



CITY OF LONG PRAIRIE
LOT SPLIT APPLICATION

APPLICATION:

- A. Applicant shall complete Application and submit to the City.
- B. The fee shall be paid by the applicant at the time of application, Fee per City Fee Schedule

REVIEW:

- A. Staff shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant will be notified where additional information is needed.

ACTION:

- A. Review for compliance with the local ordinance(s)
- B. If approved, staff will draft an approval letter.
- C. Applicant shall file all paperwork and certificate of survey with County recorders office.

CONTACT INFORMATION:

City of Long Prairie
615 Lake St S
Long Prairie, MN 56347
(320) 732 - 2167



CITY OF LONG PRAIRIE
LOT SPLIT APPLICATION

APP # _____
Date _____
Fee _____
Check # _____
(for office use only)

Name of Applicant: _____ Phone: _____

Property Address (E911#): _____

Mailing Address: _____ E-mail: _____
(if different than above)

City, State, Zip: _____

Applicant is:

- Legal Owner
Contract Buyer
Option Holder
Agent
Other: _____

Title Holder of Property: (if not applicant)

(Name)
(Address)
(City, State, Zip)

Location of property involved in this request:

Property ID #: _____ Zoning District: _____
(# on tax statement)

Nature of request:

- Subdivision -Metes and Bounds

Additional Information you wish to provide:

Signature of Owner & Date, authorizing application (required): _____
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant & Date, (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

CHECKLIST

- _____ Completed application, signed by property owner
- _____ Fee
- _____ All current City charges paid
- _____ Survey with Legal Description
- _____ Site plan with the minimum information outlined in the Ordinance (unless waived by zoning Administrator):