

Application # _____	Date Application Rec'd ___/___/___	Fee Collected \$ _____
	Date Application Aprvd ___/___/___	Zoning Administrator Initials _____

(for office use only)

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

Name of Property Owner #1 _____

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)

Name of Property Owner #2 _____

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 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 \$50 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, will begin 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) or at the Township office. Completed applications should be dropped off at the Township Offices during office hours (9am-1pm, Mon-Fri) or in the drop box outside of the office between the hours of 8am and 5pm, Mon-Fri).



Applications may be mailed (along with required fee) to:

Alexandria Township
P.O. Box 445
Alexandria, MN 56308
Phone: 320-759-5300
Fax: 320-763-5320
Email: admin@alexandriatownship.org
www.alexandriatownship.org

The Township Zoning Administrator is:

Community Growth Institute
Attn: Ben Oleson
610 Fillmore Street, Suite #4
Alexandria, MN 56308
Phone: 866-900-3064
Fax: 866-924-1928
E-mail: oleson@communitygrowth.net
www.communitygrowth.com/alexandria_township

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).