



<b>For Office Use Only</b>	
	Stamp
Fee Paid:	_____
Escrow Paid:	_____

# Property Line Adjustment Land Use Application & Checklist

*Procedures for processing property line adjustments are found in Hugo City Code Chapter 90, Section 339.*

Where adjacent property owners desire to adjust their mutual lot line without creating a new parcel or lot of record, they may request a property line adjustment. Where the adjustment of the property line between two (2) properties retains or causes both properties to be in conformance with the City's Comprehensive Land Use Regulations, the Zoning Administrator shall provide the application to the City Council for administrative review and consideration. Where the adjustment of the property line between two (2) properties would result in one or both of the properties remaining or becoming out of compliance with the City's Comprehensive Land Use Regulations, the application shall be forwarded to the Board of Appeals and Adjustments for a public hearing and variance consideration. The City Council may condition the approval of a property line adjustment in such manner so as to bring any of the properties involved into greater conformance with the City's Comprehensive Land Use Regulations.

### Properties Involved:

Street Address of Property \_\_\_\_\_ P.I.D. Number \_\_\_\_\_

Legal Description  
(Please attach description if lengthy) \_\_\_\_\_

Street Address of Property \_\_\_\_\_ P.I.D. Number \_\_\_\_\_

Legal Description  
(Please attach description if lengthy) \_\_\_\_\_

### Applicant (Applicant will receive all correspondence from the City)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Description of Request (Please attach description if lengthy)**

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**Property Owner(s)**

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Affidavit of Ownership (Application must be signed by all owners in fee title to which the permit shall apply)**

That I (we) am (are) the owner(s) of the property for which a land use approval is sought or have the lawful Power of Attorney therefore. **All signatures must be notarized.** If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the above information.

**All property owners must sign.**

**PRINT** Name of property owner & PIN \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF MINNESOTA )  
 ) ss. (Individual Notary)  
COUNTY OF WASHINGTON)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_ and \_\_\_\_\_, who signed the foregoing instrument and acknowledged said instrument to be their free act and deed.

\_\_\_\_\_  
Notary Public

Stamp

**Property Owner(s)**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

**Affidavit of Ownership (Application must be signed by all owners in fee title to which the permit shall apply)**

That I(we) am(are) the owner(s) of the property for which a land use approval is sought or have the lawful Power of Attorney therefore. **All signatures must be notarized.** If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the above information.

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\_\_\_\_\_  
Notary Public

Stamp

**ALL OF THE FOLLOWING INFORMATION MUST BE SUBMITTED.**

- \_\_\_\_\_ Completed application, signed by all owners in fee title, of the properties involved.
- \_\_\_\_\_ Proof of ownership by either a copy of a deed, abstract of title, or attorney’s opinion.
- \_\_\_\_\_ A Certificate of Survey in a scale of one inch (1") equals one hundred feet (100'), prepared in accordance with Minnesota Statutes, Chapter 505, and including:
  - Location of all public and private easements.
  - Existing lot lines.
  - Proposed lot lines.
  - Locations and types of septic systems, if any.
  - Existing building locations and dimensions.
  - Existing driveway locations.
  - Existing fences.
  - North pointing arrow and scale.
- \_\_\_\_\_ Property descriptions, before and after, for all properties involved.
- \_\_\_\_\_ Watershed District, Department of Natural Resources, and Corps of Engineer permits, as required.
- \_\_\_\_\_ Application fee and escrow as established by the City Council.

**Applications must include electronic copies of plans and application items. Large copies of plans may be requested in addition to electronic copies.**