



# Subdivision

## APPLICATION Waseca County, Minnesota

Reference # \_\_\_\_\_

**About:** Nearly all land divisions in Minnesota are regulated by local authorities. The Waseca County Unified Development Code regulates the subdivision of land outside of most municipalities or areas where municipalities (cities). For properties under the county's land use jurisdiction, the Planning and Community Development Department can tell you if your parcel is being created properly, and if it conforms to subdivision and zoning requirements. For more information, see our website at:

### PROPERTY IDENTIFICATION NUMBER (PIN) *PIN is found on your Property Tax Statement*

Primary PIN	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Associated PIN	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Associated PIN	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Associated PIN	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E.g. 12-123-1234. Primary PIN: Parcel where Primary Structure/SSTS are located. Associated PIN: Additional and/or adjacent property that you own or that is related to the project.

### APPLICANT

Applicant/Owner Name (Last, First) I am a... Homeowner <input type="checkbox"/> Attorney <input type="checkbox"/> Other <input type="checkbox"/>			Daytime #		Date
Applicant Address			City	State	ZIP
Applicant Email					
Contact Person			Contact Phone #		
Contact person Mailing Address (Where to Send Permit)			City	State	ZIP
Email Address (Where to Email Permit)					

### SITE INFORMATION

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have the taxes/special assessments been paid? <i>If no, contact the Waseca County Auditor Treasurer for the payment amount</i>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the property have frontage/access to a public road?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is there an easement to access the property? If, yes: <input type="checkbox"/> Private easement <input type="checkbox"/> State/federal/county easement If yes, you must attach easement documentation.

### TYPE OF PROPOSED SUBDIVISION

<input type="checkbox"/> Lot Line Adjustment- <b>\$100</b>	<i>Contact the Auditor/Treasurers office, 835-0610, for additional fees that may need to be paid: * Real Estate Taxes and Special Assessments * Deed tax of .33% of selling price + Ag fee of \$5</i>
<input type="checkbox"/> Minor Subdivision- <b>\$100</b>	<i>* Mortgage Registration Tax of .23% based on mortgage amount + Ag fee of \$5 * Recording fee (s) of \$46 payable to the Waseca County Recorder</i>
<input type="checkbox"/> Conventional or Conservation Subdivision Plat (less than or equal to 10 lots)- <b>\$500 (Plus \$100 per lot-10 or less parcels)</b>	
<input type="checkbox"/> Conventional or Conservation Subdivision Plat (greater than 10 lots)- <b>\$500 (Plus \$50 per lot-Greater than 10) parcels)</b>	

### AGREEMENT

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of Waseca County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved. **Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid.** I authorize Waseca County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release Waseca County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CONTACT: Planning and Community Development Department

Technical Assistance  
Waseca County  
507-835-0650  
Land Use Information  
[www.co.waseca.mn.us](http://www.co.waseca.mn.us)

Waseca County, Minnesota

**Waseca County**  
**Planning and Zoning Department**  
**300 North State Street**  
Waseca, MN 56093

**Incomplete Applications will be Returned**

Minor Sub Prelim Rev. 10-2017

### Office Use Only

Receipt # \_\_\_\_\_

Receipt Date \_\_\_\_\_

Payment Amount \_\_\_\_\_



# Subdivision

Reference # 

## PRELIMINARY WORKSHEET Waseca County, Minnesota



### OWNER

Name		Signature:		
Address		City	State	ZIP
Email				
Contact Person		Contact Person #		
Contact Person Email				

### SURVEYOR OR ATTORNEY

Name				
Address		City	State	ZIP
Email				
Contact Person		Contact Person #		

### WETLAND DELINEATOR

Name				
Address		City	State	ZIP
Email				
Contact Person		Contact Person #		
Contact Person Email				

### SEPTIC SYSTEM DESIGNER

Name				
Address		City	State	ZIP
Email				
Contact Person		Contact Person #		
Contact Person Email				

