

Minor Subdivision Application 2025

Email completed application form to Planning@edenprairie.org to begin process



PROJECT	Brief Description of Project:	
APPLICANT INFORMATION **Applicant information will be used as the main point of contact in ProjectDox**	Applicant: _____ Address: _____ City/State/Zip: _____ Phone: _____ Email: _____	
FEE OWNER INFORMATION	Fee Owner: _____ Address: _____ City/State/Zip: _____ Phone: _____ Email: _____	
	Fee Owner: _____ Address: _____ City/State/Zip: _____ Phone: _____ Email: _____	
PARCEL ID/ ADDRESS OF SUBJECT PROPERTY(S)	PID: _____	Address: _____
	PID: _____	Address: _____
	PID: _____	Address: _____
	PID: _____	Address: _____

REQUIRED SUBMITTAL MATERIALS	• Title work completed within the previous 6 months • Consent of Mortgagee (if needed based on Title work) • Survey of current parcel(s) • Preliminary Plat of proposed parcel(s) • Narrative including a brief explanation of request • Legal description of current parcel(s) and legal description of proposed parcel(s) in a separate Word document or PDF • County Parcel Division or Combination Request Form																
FEES		Application Fee Development Deposit	\$425 \$5,500		TOTAL AMOUNT DUE \$												
REQUIRED SIGNATURES	The undersigned certifies that they are familiar with the procedural requirements of Chapter 12 of the City Code, fees and City ordinances. <table border="0" style="width: 100%;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; height: 40px;"></td> <td style="width: 40%; border-bottom: 1px solid black; height: 40px;"></td> </tr> <tr> <td>Applicant</td> <td>Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 40px;"></td> <td style="border-bottom: 1px solid black; height: 40px;"></td> </tr> <tr> <td>Property Owner</td> <td>Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 40px;"></td> <td style="border-bottom: 1px solid black; height: 40px;"></td> </tr> <tr> <td>Property Owner</td> <td>Date</td> </tr> </table>							Applicant	Date			Property Owner	Date			Property Owner	Date
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CITY OF EDEN PRAIRIE

DEPOSIT AGREEMENT

THIS AGREEMENT is made and entered into on the _____ day of _____, 2025, 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.

e.

(the "Requested Approval"); 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 deposits required for the Requested Approvals, consistent with Resolution 93-6 (all such deposits hereafter collectively referred to as the "Deposit Funds"):

Requested Approval

Amount

a. _____

a. _____

b. _____

b. _____

c. _____

c. _____

d. _____

d. _____

e. _____

e. _____

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 actually 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.
- 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 option, cease processing any Requested Approval which has been submitted by Applicant to cease any further development or work on any project to which the Requested Approval relates. Applicant shall be responsible for all costs and expenses, including attorney's and expert's fees and costs, incurred by City to enforce this Agreement or to collect any monies due to City from Applicant pursuant to this Agreement.

8. Validity. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Agreement.

9. Amendments. No amendment or change of any kind to this Agreement shall be valid unless made in writing and with the consent of the City.

10. Binding Agreement. Applicant recognizes and agrees that all terms and conditions of this Agreement shall be binding upon the heirs, successors, administrators, and assigns of Applicant.

IN WITNESS WHEREOF, the Applicant has caused these presents to be executed as of the day and year aforesaid.

APPLICANT

By: _____

Its _____

STATE OF MINNESOTA)

)ss.

COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by the _____ of _____, a Minnesota _____, on behalf of the _____.

Notary Public

INSTRUCTIONS

Process

1. Review City Code requirements in Chapters 11 and 12 of the City Code.
2. Along with the application form and associated fees, submit via ProjectDox electronic versions of all required information materials for the minor subdivision to the Planning Division. Additional information as required by City staff to complete its review shall be provided. In accordance with Chapters 11 and 12 of the City Code, this information may include, but is not limited to, existing conditions including sewer and water services, subdivision design features, proposed sewer and water services, stormwater information, wetland information including proposed buffers, tree inventory, and topographic information.
3. The applicant listed on the application form will receive a copy of the staff review comments upon completion of staff review. If revisions are necessary, scheduling of City Council review will occur upon satisfactory completion of the revisions addressing staff comments.
4. The applicant listed on the application form will receive a copy of the staff report prior to the City Council meeting. The staff report will identify any conditions of approval.
5. Upon approval of the minor subdivision by the City Council:
 - A) Submit two mylars of the approved plat (with any required corrections) to the Engineering Division.
 - B) Submit one mylar scale reductions of plat, 1" = 200'.
 - C) Submit a disk in AutoCAD format in Hennepin County coordinates containing parcel and easement data.
 - D) All signatures prior to the City level must appear on the plat at this time. Allow at least 10 working days for the plat to be processed and City Signatures obtained by the Engineering Division.
5. Provide a list of areas (to the nearest square foot) of all lots, outlots, and road right-of-ways certified by the surveyor who signs the plat.
6. Provide current (within past 6 months) **certified Abstract of Title** or **Registered Property Report** on such other evidence as the City Attorney may require showing title or control in the applicant.
7. The executed plat will be released to the owner or authorized representative upon satisfaction of all plating requirements. The owner is responsible to promptly record the plat with Hennepin County. The plat must be recorded prior to issuance of any permits associated with the minor subdivision.