as defined in Minnesota Statute §462.352, Subd. 12." You can get a copy of the resolution from the town clerk or from the Eureka Township website at <http://eurekatownship-mn.us/permits.html>.

### **Documents Required for a Complete Application**

To be considered complete, an application for a lot split requires all of the following, unless waived by the Zoning Administrator:

1. Completed "Lot Split Approval" form, signed by the landowner(s). (If the individual signing the form has power of attorney for the landowner or is acting on behalf of a trust, attach proof that the individual is authorized to act in this capacity).
2. Application fee, as set forth in Eureka Township Ordinance 7.
3. Proof of Ownership of all involved parcels. Parcel IDs will be used for verification of ownership; conflicts must be resolved with a proper deed.
4. Three (3) copies of a certificate of survey of all involved lots or tracts of land, prepared and signed by a Minnesota-licensed land surveyor.

### **Recording a Lot Split**

Lot splits approved by the Eureka Town Board are not final until recorded with Dakota County. The following are required to record an approved lot split with the County and create a "separately conveyed parcel" under Eureka Township Ordinances:

1. Submit to the County Treasurer-Auditor's Office (1590 Highway 55, Hastings, MN 55033) the application form and township resolution approving the lot split, along with any other documents (such as a certificate of survey) referenced in the resolution or application. The lot split is not considered final until the Treasurer-Auditor's Office assigns a new Property Identification Number (PIN) to the parcel, which generally takes 1–2 weeks.
2. Record with the County Recorder's (Property Records) Office (1590 Highway 55, Hastings, MN 55033) the application form and township resolution approving the lot split, along with any other documents (such as a certificate of survey) referenced in the resolution or application. A receipt from the County Recorder's Office is required by Eureka Township as proof that the documents have been properly recorded with that office.