

# 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 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	Does this property have frontage along a public road?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the property have legally demonstrated 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**

Lot Line Adjustment- **\$100**

Minor Subdivision- **\$100**

Conventional or Conservation Subdivision Plat (less than or equal to 10 lots)- **\$300 (Plus \$100 per lot; 10 or less parcels)**

Conventional or Conservation Subdivision Plat (greater than 10 lots)- **\$300 (Plus \$50 per lot; Greater than 10 parcels)**

**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.

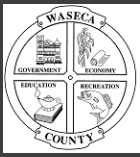
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# Subdivision

## PRELIMINARY WORKSHEET Waseca County, Minnesota

Reference # 

**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 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 #		

### SEPTIC SYSTEM DESIGNER

Name			
Address		City	State ZIP
Email			
Contact Person	Contact Person #		

Contact Person Email

### REQUIRED ATTACHMENTS (See Next Page)

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:

\_\_\_ 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.

\_\_\_ Topography consisting of 2-foot contour intervals taken from LiDAR mapping, or equivalent or more accurate source, if available.

\_\_\_ 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.

\_\_\_ The existing zoning classification and the zoning classification of adjacent parcels.

\_\_\_ Layout of proposed lots, and buildings, trees and shrubs (wind Breaks) , drawn to same scale as existing data.

\_\_\_ Current development and infrastructure on proposed and parent parcels.

\_\_\_ 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.

\_\_\_ Areas suitable for a standard SSTS and replacement area meeting the requirements of applicable state and county laws and ordinances.

2. Documents:

\_\_\_ Evidence of ownership and authority to subdivide consisting of fee ownership or written concurrence of fee owners.

\_\_\_ Agriculture Covenant Documentation                      Amendment Required (Less than 35 Acres)    \_\_\_ Yes    \_\_\_ No

\_\_\_ Septic site evaluation report including replacement/expansion area.

\_\_\_ Detailed soils information from the Natural Resources Conservation Service (NRCS), or the equivalent or a more accurate source if available.

\_\_\_ Wetland delineation report for the entire property with data sheets as may be required.

\_\_\_ Proof of access from appropriate road authority for each new lot created and for the parent parcel.

\_\_\_ For minor subdivisions on abstract property, proof of ownership or a title opinion less than 60 days old.

\_\_\_ Other information as deemed necessary by the Planning and Zoning Administrator.

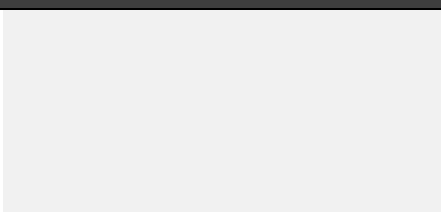
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