



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**160 LAKE STREET NORTH**  
**BIG LAKE MN, 55309**  
**763-263-2107**  
[mpopp@biglakemn.org](mailto:mpopp@biglakemn.org) or  
[tkohl@biglakemn.org](mailto:tkohl@biglakemn.org)

**ADMINISTRATIVE LOT  
 COMBINATION/SIMPLE  
 SUBDIVISION APPLICATION  
 CHECKLIST**

APPLICANT CHECK IN	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK IN
	A completed City of Big Lake Land Use Application form with full legal description of property.	
	A completed checklist form with all required items from below.	
	A narrative explaining the requested modification and the reason(s) why the changes are supported by the Comprehensive Plan.	
	Site plan showing existing and proposed lot lines; including all dimensions, area in square feet, and complete legal descriptions for each parcel to be subdivided or combined, as applicable.	
	Current certified survey (within 6 months) for affected parcels, showing existing conditions and structures and existing and proposed lot lines. Survey to include the following components: <ul style="list-style-type: none"> <li>• Signed by a registered land surveyor</li> <li>• Current (within last 6 months) topographic survey and contours of all surface features including drainage ways, wetlands, etc.</li> <li>• Public utilities including pipe size, material type, depths</li> <li>• Private utilities</li> <li>• Legal description</li> <li>• Easements of record</li> </ul>	
	General grading and drainage information.	
	Utilities (water, sewer, storm sewer, and service connections).	
	All existing and proposed required easements.	
	Minimum building setback lines, including accessory buildings.	

	If deemed necessary by the Zoning Administrator, a survey may be required to be submitted with the application or after approval of the vacation.	
	Confirm Sherburne County Recorder/Auditor/Assessor Requirements.	
	Application fees and escrow per Land Use Application form.	