

CITY OF ELYSIAN
LE SUEUR COUNTY, MINNESOTA
ORDINANCE NO. 129/25

AN ORDINANCE CREATING AN
ADMINISTRATIVE LOT SPLIT AND COMBINATION PROCESS

WHEREAS, the City Council for the City of Elysian, Le Sueur County, Minnesota met this 14th day of July, 2025, and discussed the need to create an Administrative Lot Split and Combination Process whereby one (1) or two (2) parcels, tracts, or lots of land are split, divided, or combined into one (1) or two (2) parcels, tracts, or lots of land.

WHEREAS, the City Council is empowered to regulate this type of real estate transfer or combination; and

NOW THEREFORE, the City Council for the City of Elysian, hereby and herein Ordains as follows:

Section 1. ***Lot Split.*** The simple division of a single parcel, tract, or lot to create no more than two (2) lots and the newly created property line will not cause any portion of any lot or any structure to be in violation of any of the City's Municipal Code, Zoning Code, or other Codes, Ordinances, Rules or Statutes of the City or State.

Section 2. ***Lot Combination.*** The simple combining of two (2) parcels, tracts, or lots to create no more than one (1) lot and the newly created property line will not cause any portion of any lot or any structure to be in violation of any of the City's Municipal Code, Zoning Code, or other Codes, Ordinances, Rules or Statutes of the City or State.

Section 3. ***Process.*** Whenever any parcel, tract, or lot is to be split or combined as set forth herein an Application shall be made to the City's Zoning Administrator for the same along with the following requirements met:

- A. An application shall be completed by the Applicant requesting a combination or splitting of land; and
- B. A certificate of survey shall be prepared by a licensed land surveyor identifying any split of a parcel, tract, or lot. For a combination of parcels no survey is needed; and
- C. A correct legal description for the land to be split or combined shall be provided; and
- D. For a lot split, two new deeds presented in recordable fashion shall be provided containing the new legal descriptions along with evidence of ownership for each such parcel. For a lot combination, evidence of ownership of both parcels to be combined shall be sufficient; and
- E. Any applicable split or combination fee shall be submitted with the application with said fee being established according to the City's Fee Schedule as it may be Amended from

time to time; and

- F. Any and all other necessary relevant information and documentation as reasonably requested by the City; and
- G. The Zoning Administrator shall then make a recommendation to the City Administrator on the application. The Zoning Administrator shall either approve the split or combination or deny the same. Any denial shall be in writing and shall state the specific reasons for denial. Any applicant may appeal the administrative decision of the City Administrator directly to the City Council within thirty (30) days of receiving the City Administrators decision on the split or combination application.

Section 4. ***Recording.*** If the administrative lot split or combination is approved by the City Administrator, the Administrator's decision shall then be recorded with the County Recorder by the applicant. Any and all recording fees, survey costs, or other such related County Recording requirements shall be paid by the applicant. The City Administrator's decision on the combination or split shall be null and void if not recorded with the County Recorder within ninety (90) days after the approval date.

Section 5. ***Effective Date.*** This Ordinance shall be effective upon publication of the same.

Upon motion made by Westby, duly seconded by Hunter, and passed unanimously this 14th day of July, 2025.

Dennis Schnoor, Mayor Pro Tem

Attest:

Lorri Kopischke, City Administrator