

|                     |                                       |                        |
|---------------------|---------------------------------------|------------------------|
| Application # _____ | Date<br>Application Rec'd ___/___/___ | Fee Collected \$ _____ |
|---------------------|---------------------------------------|------------------------|

(for office use only)

**ALEXANDRIA TOWNSHIP  
APPLICATION FOR  
COMMON PROPERTY LINE ADJUSTMENT**

|   |  |
|---|--|
| <b>Name of Property Owner #1</b> _____      |  |
| Parcel # (9 digit # on tax statement) _____ | Phone _____  |
| Mailing Address _____                       |  |
| City, State, Zip _____                      |  |
| Property Owner #1 is:                       | Title Holder of Property #1 ( <i>if other than applicant</i> ) |
| Legal Owner <input type="checkbox"/>        | _____  |
| Contract Buyer <input type="checkbox"/>     | (Name)   |
| Option Holder <input type="checkbox"/>      | _____  |
| Agent <input type="checkbox"/>              | (Address)  |
| Other _____                                 | _____  |
|   | (City, State, Zip)   |

|   |   |
|---|---|
| <b>Name of Property Owner #2</b> _____      |   |
| Parcel # (9 digit # on tax statement) _____ | Phone _____   |
| Mailing Address _____                       |   |
| City, State, Zip _____                      |   |
| Property Owner #2 is:                       | Title Holder of Property ( <i>if other than applicant</i> ) |
| Legal Owner <input type="checkbox"/>        | _____   |
| Contract Buyer <input type="checkbox"/>     | (Name)  |
| Option Holder <input type="checkbox"/>      | _____   |
| Agent <input type="checkbox"/>              | (Address)   |
| Other _____                                 | _____   |
|   | (City, State, Zip)  |

Signature of Property Owner #1 (Title Holder): \_\_\_\_\_  
 By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Property Owner #2 (Title Holder): \_\_\_\_\_  
 (By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

**ALEXANDRIA TOWNSHIP**  
**COMMON LOT LINE ADJUSTMENT CHECKLIST**

**APPLICATION:**

Applicants shall file an application for review and approval by the Township Zoning Administrator according to the following:

**Complete Submittal.** The complete submittal shall include:

1. A completed application for a Common Lot Line Adjustment on forms available from the Township Zoning Administrator;
2. A minimum of three (3) copies (no larger than 11" x 17") of a scaled site drawing prepared by a Licensed Land Surveyor as described below;

**Scaled Site Drawing.**

- A. Name, address, and telephone number of the legal owner(s) and/or agent of property.
  - B. All contiguous property(ies) and roads and their legal name(s).
  - C. Proposed new property lines with dimensions noted.
  - D. Proposed driveway location and location of existing driveways on the same side of the road.
  - E. Proposed legal description of the parcel(s).
  - F. Location, purpose and dimensions of all existing structures and distance of structures to the existing and proposed property lines.
  - G. Location of any existing tile lines, abandoned wells, drainage ways, waterways, watercourses, lakes, wetlands and the toe and top of any bluffs present. When applicable, the ordinary high water level and 100-year flood elevations shall be shown.
  - H. Location of a primary and an alternate site for individual sewage treatment systems (if applicable).
3. A **\$100** application fee (checks made payable to "Alexandria Township") to cover review costs. ***This fee does not cover any Land Use Permits which may be necessary separately if new structures are requested.***
  4. If any of the transferred land includes a dwelling or other structure required to have a sewer system, a Sewer Compliance Inspection must be submitted.

**REVIEW:**

**Township Zoning Administrator Review.** The Zoning Administrator shall review the application to ensure compliance with all applicable rules and regulations of the Subdivision and Zoning ordinances and issue a letter of approval to the applicant.

**Review Period.** The Zoning Administrator shall take action on the application within sixty (60) days after receiving the application unless additional time is necessary, in accordance with state law.

## ALEXANDRIA TOWNSHIP CONTACT INFORMATION

Alexandria Township, effective January 1, 2007, began administering and enforcing its own Zoning and Subdivision ordinances. Land Use and other Permit Applications can be obtained at the township website ([www.alexandriatownship.org](http://www.alexandriatownship.org)) or at the Township office. Completed applications should be dropped off at the Township Offices during office hours (9am-1pm, Mon-Fri).



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| <p><b>Applications may be mailed (along with required fee) to:</b><br/>Alexandria Township<br/>P.O. Box 445<br/>Alexandria, MN 56308<br/>Phone: 320-759-5300<br/>Fax: 320-763-5320<br/>Email: <a href="mailto:admin@alexandriatownship.org">admin@alexandriatownship.org</a><br/><a href="http://www.alexandriatownship.org">www.alexandriatownship.org</a></p> | <p><b>The Township Zoning Administrator is:</b><br/>Ben Oleson<br/>Hometown Planning<br/>324 Broadway Street, Suite 101<br/>Alexandria, MN 56308<br/>Phone: 320-759-1560 or 888-439-9793<br/>Fax: 888-439-9793<br/>E-mail: <a href="mailto:oleson@hometownplanning.com">oleson@hometownplanning.com</a><br/><a href="http://www.hometownplanning.com/alexandria-township.html">www.hometownplanning.com/alexandria-township.html</a></p> |
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The Alexandria Township Land Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on the Alexandria Township website ([www.alexandriatownship.org](http://www.alexandriatownship.org)). Staff reports and information involving public hearing (i.e. variance, conditional use, etc...) applications are posted at [www.hometownplanning.com/alexandria-township.html](http://www.hometownplanning.com/alexandria-township.html) when available.