



**CITY of CRYSTAL**

# Lot Splits

This handout provides answers to frequently asked questions relating to splitting a lot for a new single-family home.

## HOW DO I KNOW MY LOT CAN BE SPLIT?

The two lots must meet the following requirements (see illustration):

**Lot area** – Each new lot would have to be at least 6,000 square feet in area. That means the existing lot's area must be at least 12,000 square feet.

**Lot width** – Each new lot would have to be at least 50 feet wide. That means the existing lot must be at least 100 feet wide.

**Lot depth** – Each lot must be at least 100 feet deep.

### What about building setbacks?

#### NEW HOME:

The new home must meet the following minimum setbacks from the new lot's property lines:

- Front/rear: 30 feet
- Interior side: 5 feet
- Corner side: 10 feet



#### EXISTING HOME:

The existing home must meet certain requirements dependent upon whether it is demolished or retained:

- Demolished. If the existing home or detached garage is to be demolished,

there are no concerns about making these buildings "nonconforming."

- Retained. If the existing home is to be retained, the new lot configuration cannot create a situation where the home no longer meets the above building setbacks.

## Could there be physical constraints that make it difficult or infeasible to split my lot?

Once you know your lot is large enough to split, consider the following before proceeding with a subdivision application:

**Water and sewer service:** For a new home, you will likely need to install new water and sewer service connections to city mains. Contact the city's Public Works Department at [publicworks@crystalmn.gov](mailto:publicworks@crystalmn.gov) about your proposed lot split and new home location so they can provide information about how you can make the necessary connections to serve the new home. To get a cost estimate and ultimately complete the new connections, you need to work with a water/sewer installation contractor.

#### Private utilities (gas, electric and communications):

For the new home, you will need to contact each private utility to determine how it will provide service to the new

home. All such services must be underground.

**Soils:** You may want to contact a geotechnical testing company to take samples and provide an analysis of soil conditions. A review of your property's history can help you determine whether soil testing is necessary (see below).

**Property history:** A review of your property's history may help you determine whether a lot split is feasible.

- Contact the city planner to request any information in the city's property file.
- Visit [gis.hennepin.us/property/map/default.aspx](http://gis.hennepin.us/property/map/default.aspx) where you can zoom into your property and select aerial photos back to the year 2000.
- Visit [apps.lib.umn.edu/mhapo/](http://apps.lib.umn.edu/mhapo/) to view historic aerial photos.

## WHAT IS THE PROCESS TO SPLIT A LOT:

### Subdivision application

To subdivide property, you will need to plat it as two separate lots.

The process involves submitting a development review application with preliminary and final plat documents created by a land surveyor or civil engineer.

To submit an application, use the subdivision checklist and development review application form on the city website. More information is located on the Planning and Zoning Page of the city's website.

Upon receipt of a complete application, a public hearing will be scheduled for the next monthly planning commission meeting. Property owners within 500 ft. of the property are notified of the public hearing. After the public hearing, the planning commission recommendation will be forwarded to the city council for action at the next available council meeting.

### Easement vacation application

If there are existing easements, these will have to be vacated ( aka "removed") from the property while new easements will be dedicated on the final plat. The vacation application is processed simultaneously with the subdivision application.



### Fees

**Application fees:** The current application fees are found on the development review application form.

**Park dedication fee:** The fee is \$1,000 for the new home and is due upon plat approval by the City Council. This fee goes into the Park Improvement Fund and will be spent on capital improvements in city parks.

**Sewer availability charge (SAC):** The SAC fee is \$2,485 and is due when the building permit is issued for the new home. The city passes this fee along to Metropolitan Council Environmental Services for regional sewer treatment system improvements.