



CITY OF EDEN PRAIRIE

Combination/Subdivision or Lot Line Adjustment Administrative Review Application 2026

Email Completed Application Form to planning@edenprairiemin.gov to begin process

<p>PROJECT</p>	<p>Please check the appropriate box for which application is being applied for</p> <p><input type="checkbox"/> Administrative Combination <input type="checkbox"/> Administrative Subdivision</p> <p><input type="checkbox"/> Lot Line Adjustment</p> <p>A combination, subdivision, or lot line adjustment through City Code Section 12.02, Subd. 1 administrative approval does NOT result in any documents being recorded against the property records with the County Recorder/Registrar of Titles. You will need to contact the County Recorder/Registrar of Titles to ensure the appropriate property records are recorded.</p> <p><i>NOTE: It is important to keep all lenders or mortgagees aware that you are dividing, combining, or adjusting real property. Please consult your mortgage company as to whether or not they need to issue an amendment to, or a partial release of, any mortgage or other encumbrance of the affected real property as a foreclosure of the affected real property can undo any previously approved division, combination, or adjustment.</i></p> <p>Brief Description of Project: _____</p> <p>_____</p> <p>_____</p>
<p>APPLICANT INFORMATION **Applicant information will be used as the main point of contact in ProjectDox**</p>	<p>Applicant: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: _____</p> <p>E-Mail: _____</p>

FEE OWNER INFORMATION	Fee Owner: _____ Address: _____ City/State/Zip: _____ Phone: _____ E-Mail: _____			
PARCEL(S) TO BE COMBINED OR SUBDIVIDED	PID: _____ Address: _____ PID: _____ Address: _____ PID: _____ Address: _____			
PROPERTY TYPE <small>Property type information can be found here using an address search: https://gis.hennepin.us/Property/Map/Default.aspx</small>	<input type="checkbox"/> Abstract - Title work OR Owner and Encumbrance Report completed within the previous 6 months <input type="checkbox"/> Torrens - Title work completed within the previous 6 months OR City can obtain documentation and will subtract costs from the Development Deposit			
REQUIRED SUBMITTAL MATERIALS	<ul style="list-style-type: none"> • Survey of current parcel(s) and survey of proposed parcel(s) • Narrative including a brief explanation of request • Legal description of current parcel(s) and legal description of proposed parcel(s) • County Parcel Division or Combination Request Form • <i>For Subdivisions Only:</i> Tree Survey showing the size, species, condition, and location of all Heritage Trees and Significant Trees on the parcel being subdivided. 			
FEES				
	Administration Subdivision / Combination	\$ 230.00	TOTAL AMOUNT DUE	\$
	Lot Line Adjustment	\$155.00		
	Dev. Deposit	\$1,000.00		
REQUIRED SIGNATURES	The undersigned certifies that they are familiar with the procedural requirements of Chapter 12 of the City Code, fees, and City ordinances.			
	_____		_____	
	Applicant		Date	
	_____		_____	
	Property Owner (if different than applicant)		Date	

CITY OF EDEN PRAIRIE
DEPOSIT AGREEMENT

THIS AGREEMENT is made and entered into on the _____ day of _____, 2026, by _____ ("Applicant") for the benefit of the City of Eden Prairie, a Minnesota Municipal corporation ("City"). **WHEREAS**, Applicant has applied to City for the following approval(s) or action(s)

- a.
- b.
- c.
- d.

(The "Requested Approvals"); and,

WHEREAS, in conjunction with City's review of the Requested Approval, City may incur costs, including administrative, planning, engineering, and other consulting costs, and City requires a guaranty that such costs will be paid by Applicant; and

WHEREAS, Applicant acknowledges the receipt of a benefit from City's review of the Requested Approval and from City's Review Costs;

NOW, THEREFORE, Applicant agrees as follows for the benefit of the City:

1. Deposit. Applicant has made the following development deposit required for the Requested Approvals listed above, consistent with Resolution 93-6 (all such deposits hereafter collectively referred to as the "Deposit Funds"):

Deposit Amount _____

Deposit amount is based on Total Acres _____, except for Administrative Subdivisions (Combination / Subdivision or Lot Line Adjustments)

2. Use of Deposit Funds. City may, at any time, draw upon the Deposit Funds to pay Review Costs for the Requested Approvals. City shall determine the Review Costs based upon the rates listed in the most current fee schedule adopted by the Eden Prairie City Council. The fee schedule is subject to change by the City Council, without notice to the Applicant.

3. Conditions of Deposit. The following conditions shall apply to the Deposit Funds:
 - a. Administrative hourly rates for processing applications shall be charged at a flat rate of \$100.00 per hour.
 - b. Payment shall be made to City consultants, including but not limited to, engineering, legal and planning, in the amounts billed, according to the customary consulting rates in effect at that time. Such consulting services or costs shall reasonably and necessarily relate to the subject matter of the Requested Approval, as determined by City in its sole discretion.
 - c. Payment shall be made to cover costs relating to public hearing mailings.
 - d. City shall not be responsible for paying any interest on the Deposit Funds.
 - e. If in the discretion of City, there is deemed to be an inadequate balance in Applicant's deposit account to pay for all the Review Costs incurred or to be incurred by City, City will notify Applicant of the need for additional Deposit Funds. Applicant agrees to make such additional deposits within ten (10) days of mailing of such notice. Late fees of 10% of outstanding balance will be applied and compounded monthly.
 - f. No Requested Approval will be acted upon or processed by any City personnel until all Deposit Funds due at the time of original submission, or which thereafter become due pursuant to subparagraph 3.d., have been paid in full.
4. Positive Balances in Account. In the event there is a positive balance in the deposit account and there is (a) completion of the development process, either in the form of final approval or final denial of the Requested Approvals, or (b) an application is withdrawn, in writing, by Applicant, then the balance shall be paid to Applicant within ninety (90) days of receipt by City of a written request by Applicant for payment.
5. Accounting. Upon Request by Applicant, City will provide an accounting of all expenses charged against the account, but in no event more often than once every 30 days. An accounting will be provided when City notifies Applicant of a requirement for additional deposits and when the account is closed.
6. Application Fees. Applicant understands and agrees that the Review Costs and Deposit Funds are in addition to, and not in lieu of, City application fees.
7. Breach. In the event of breach of any terms of this Agreement by Applicant, City may, at its

