





# Subdivision

Reference #

## PRELIMINARY WORKSHEET Waseca County, Minnesota

About: Minor Subdivision – An approval process that a local unit of government may adopt under MN Statutes, Chapter 505, for simple land divisions.

### OWNER

Name		Signature:		
Address		City	State	Zip
Email				
Contact Person		Contact Phone #		
Contact Person Email				

### ATTORNEY

Name				
Address		City	State	Zip
Email				
Contact Person		Contact Phone #		

### SURVEYOR

Name				
Address		City	State	Zip
Email				
Contact Person		Contact Phone #		

### SEPTIC SYSTEM DESIGNER

Name		Signature:		
Address		City	State	Zip
Email				
Contact Person		Contact Phone #		
Contact Person Email				

## REQUIRED ATTACHMENTS

Submittals shall be an electronic map (DWG) or sketch in a format determined by the Zoning Administrator and supporting documents as follows:

1. Electronic Map or sketch:	
<input type="checkbox"/>	Boundary lines with lengths and bearings taken from a boundary survey drawn by a licensed land surveyor or by an licensed Minnesota attorney with the legal description of the property, total acreage, name of the fee owner, developer and surveyor or attorney, north arrow, graphic bar scale, and date of preparation.
<input type="checkbox"/>	Topography consisting of 2-foot contour intervals taken from LiDAR mapping, or equivalent or more accurate source, if available.
<input type="checkbox"/>	Location of 100 year floodplains and the ordinary high water level, as taken from the Waseca County Floodplain maps, or the equivalent or a more accurate source, if available.
<input type="checkbox"/>	The existing zoning classification and the zoning classification of adjacent parcels.
<input type="checkbox"/>	Layout of proposed lots, and buildings, trees and shrubs (wind Breaks), drawn to same scale as existing data.
<input type="checkbox"/>	Current development and infrastructure on proposed and parent parcels.
<input type="checkbox"/>	Dimensions scaled to nearest foot of all lot lines, easement widths, Agricultural Buffers, lakeshore lengths and total acreage for each lot created, as well as the parent parcel.
<input type="checkbox"/>	Areas suitable for a standard SSTS and replacement area meeting the requirements of applicable state and county laws and ordinances.
2. Documents:	
<input type="checkbox"/>	Evidence of ownership and authority to subdivide consisting of fee ownership or written concurrence of fee owners.
<input type="checkbox"/>	Agriculture Covenant Documentation                      Amendment Required (Less than 35 Acres) ____ Yes ____ No
<input type="checkbox"/>	Septic site evaluation report including replacement/expansion area.
<input type="checkbox"/>	Detailed soils information from the Natural Resources Conservation Service (NRCS), or the equivalent or a more accurate source if available.
<input type="checkbox"/>	Wetland delineation report for the entire property with data sheets as may be required.
<input type="checkbox"/>	Proof of access from appropriate road authority for each new lot created and for the parent parcel.
<input type="checkbox"/>	For minor subdivisions on abstract property, proof of ownership or a title opinion less than 60 days old.
<input type="checkbox"/>	Other information as deemed necessary by the Planning and Zoning Administrator.

## 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 perm it 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.

## ADDITIONAL FEES

Contact Property & Election Services, 835-0610, for additional fees that may need to be paid:

\*Taxes Deed tax of 0.33% of selling price + Ag fee of \$5

\* 0.23% based on mortgage amount + Ag fee of \$5

Recording fee(s) of \$46 payable to the Waseca County Recorder

Technical assistance  
Waseca County Planning and Zoning  
507-835-0650  
[www.co.waseca.mn.us/129/Planning-Zoning](http://www.co.waseca.mn.us/129/Planning-Zoning)

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

**Office Use Only**  
Receipt # \_\_\_\_\_  
Receipt Date \_\_\_\_\_  
Payment Amount \_\_\_\_\_