



Staff Contact: _____

Date: _____

Subdivision #: _____

APPLICATION AND PROCEDURES FOR ADMINISTRATIVE SUBDIVISION

Environmental Services Department

Stearns County Service Center - 3301 County Rd 138 - Waite Park, MN 56387

320-656-3613 or 1-800-450-0852

It is strongly recommended that applicants meet with staff to discuss proposed land subdivisions.

Property Owner	_____	Phone	_____
Email	_____		
Mailing Address	_____		
Parcel I.D. Number	_____	Township	_____
Legal Description	_____		
Is property to be subdivided Torrens?	_____ NO	_____ YES	

Type of Administrative Subdivision:

____ 4.1 Non Building ____ 4.2 Building Sites > 10/20 acres ____ 4.3 Government Lot ____ 4.4 Quarter Quarter
____ 4.5 Boundary Line Correction ____ 4.6 Attachment ____ 4.7 Sewage Treatment System

Submission Requirements:

Certificate of Survey – Electronic version in a PDF format

- ____ Boundary line survey of tract to be subdivided
- ____ Legal description of tract to be subdivided
- ____ Calculate the area of the tract to be subdivided
- ____ Show the location of all buildings relative to the tract to be subdivided
- ____ Show distances of buildings to property lines
- ____ Access Easement
- ____ Other _____

Declaration of Restriction - A sample format will be provided.

ZONING (per Ordinance 439):

____ Declaration of Restriction for Development Rights

SUBDIVISION (per Ordinance 230):

- ____ Declaration of Restriction for Conveyance for Non-Building Purposes
- ____ Declaration of Restriction for Conveyance for Sewage System Installation

Deed – One or more deeds will be required for all land transactions.

Attachments:

- (1) Legal description of the lot, parcel or tract that will be attached;
- (2) Legal description of the lot, parcel or tract that (1) will be attached to; and
- (3) The deed shall state, "The subdivision is for the purpose of attachment, and the lot, parcel or tract to be attached, together with the lot, parcel or tract to which it is being attached shall, upon attachment, be considered as one lot, parcel or tract."

Non-Building ____ **Building Sites > 10/20 acres** ____ **Government Lot** ____ $\frac{1}{4}$ $\frac{1}{4}$ ____ **Sewage Treatment System** ____

____ **Residual:** Legal description of the residual lot.

Boundary Line Correction:

- (1) Legal description of boundary line correction
- (2) Statement that the purpose on the deed is for boundary line correction
- ____ Other _____

Certificate of Compliance – Some township require a certificate of compliance for administrative subdivisions.

Township requirement? NO _____ YES _____ Township: _____

Other Documents

- _____ Access Easement: Minimum width shall be 33', shall be granted for roadway and utility purposes, must be perpetual, be binding upon the heirs, successors and assigns, have a defined legal description, contain provisions for construction, maintenance, repair, alteration and contain provisions for enforceability by the grantor/grantee.
- _____ For Boundary Line Correction, include documentation from a land surveyor, title company, attorney or other qualified professional detailing the fact why the boundary line correction is warranted.
- _____ Highway Certificate to be recorded if subdivision is adjacent to State Highway or County Road (County to obtain if applicable)
- _____ Sewage Treatment System locations and soil boring report (see checklist for additional explanation)
- _____ Other: _____

Park Dedication fee required? NO _____ YES _____
Amount: \$ _____ Receipt # _____

REVIEW PROCESS

Submit all required documents to Environmental Services. Allow **7 to 10 business days** for application review. *Documents do not need to be signed and notarized before staff review.* If one or more documents do not meet ordinance requirements, the application will be considered incomplete. The document(s) will be returned to the applicant for revision. When all documents meet ordinance requirements and the park dedication fee is paid (if applicable), administrative subdivision approval can be issued.

Recorder's Office

- Submit all required documents. Deeds and Declarations of Restrictions must be signed and notarized
- Submit the administrative subdivision approval
- Submit a copy of the Certificate of Survey (if a survey is required)
- Pay recording fees

Auditor's Office

- Reviews all documents, the subdivision approval and the Certificate of Survey (if one was required)
- Certifies that all property taxes are paid in full for the parcel subject to the subdivision
- Establishes parcels in the tax system

****Administrative subdivisions in Le Sauk Township are not subject to Environmental Services review.**

I, the undersigned, agree that I am the owner of the above-described property or am a representative of the owner of the property. Additionally, I have submitted all the required documents with this application.

Applicant's Signature (or Representative)

Date

Application Fee: \$ _____ Receipt #: _____

Administrative Subdivisions for Building Sites on 10/20 acres or more

Survey shall include the following information:

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description of each parcel |
| <input type="checkbox"/> | <input type="checkbox"/> | Parcel area |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing structures and any impervious surfaces |
| <input type="checkbox"/> | <input type="checkbox"/> | Distances from structures to property lines |
| <input type="checkbox"/> | <input type="checkbox"/> | The location(s) of any animal feedlot within 700 feet of the plat boundary |
| <input type="checkbox"/> | <input type="checkbox"/> | If determined necessary by the Director, a copy of the wetland delineation report of delineated wetland boundaries for all wetlands that are not public water wetlands |
| <input type="checkbox"/> | <input type="checkbox"/> | Floodway, flood fringe and/or general floodplain district boundary |
| <input type="checkbox"/> | <input type="checkbox"/> | Shoreland district boundary |
| <input type="checkbox"/> | <input type="checkbox"/> | Identification on the survey of the location of two soil treatment and dispersal areas that support systems as described in Minnesota Rules 7080.2200 to 7080.2230 or successor rules, or site conditions described in Minnesota rules 7081.0270, subparts 3 to 7 or successor rules in addition to the site evaluation report completed by a licensed site evaluator. If the proposed use of the property does not require a sewage treatment system, this requirement may be deferred until such time that a sewage treatment system is needed |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil boring locations. In soil treatment design areas, soil borings must be taken to a minimum depth of seven feet below the ground surface, unless redoximorphic features or ground water is encountered prior to that depth. |
| <input type="checkbox"/> | <input type="checkbox"/> | The minimum setbacks and resulting building lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Identification of the building envelope as set forth in Section 7.33 of Stearns County Land Use and Zoning Ordinance 439, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identification of the buildable lot area as set forth in Sections 5.4.7 G and H and Section 8.9 of this Ordinance; or successor ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | The location of ingress and egress to and from the proposed subdivision |
| <input type="checkbox"/> | <input type="checkbox"/> | Description of equivalent land areas when the subdivision results in the transfer of development rights |
| <input type="checkbox"/> | <input type="checkbox"/> | Highway certificate is required to be recorded with the subdivision documents for subdivisions that are being reviewed pursuant to Section 4.2 of this Ordinance; or successor ordinance if the subdivision is adjacent to a State Highway or County Road(County to obtain if applicable) |