



**CITY OF ORONOCO**  
**LOT SPLIT**  
*Flow Chart*

**COSTS ASSOCIATED**  
**with a Lot Split are:**  
**\$250.00 Fee**  
**\$50.00 Recording Fee**

Applicant submits Completed Lot Split Application to City Hal, which includes all items described in Ordinance 2006 - 11

**60 Day Rule Begins**

**APPLICATION COMPLETE**

**APPLICATION INCOMPLETE**

Clerk Sends Back to applicant with letter stating incompleteness & Process Begins Again

P & Z Commission Calls for a Public Hearing. City Clerk sends out notices to the Distribution List\*

After Public Hearing P & Z makes recommendation to City Council.

City Council Reviews & Takes Action (if approved, via resolution)

City Clerk Notifies Applicant of Council Action

Applicant provides City Clerk with Survey and Legal Description after Lot Split

City Clerk addresses new parcel(s) and records Lot Split

- \*Distribution List:**
1. *Planning & Zoning Commission*
  2. *Oronoco City Council*
  3. *Oronoco Township*
  4. *Olmsted County Planning*
    - A) *County Engineer*
    - B) *Septic*
    - C) *Tom Thompson, Inspections*
    - D) *GIS*
  5. *Pine Island Telephone*
  6. *People's Cooperative Services*
  7. *MN Energy*
  8. *Parks & Trail Committee*
  9. *Emergency Services*
    - A) *Fire Department*
    - B) *1st Responders*
    - C) *OCSO*
  10. *DNR*
  11. *School Board Districts*
  12. *MnDOT*
  13. *Property Owners w/in 350' (Only if a Public Hearing is Needed)*
  14. *City Engineer*