



## ADJACENT PARCEL LAND CONVEYANCE APPLICATION CHECKLIST

Type 1 Review

**This application checklist provides information about what is to be submitted for the project narrative and the site plan. A complete development review application includes the following:**

- Completed and signed development review application
- Completed and signed escrow form
- Completed application checklist
- Application fee

### 1. Adjacent Parcel Land Conveyance Narrative

Submit a separate narrative document which answers or addresses the following questions about the proposed adjacent parcel land conveyance.

- a) What is the zoning district for the properties?
- b) What are the existing uses for the properties?
- c) What are the proposed uses for the properties?
- d) Describe the reason why the parcel is being conveyed to the adjacent property.

**2. Site plan design features checklist.** Check all items included in the application. Items may be modified with advance approval from the city planner.

#### General Plan Information.

- a) The site plan must be prepared by a land surveyor licensed by the State of Minnesota.
- b) The applicant shall submit one 11" x 17" copy of the site plan, and email a pdf copy to city planner Dan Olson at [dan.olson@crystalmn.gov](mailto:dan.olson@crystalmn.gov)
- c) The site plan shall be drawn to a minimum scale of 1' = 100', unless an alternative scale has been agreed to with the city planner in advance.
- d) Provide a proposed copy of the updated deed which combines the legal descriptions for the original lot and that part of the adjacent parcel which has been conveyed to the applicant.

**Site plan.** The site plan drawing shall include the following information:

- Property survey for both properties included in the application showing:
  - Location of buildings and their distance from property lines
  - Location and dimensions of area being conveyed
  - Location of existing property easements
- Legal description of the area proposed to be conveyed
- North arrow and date of preparation

**Staff contact:**  
Dan Olson, City Planner

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