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SUBDIVISION APPLICATION

All subdivisions of land must be reviewed by the Pope County Land & Resource Management prior to being recorded at the Pope County Recorder as per the Subdivision Controls Ordinance, section 10.25 of the Pope County Land Use Controls Ordinance (LUCO). The Department is charged with reviewing subdivision requests; subdivisions of land which do not qualify for administrative approval must follow the process defined in section 10.25.3.H of the Pope County LUCO.

Type of Proposed Subdivision or Combination

- Combination – Fee \$0
- Minor Subdivision – Certificate of Survey or PLSS Description – Fee \$150
- Minor Subdivision – Plat – Fee \$260
- Standard Subdivision – Preliminary Plat – Fee \$260 + \$160 / Lot
- Standard Subdivision – Final Plat – Fee \$210
- Exempt** as per Pope County Subdivision Controls Ordinance, LUCO Section 10.25.1.E., indicate reason for exemption on page 3 of this form – Fee \$0

Applicant Details

Application Date:			
Applicant Name			
Mailing Address		City	State
Email		Phone	
Owner Name (if different)		Phone	

Property Location

Property Address		City	State	Zip
Township Name		Section	Twp	Range
Parcel No.	-	Associated Parcel No.	-	-
Legal Description (attach additional sheet if necessary)				

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.
Land Use Zoning District:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the subdivision meet zoning district dimensional standards?



POPE COUNTY MINNESOTA

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Total Area of Original Parcel	
Number of Lots	
Smallest Lot Size	
Name of Proposed Subdivision	
Proposed Use of Lots	
Proposed Method of Sewage Disposal	

Developer Details (if different from Applicant)

Name			
Mailing Address	City	State	Zip
Email	Phone		

Land Surveyor Details

MN Licensed Surveyor Name	MN License No.		
Company Name			
Mailing Address	City	State	Zip
Email	Phone		

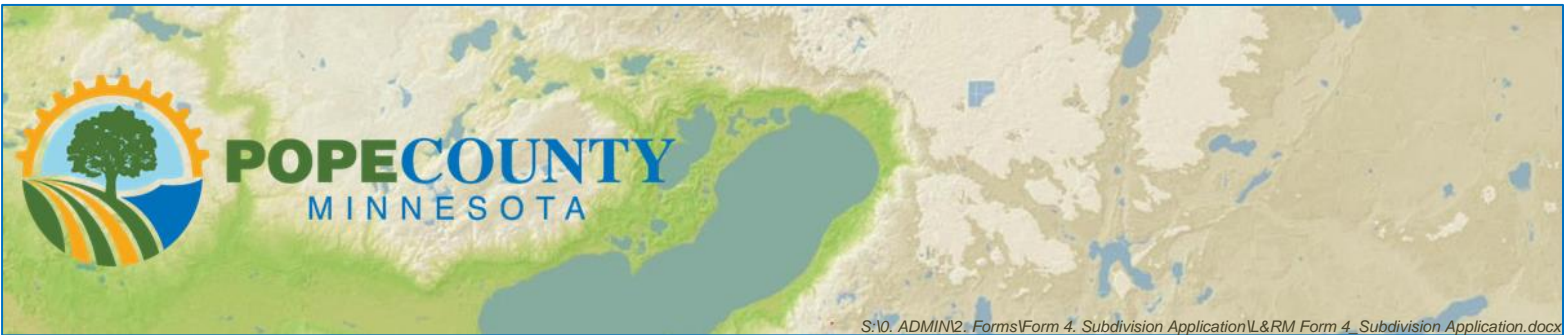
Septic System Designer Details

MN Licensed/Certified Designer Name	MN License/Certificate No.		
Company Name			
Mailing Address	City	State	Zip
Email	Phone		

Applicant Signature(s)

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 Pope 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.

Applicant Name	Signature	Date
Co-Applicant Name	Signature	Date

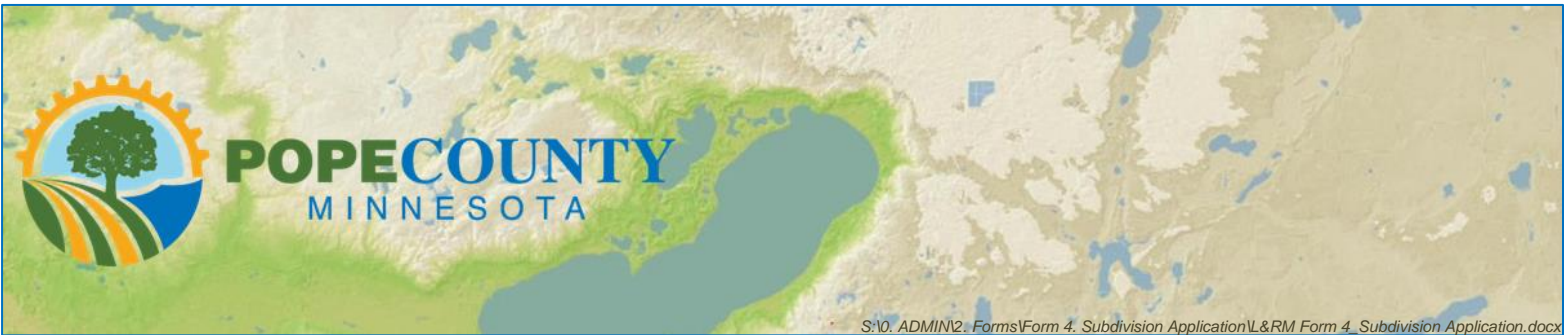


SUBDIVISION – EXCEPTIONS LUCO SECTION 10.25.1.E.

1. The subdivision of a lot where all resulting parcels can be described as a full Government Lot, a full Quarter section, a full Half section or a full Quarter-Quarter Section as described by the Public Land Survey System (PLSS).
2. A subdivision of a lot pursuant to court order.
3. Subdivisions creating or rearranging of lots within a cemetery or mausoleum in accordance with MN Statutes 306, 307 or other applicable state law (subdivisions of a parcel to create the external boundaries of a cemetery is not excepted).
4. Parcels of land created as a result of public acquisition by purchases of segments of land for widening or opening streets, roads or public transportation corridors.

GENERAL PROVISIONS FOR SUBMITTAL OF APPLICATIONS LUCO SECTION 10.25.3.A.

1. **Form of Application.** Applications required under these Subdivision Regulations must be submitted in a form and in such numbers as required by these Regulations and determined by the Administrator to be complete prior to commencement of review.
2. **Application Fees.** Applications must be accompanied by the fee amount that has been established by the Board of County Commissioners. Application fees are nonrefundable.
3. **Paper Copies.** For Standard subdivisions and final plats one paper copy at a minimum of 22 x 34 inch and one copy at a size of 11 x 17 inch. For Minor subdivisions, one paper copy of the preliminary plat, scaled site plan or Certificate of Survey (as appropriate to the required method of subdivision), in a size acceptable to the Administrator.
4. **Electronic Copies.** One electronic copy of the proposed preliminary plat, sketch plan or Certificate of Survey (as appropriate to the required method of subdivision) and final plat in PDF format.
5. **Spatial Data.** One electronic copy of the spatial data of the preliminary and final plat required to display the plat in the Pope County Geographic Information System (GIS). Specific format to be as determined by the County.



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**PRESENTATION REQUIREMENTS
(PRELIMINARY PLAT, SKETCH PLAN OR CERTIFICATE OF SURVEY)
LUCO SECTION 10.25.3.B.**

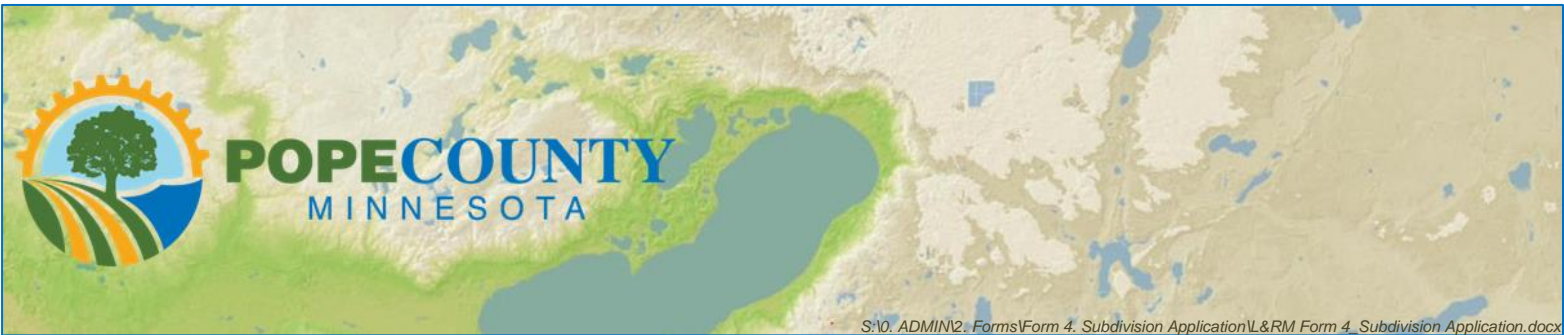
For review by the Administrator and/or Planning Commission, the following information shall be shown on the plat map, sketch plan or Certificate of Survey (as appropriate to the required form of application) or in a form otherwise approved by the Administrator. The Administrator may waive certain of these requirements for minor subdivision sketch plans or Certificates of Survey when such information is determined to be unnecessary.

1. General Information

a.	The proposed name of the plat, which shall not duplicate or be similar in pronunciation or spelling to the name of any plat already recorded in Pope County;
b.	Location by section, township and range;
c.	Names and addresses of the owners, developer and surveyor;
d.	Graphic scale between one (1) inch = fifty (50) feet and one (1) inch = two hundred (200) feet depending on the size of the plat and the detail of the information to be shown, unless otherwise approved by the Administrator;
e.	North point and vicinity map;
f.	Total acreage of the land to be subdivided;
g.	Boundary line survey and legal description. Identify any property within the subdivision that is registered (torrens);
h.	Proof of ownership;
i.	Date of preparation;
j.	Any additional information as may be requested by the Administrator.

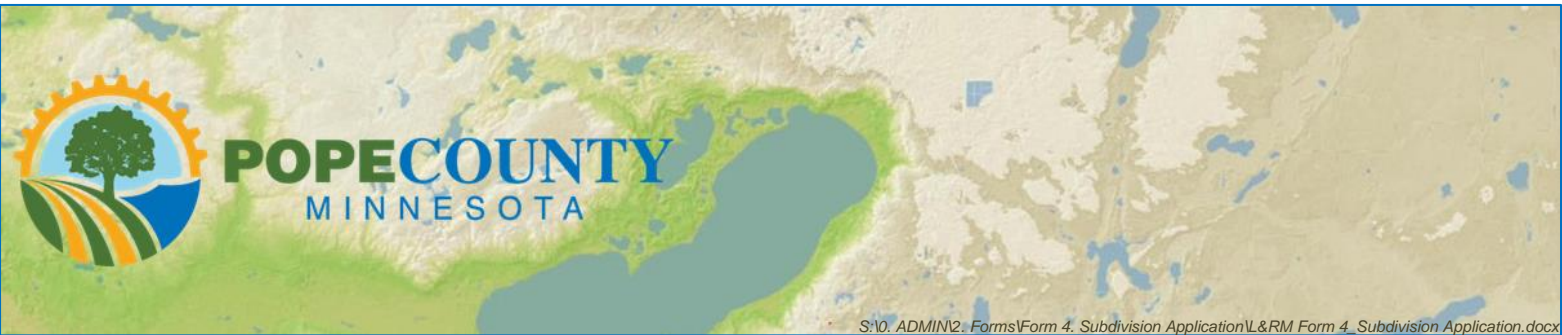
2. Existing Features (including surrounding area within a distance of 300 feet)

a.	Existing public and private roads, showing width of roads, and any associated easements;
b.	Existing property lines;
c.	Site improvements, and structures on the proposed parcel(s), and to a distance of ten (10) feet beyond the proposed property lines, and distances from structures to property lines;
d.	Delineated wetland boundaries for all wetlands located within the plat boundaries, except where approximate boundaries are deemed sufficient by the Administrator;
e.	In the shoreland district the toe and top of any bluffs present;
f.	In the shoreland district the ordinary high water level and highest known water level;
g.	Topographic contours with a maximum distance between contours of 2 feet, unless otherwise required or allowed by the Administrator;
h.	Any additional information as may be requested by the Administrator.



3. Proposed Features

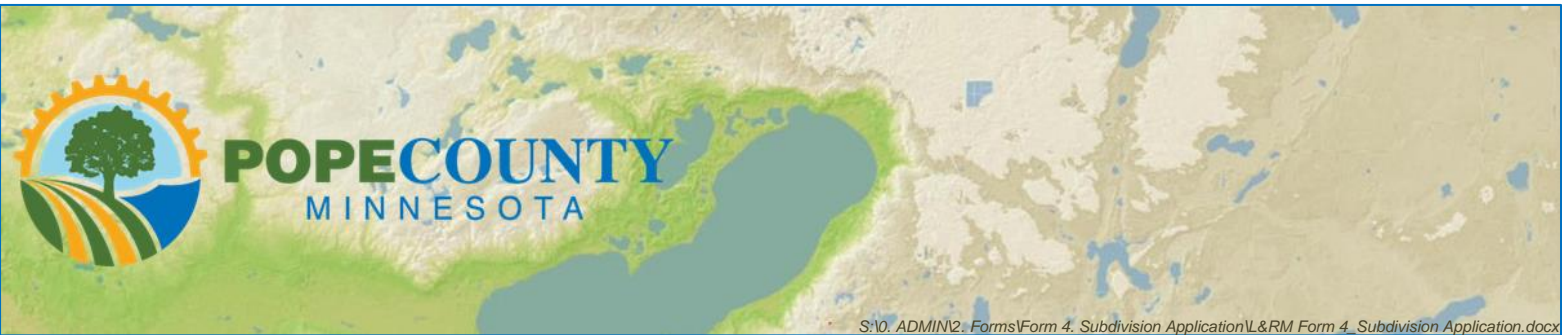
a. Proposed lot lines, dimensions, gross square footage or acreage of each lot;
b. Proposed lot and block numbers;
c. For Standard subdivisions, proposed layout and width of public roads and utility easements, showing proposed road names. The name of any road already used in the County shall not be used, unless the proposed road is an extension of an already named road, in which event the existing road name shall be used.
d. The minimum setback requirements with resulting building envelope, including any required setbacks from waterbodies or wetlands;
e. Proposed easements or right-of-way for utilities and drainage;
f. Location of at least two suitable sites for a septic drainfield, from a licensed septic system designer;
g. Proposed use of all parcels, and if zoning change is contemplated, proposed rezoning;
h. Statement of source of proposed water supply;
i. Statement of provisions for sewage disposal, drainage and flood control;
j. Preliminary road grades and drainage plan;
k. Proposed deed restrictions if there are any intended, shall be submitted with the preliminary plat;
l. Such other information as may be requested by the Administrator.



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**PRESENTATION REQUIREMENTS
(FINAL PLAT)
LUCO SECTION 10.25.3.C**

1. All final plat applications shall be prepared by a land surveyor who is licensed in the State of Minnesota and shall conform to all requirements of Minnesota State Statutes, Chapter 505 and 515 B, as may be amended.
2. The final plat application shall have incorporated all the conditions of the County Board and Administrator in the approval of the preliminary plat. In all other respects, the final plat shall conform to the approved preliminary plat.
3. Title Opinion by a practicing attorney at law based upon an examination of an abstract or the records of the County Recorder for the lands included within the plat showing the title to be in the ownership of the subdivider. The date of continuation of the abstract examined, or the date of the examination of the records shall be within thirty (30) days prior to the date the final plat is filed with the County Recorder. The owner or subdivider shown in the title opinion shall be the owner of record of the platted lands on the date of recording of the plat with the County Recorder.
4. Certifications Required.
 - a. Certification of the adoption of the plat notarized by the owner and by any mortgage holder of record of the adoption of the plat and the dedication of roads and other public areas. The mortgage holder of record may record a notarized document giving consent to plat with the final plat in lieu of the certification;
 - b. Certification notarized by a licensed land surveyor to the effect that the plat represents a survey made by themselves and that monuments and markers shown therein exist as located and that all dimensional and geodetic details are correct;
 - c. Certification by the County Recorder (per County Board Resolution No. 201311) showing that current and delinquent taxes and special assessments currently due on the property have been paid in full;
 - d. Certification by the applicant's attorney that the proper evidence of title has been presented and that all parties with an interest in said property have been included in the execution of the final plat;
 - e. Form for approval by the County Attorney: I hereby certify that proper evidence of title has been presented to and examined by me, and I hereby approve this plat as to form and execution.
Attorney for Pope County _____
 - f. Form for approval by the County Surveyor: I hereby certify that I have reviewed this plat and found it to be in compliance with the surveying requirements of the Subdivision Controls Ordinance of Pope County and Chapter 505; Minnesota Statutes.
Surveyor for Pope County _____
 - g. Form for approval by the County Board, Standard Subdivision:
Approved by the Board of County Commissioners of Pope County, Minnesota this ____ day of _____, 20____.
Chairman _____
County Auditor _____
 - h. Form for approval by the Administrator, Minor Subdivision:
I hereby certify that this plat represents a division of property that is found to comply with the subdivision regulation for Pope County, Minnesota, and that it has been approved for recording in the Office of the Pope County Recorder.
Administrator, Director of Pope County Land & Resource Management _____ Date _____
 - i. Certification by the County Recorder indicating the filing date, folder number, and document number of the final plat;



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Application Status

Date Received:			
Application Complete	Yes / No		
Application Complete Date:			
Subdivision Type	<input type="checkbox"/> Combination – Fee \$0 <input type="checkbox"/> Minor Subdivision – Certificate of Survey or PLSS Description – Fee \$150 <input type="checkbox"/> Minor Subdivision – Plat – Fee \$260 <input type="checkbox"/> Standard Subdivision – Preliminary Plat – Fee \$260 + \$160 / Lot <input type="checkbox"/> Standard Subdivision – Final Plat – Fee \$210		
Exempt?	<input type="checkbox"/> 10.25.1.E.1 <input type="checkbox"/> 10.25.1.E.2 <input type="checkbox"/> 10.25.1.E.3 <input type="checkbox"/> 10.25.1.E.4		
Subdivision Administratively Approved	Yes / No / N/A		
Date of Subdivision Administrative Approval:			
Planning Advisory Commission Hearing Date:			
Findings			
<i>I have reviewed the application.</i>			
Director's Name	David J. Green	Signature	Date