



Subdivision Application

Lake of the Woods County Land and Water Planning

206 8th Ave SE Baudette, MN 56623

Phone: 218-634-1945

<http://www.co.lake-of-the-woods.mn.us/Planning.aspx>

Please carefully complete this application according to the instructions. Failure to fill in all the required information may result in a delay of processing your application. The application fee payable to **Lake of the Woods County Treasurer** must accompany this application.

- Administrative (pg. 3)
 Minor (pg. 4)
 Preliminary Plat (pg. 6)
 Final Plat (pg. 9)

Property Owner and Original Parcel Information

For Office Use Only:

Name: _____
 Mailing Address: _____
 Daytime Phone: _____

Application #: _____
 Amount Paid: _____
 Amount Due: _____
 Receipt #: _____
 Check #: _____
 Date Received: _____
 Date of Notice: _____
 Survey Submitted: _____
 Pre-App: _____

Original Parcel Information

Parcel Number: _____ Lot size (Acres): _____
 Section: _____ Township: _____ Range: _____
 Legal Description: _____
 Site Address: _____
 Shoreland Frontage: Yes No Lot width at shoreline: _____

Proposed Parcel(s) Information

Total # of Lots after subdivision*: _____ *Attach all legal descriptions on separate sheet
 Proposed Use: _____
 Will any of the lots require access through easement? Yes (If yes, attach easement language) No
 For Administrative and Minor subdivisions, give the lot size (acres) for each lot:
 Lot 1: _____ Lot 2: _____ Lot 3: _____ Lot 4: _____ Lot 5: _____ Lot 6: _____ Lot 7: _____ Lot 8: _____

Additional Information (skip if applying for Administrative Subdivision)

Surveyor Name: _____	Subdivision Name: _____
Address: _____	New Road Proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone: _____	Length of Proposed Road: _____
Email: _____	Length of Existing Roads: _____
	Will any lots be for controlled access? <input type="checkbox"/> Yes <input type="checkbox"/> No

ALL APPLICANTS/OWNERS MUST SIGN BELOW

I hereby certify that I am the owner or authorized agent of the owner of the above property and that all uses will conform to the provisions of the Lake of the Woods County official controls. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant approvals invalid. I also authorize County staff to inspect the property during a review of the application during a reasonable time of day.

Applicant: _____ Date: _____
 Owner (if not applicant): _____ Date: _____

See corresponding pages for appropriate subdivision procedures and additional requirements



LAKE OF THE WOODS COUNTY
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 Phone: (218) 634-1945 Fax: (218) 634-2509
www.co.lake-of-the-woods.mn.us

**LAND & WATER PLANNING OFFICE
 PERMIT FEE SCHEDULE**

General Information: Permits are required for any new building construction (including mobile homes) or alterations that change the outside dimensions of the structure; for the installation or alteration of on-site sewage treatment systems; and grading and filling in shoreland areas. Building contractor license numbers and site drawings are required for all building permits.

TYPE OF PERMIT	CURRENT FEE
Land Use Permit:	
Combined Permit (Includes house and sewage system) - Dwellings unit at or under 2,000 square feet footprint including attached garage	\$150.00
- Dwellings unit over 2,000 square feet footprint including attached garage	\$250.00
This is for undeveloped lots only or complete redevelopment of a lot	
Dwelling Unit with or without attached garage - At or under 2,000 square feet footprint	\$100.00
- Over 2,000 square feet footprint	\$200.00
Commercial building	\$125.00
Garage, storage sheds, or separate structure over 12' x 20'	\$75.00
Storage sheds, or structures smaller than 12' x 20' (No pre-site)	\$50.00
Legal addition(s) on a single structure	\$75.00
Deck (over 3 feet above the natural ground)	\$50.00
Sewage Treatment Permit:	
Residential sewage system per dwelling unit (new or alteration)	\$100.00
Drain field Extension	\$50.00
Commercial design with flow over 1,000 gallons per day	\$150.00
Subdivisions:	
Platting/Subdivision Application (Non-refundable) - base fee - plus \$50.00/Lot - payable at submission of Final plat	\$400.00
County Surveyor's Final Plat Check - base fee - plus \$20.00/Lot with minimum fee of \$500.00	\$400.00
Administrative Subdivision Application (Non-refundable)	No Fee
Minor Subdivision Application (Non-refundable) – base fee - Plus \$50.00/Lot	\$200.00
County Surveyor's Review - base fee - plus \$10.00/Lot with minimum fee of \$200.00	\$150.00
Special Use Request Permits:	
Conditional Use Application (Non-refundable) - plus \$46.00 Recording Fee	\$200.00
Variance Application (Non-refundable)- plus \$46.00 Recording Fee	\$200.00
Zoning Amendment Application (Non-refundable)- plus \$46.00 Recording Fee	\$200.00
Wetland Appeal Application Fee	\$500.00

AFTER-THE-FACT LAND USE PERMIT - Five (5) times the permit fee or \$10.00/square foot of the structure footprint, whichever is greater.

AFTER-THE-FACT VARIANCE OR CONDITIONAL USE REQUEST – Five times normal fee.

Issuing of permits may initiate a review of your septic system. Nonconforming systems are required to be upgraded.

IMPORTANT NOTICE: IT IS THE PROPERTY OWNERS RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS PRIOR TO ANY WORK BEING DONE.

Administrative Subdivision

Requirements and Procedures

General Requirements:

- A. The division of property results in a maximum of four (4) lots
- B. Minimum lots size is five (5) acres or one-half quarter quarter quarter ($\frac{1}{2}$ $\frac{1}{4}$ $\frac{1}{4}$ $\frac{1}{4}$) section unless a certificate of survey is provided
- C. All lots must conform with minimum lot size requirements presented in Article V of the Lake of the Woods County Zoning Ordinance
- D. The division will not require the creation of a new road. All lots shall have frontage on an existing public road or appropriate provisions are made to prevent landlocked parcels
- E. There shall be no subsequent subdivision of any property that has been included in an Administrative Subdivision within a period of three (3) years of the date any such subdivision was approved as part of an earlier Administrative Subdivision unless such subdivision is processed as a Minor Subdivision or plat.
- F. Prior to submitting an application to subdivide or plat, the applicant shall schedule a pre-application meeting with the Zoning Administrator. The applicant will prepare a sketch plan to be reviewed at the pre-application meeting.

Required Application Attachments:

1. Map or sketch which includes the following:
 - a. Current lot lines
 - b. Proposed lot lines with measurements
 - c. Existing and proposed legal access locations
 - d. All existing structures with dimensions
 - e. Existing and/or proposed SSTS locations
 - f. Well location
2. Copy of deed showing ownership of property
3. Legal description of original parcel
4. Proposed legal descriptions of all new parcels
5. Any other information required by the Land and Water Planning Office

Application Procedure:

1. The Zoning Administrator shall notify the applicant, within fifteen (15) days of receipt of the application, if the application is found incomplete and shall identify the items required to complete the submittal.
2. The Zoning Administrator may refer the documents to the County Surveyor, Public Works Department and the Soil and Water Conservation District for review and comment.
3. After consideration of the complete Administrative Subdivision application, accompanying documents and any comments received, the Zoning Administrator shall approve or disapprove the subdivision as follows:
 - a. In case of approval, the Zoning Administrator shall notify the applicant in writing the proposed subdivision complies with the Ordinance requirements.
 - b. In the case of disapproval, the Zoning Administrator shall notify the applicant in writing and state the reasons for such disapproval.
4. After approval of an Administrative Subdivision application the applicant must record the deeds of the lots and, if applicable, file one 11" x 17" copy of the final registered land survey with the Lake of the Woods County Recorder within one (1) year of the date of said approval to complete the process or the Administrative Subdivision application approval becomes null and void. New Administrative Subdivision approved lots do not become legal lots of record until the deeds creating said lots are recorded with the County Recorder. If the deeds are not recorded for the lots prior to an ordinance revision that makes any of the lots approved through this process nonconforming, the Administrative Subdivision application approval becomes null and void and a new application will need to be processed in accordance with any new ordinance requirements.

Minor Subdivision

Requirements and Procedures

General Requirements:

- A. The division of property results in a maximum of eight (8) lots
- B. Minimum lots size is five (5) acres or one-half quarter quarter quarter ($\frac{1}{2}$ $\frac{1}{4}$ $\frac{1}{4}$ $\frac{1}{4}$) section unless a certificate of survey is provided
- C. All lots must conform with minimum lot size requirements presented in Article V of the Lake of the Woods County Zoning Ordinance
- D. The division may require creation of a new road. All lots shall have legal access through one of the following:
 - a. Frontage on a public road;
 - b. Frontage on a public waterbody; or
 - c. Appropriate provisions are made for legal access to prevent landlocked parcels
- E. There shall be no subsequent subdivision of any property that has been included in a Minor Subdivision within a period of three (3) years of the date any such subdivision was approved as part of an earlier Minor Subdivision unless such subdivision is processed as a plat.
- F. Prior to submitting an application to subdivide or plat, the applicant shall schedule a pre-application meeting with the Zoning Administrator. The applicant will prepare a sketch plan to be reviewed at the pre-application meeting.

Land Suitability Documentation: (Pre-application meeting will determine which of the following are required)

- Topographic contours at ten-foot intervals
- The surface water features required by Minnesota Statutes, section 505.02, subdivision 1
- Subsurface Sewage Treatment System (SSTS) site evaluations submitted by a State of Minnesota licensed designer indicating suitability for building and placement of two standard sewage treatment systems for every lot
- Information regarding adequacy of domestic water supply
- Extent of anticipated vegetation and topographic alterations
- Near-shore aquatic conditions including depths, types of bottom sediments, and aquatic vegetation
- Proposed methods for controlling stormwater runoff and erosion both during and after construction
- Location of 100-year floodplain areas and floodway districts from existing adopted maps or data
- A line or contour representing the ordinary high-water level, and the toe and the top of any bluffs
- A wetland delineation

Survey Requirements:

1. Eighteen (18) 22" x 34" paper copies prepared by a registered land surveyor
2. The original property description and the proposed legal descriptions of the proposed lots.
3. All contiguous property and all roads identified by proper name
4. Proposed property lines with dimensions noted
5. Proposed use
6. Proposed driveway locations on the lots and means of legal access
7. Location of all existing structures, individual sewage treatment systems, existing and abandoned wells, and distances from existing and proposed lot lines
8. Location of any existing tile lines, water courses, drainageways, lakes and delineated wetlands under the Wetland Conservation Act, the ordinary high-water level, one-hundred (100) year flood elevations and the toe and top of any bluff
9. Location and provisions for individual water supply and sewage disposal for each lot that meets the requirements of the *Lake of the Woods County Subsurface Sewage Treatment System Ordinance*. For

lots that are ten acres (10) or more in area, the location of two suitable sites for a standard ISTS is waived

10. Setback distances from proposed well and septic locations
11. Citation and location of any existing legal right-of-way or easement affecting the property, as documented on a current Title Opinion

Additional Requirements:

1. Copy of deed(s) showing ownership of the property
2. Legal description of original parcel
3. Proposed legal descriptions of all new parcels
4. A Title Opinion prepared with 120 days
5. Any other information required by the Land and Water Planning Office
6. Fee (see Fee Schedule)

Application Procedure:

Following the receipt of all required information:

1. The Zoning Administrator shall distribute the survey copies to the following: Recorder, Surveyor, Assessor, Attorney, Public Works, Manager of Information Systems (MIS), Soil and Water Conservation District (SWCD) and when required, Minnesota Department of Transportation (MNDOT) and Minnesota Department of Natural Resources (MNDNR). Also, one (1) copy will be forwarded to the appropriate public utility companies. These offices shall have fifteen (15) days to review and comment on the proposed subdivision. If no reply is received, the Minor Subdivision will be presumed to have approval of the agency/entity.
2. Planning Commission Consideration and Action:
 - A. The Zoning Administrator shall provide a notice to all property owners within one-half (1/2) mile of the proposed Minor Subdivision prior to action by the Planning Commission.
 - B. The applicant shall appear before the Planning Commission to answer questions pertaining to the application.
 - C. The Planning Commission shall determine whether the Minor Subdivision conforms to the design standards established within this Ordinance and the *Lake of the Woods Comprehensive Land Use Plan*.
 - D. The Planning Commission shall recommend that the County Board approve, approve with modifications, or deny the Minor Subdivision. The recommendation shall be forwarded to the County Board for consideration.
3. County Board Consideration and Action:
 - A. The County Board shall act on the Minor Subdivision in accordance with Minnesota Statute 15.99.
 - B. The County Board shall approve, approve with modifications or deny the Minor Subdivision, and shall include Findings of Fact pertaining to the Minor Subdivision as part of the proceedings of the County Board.
4. Recording
 - A. After the approval of the Minor Subdivision application, the applicant must record the deeds of the lots and file two (2) 22" x 34" copies and one (1) 11" x 17" copy of the final version of the registered land survey with the Lake of the Woods County Recorder within one (1) year of the date of said approval to complete the subdivision process or the Minor Subdivision application approval becomes null and void. New Minor Subdivision approved lots do not become legal lots of record until the deeds creating said lots are filed with the County Recorder. If the deeds are not recorded for the new lots prior to an ordinance revision that makes any of the lots approved through this process nonconforming, the Minor Subdivision application approval becomes null and void, and a new application will need to be processed in accordance with any new ordinance requirements.
 - B. No permits shall be issued unless the applicant has furnished evidence that the deeds of the lots or registered land survey have been filed with the County Recorder's Office.
5. Within thirty (30) days of receipt of the approval, a .dwg file or ESRI Geodatabase containing the project must be delivered to the Lake of the Woods County MIS Department.

Preliminary Plat

Requirements and Procedures

Application Procedure:

1. Schedule a pre-application meeting with the Zoning Administrator. The applicant will prepare a sketch for review at the pre-application meeting and will serve as a basis for discussion between the Zoning Administrator and the applicant. The sketch plan shall include the following:
 - a. A line drawing depicting the proposed plan
 - b. Proposed lot lines
 - c. General location of all proposed and existing buildings and their proposed or current use
 - d. General location of roads and/or accesses
2. Following the pre-application meeting, the applicant shall submit the following to the Zoning Administrator:
 - a. A complete application on a form provided by the Land & Water Planning office.
 - b. Eighteen (18) 22"x 34" paper copies along with one (1) 11"x 17" copy for reproducing for public notice, prepared by a registered land surveyor marked as "Preliminary Plat".
 - c. A fee established by resolution of the County Board.
 - d. Evidence the property meets the Land Suitability requirements outlined in Section 1002 of the Zoning Ordinance.
3. A Title Opinion prepared within the last 120 must be submitted to the County Recorder with the Preliminary Plat. A defective Title Opinion will be accepted at this stage, but must be cured as evidenced by an amended attorney's Title Opinion before approval of the Final Plat by the County Board.
4. The Zoning Administrator shall notify the applicant, within fifteen (15) days of receipt of the application, if found to be incomplete and shall identify the items required to complete the submittal.
5. Upon receipt of a complete application, the Zoning Administrator shall deliver one copy of the Preliminary Plat to each of the following: Planning Commission members, Recorder, Surveyor, Assessor, Attorney, Public Works, Manager of Information Systems (MIS), Soil and Water Conservation District (SWCD) and when required, Minnesota Department of Transportation (MNDOT) and Minnesota Department of Natural Resources (MNDNR). Also, one (1) copy will be forwarded to the appropriate public utility companies. These offices shall have fifteen (15) days to review and comment on the proposed Preliminary Plat. If no reply is received, the Preliminary Plat will be presumed to have approval of the agency/entity.
6. Upon receipt of the Preliminary Plat, the Lake of the Woods County Planning Commission shall hold at least one public hearing on the Preliminary Plat. At least ten (10) days in advance of the hearing, notice of the time and place of such hearing shall be published in the official paper of the County. All property owners within one-half (1/2) mile of the proposed subdivision shall be notified as to the time and place of the hearing. The applicant shall appear, at the public hearing, before the Planning Commission to answer questions pertaining to the preliminary plat. Following the consideration of the Preliminary Plat by the Planning Commission, the Preliminary Plat will be brought before the County Board at their next regularly scheduled meeting for their consideration.

7. Based on appropriate law and the recommendation of the Planning Commission, the County Board shall approve, approve with modifications or deny the Preliminary Plat. The Zoning Administrator shall notify the applicant within ten (10) days of the date of the decision of the County Board.
8. Approval of the Preliminary Plat does not constitute an acceptance of the subdivision, but is deemed to be an authorization to proceed to the Final Plat. This approval shall become void if the Final Plat is not submitted with one (1) year of the date of said approval, unless a time extension is submitted and approved by the County Board.

Land Suitability Documentation: (Pre-application meeting will determine which of the following are required)

- Topographic contours at ten-foot intervals
- The surface water features required by Minnesota Statutes, section 505.02, subdivision 1
- Subsurface Sewage Treatment System (SSTS) site evaluations submitted by a State of Minnesota licensed designer indicating suitability for building and placement of two standard sewage treatment systems for every lot
- Information regarding adequacy of domestic water supply
- Extent of anticipated vegetation and topographic alterations
- Near-shore aquatic conditions including depths, types of bottom sediments, and aquatic vegetation
- Proposed methods for controlling stormwater runoff and erosion both during and after construction
- Location of 100-year floodplain areas and floodway districts from existing adopted maps or data;
- A line or contour representing the ordinary high-water level, and the toe and the top of any bluffs
- A wetland delineation

Preliminary Plat Requirements:

In addition to the requirements of Minnesota Statutes, Chapter 505, the Preliminary Plat shall incorporate the information below and corrections based on the pre-application meeting:

Identification and Description:

1. Proposed name of subdivision, which shall not duplicate the name of any plat heretofore recorded in Lake of the Woods County.
2. Location by forty and/or government lot, section, township and range.
3. Total approximate acreage in each forty or government lot.
4. Date of preparation and the names and addresses of the surveyor, engineer or designer of the Preliminary Plat.
5. Complete property description shall accompany the plat.
6. Complete name of the property owners, including their marital status, and instrument of dedication.
7. A copy of the deed for the property to be platted or a valid purchase agreement showing the applicant has legal standing in the property.
8. Complete name of the applicant, if different than property owner.
9. North orientation.
10. Vicinity map showing the location of the subdivision.
11. Scale: one-inch equals 200 feet or larger.

Existing Features and Conditions:

1. Boundary line of proposed plat with land ties to at a minimum one (1) corner and one (1) line of the Public Land Survey or two (2) corners of the Public Land Survey.
2. Character and location of buildings or structures, wells, and septic systems.
3. Roads, accesses, streets, alleys, railroads, associated drainage patterns, public utilities and wells located on and immediately adjacent to the proposed plat.
4. Covenants or easements.
5. Present tract designations according to official records in the office of the County Recorder.
6. Lakes, watercourses, delineated wetlands, floodplain, rock outcrops, wooded areas, and other significant natural features including direction and gradient of ground.
7. If any point on the plat is within 1,000 feet of Lake of the Woods or within 300 feet of the Rainy River or designated tributary or 500 of the Rapid River, then:
 - a. A statement that the plat lies wholly within such shoreland are, is such is the case, or,
 - b. A line defining the portion of the plat lying within such shoreland area, when the plat lies partially therein.
8. Topographic data showing contour intervals of two (2) feet with the boundaries of the property to be subdivided.
9. Readily available soil, subsurface and groundwater data.
10. The ordinary high water level shall be shown on plats having riparian lots within the jurisdiction of Lake of the Woods County Zoning Ordinance.

Proposed Features and Conditions:

1. Lot boundaries, dimensions and square footage of each.
2. Locations and types of buildings and septic systems.
3. General plans for landscaping, shore protection, harbors and vegetative modification.
4. Locations and dimensions of streets, alleys, roads, drainage and public utilities for each lot and accesses consistent with Section 1016 of the Zoning Ordinance
5. Drainage and public utilities for each lot.
6. Parks, game preserves and historic sites.
7. Controlled access lot, if applicable.
8. Names of streets or consistent with Section 1016 of the Zoning Ordinance.
9. Lot and Block layout with consecutive lot numbering.
10. Setback lines.
11. Homeowners Association agreement and/or covenants, if applicable.

Application Procedure:

1. Prior to submittal of the Final Plat for review, a plat check shall be conducted by the County Surveyor, which shall occur prior to the mylars being made. The applicant or applicant's surveyor shall make the necessary arrangements with the County Surveyor and be responsible for submitting at least the following:
 - a. Two (2) paper copies of the Final Plat shall be submitted for review. Also, a CAD drawing may be required.
 - b. The Final Plat shall be prepared in accordance with Minnesota Statutes, Chapter 505, using the most current version of the MSPS Plat Manual as a guideline.
2. A minimum of ten (10) days will be required for review of the plat. If any revisions are required, a final copy will need to be provided. After the revisions have been made and verified, the County Surveyor shall notify the County Board that the plat is complete and accurate. The applicant or applicant's surveyor will be billed for the plat check at the County Surveyor's established rate. The plat check fee shall be paid prior to presentation to the County Board for review.
3. Following the County Surveyor's plat check approval, the applicant shall submit the following to the Zoning Administrator:
 - a. A complete application on a form provided by the Land and Water Planning office.
 - b. Eighteen (18) 22"x 34" paper copies along with one (1) 11"x 17" copy for reproducing for public notice, prepared by a registered land surveyor marked as "Final Plat".
 - c. A fee established by resolution of the County Board.
 - d. Written certification from the Public Works Director that all roads and other improvements have been constructed according to specifications or that a performance bond or cash escrow agreement, has been secured in sufficient amount to guarantee such construction.
4. The Zoning Administrator shall notify the applicant, within fifteen (15) days of receipt of the application, if found to be incomplete and shall identify the items required to complete the submittal.
5. Upon receipt of a complete application, the Zoning Administrator shall then deliver one copy of the Final Plat to each of the following: Planning Commission members, Recorder, Surveyor, Assessor, Attorney, Public Works, Manager of Information Systems (MIS), Soil and Water Conservation District (SWCD) and when required, Minnesota Department of Transportation (MNDOT) and Minnesota Department of Natural Resources (MNDNR). These offices shall have fifteen (15) days to review and comment on the Final Plat. If no reply is received, the Final Plat will be presumed to have approval of the agency/entity.
6. Upon receipt of the Final Plat, the Lake of the Woods County Planning Commission shall hold at least one public hearing on the Final Plat. At least ten (10) days in advance of the hearing, notice of the time and place of such hearing shall be published in the official paper of the County. All property owners within one-half (1/2) mile of the proposed subdivision shall be notified as to the time and place of the hearing. The applicant shall appear, at the public hearing, before the Planning Commission to answer questions pertaining to the Final Plat. Following the consideration of the Final Plat by the Planning Commission, the Final Plat will be brought before the County Board, at their next regularly scheduled meeting, for their consideration.

7. Before any plat shall receive the final approval of the County Board, the applicant shall either have constructed the streets or roads to the standards and specifications of the County, or in the case of incomplete improvements before the Final Plat is approved, the applicant shall submit a financial guarantee to the Public Works Director to assure the following:
 - a. The applicant shall pay for the cost of all improvements, including but not limited to: public road construction and associated signage, required in the subdivision and the subdivision's share of the costs of any trunk facilities to be extended to the subdivision.
 - b. Guarantee completion of the required improvements within a two (2) year period after the date of County Board approval.
 - c. Payment by the applicant for all costs incurred by the County for review and inspection. This would include preparation and review of plans and specifications by technical assistants as well as other costs of a similar nature. This payment would be in addition to the final plat fee paid with the submission of the Final Plat.
 - d. The County may elect to install any of the incomplete required improvements under the terms of the financial guarantee.
 - e. The financial guarantee shall be equal to 200% of the estimated cost of the required improvements.
 - f. If the required improvements are not complete within the two (2) year period, all amounts held under the financial guarantee shall be turned over and delivered to the County and applied to the cost of establishing the required improvements. Any balance remaining after such improvements have been made shall be returned to the applicant. If the financial guarantee is insufficient to complete required improvements, the County may complete them and seek reimbursement through a special assessment.
8. The Final Plat will be considered recordable after the County Board has approved it, the County Treasurer's office has received payment of any taxes due and the recording fee has been submitted.
9. Within ten (10) days after action by the County Board, the Zoning Administrator will notify the applicant of the approval or disapproval of the Final Plat.
10. After the review and all corrections, if any, have been addressed, the must submit the following for presentation to the County Board:
 - a. Two (2) 22" x 34" mylar copies of the Final Plat shall be delivered to the Zoning Administrator. The mylars shall be of uniform size and shall conform to the requirements of Minnesota Statute.
 - b. One mylar shall be marked as "Official" and one mylar marked as "Copy". Additionally, the applicant shall furnish one 11" x 17" mylar or other suitable material or composition for duplicating.
11. Within forty-five (45) days of the approval of the Final Plat a .dwg file or ESRI Geodatabase containing the project, must be delivered to the MIS Department.
12. Any approval of the Final Plat by the County Board shall be null and void if the plat is not filed with the County Recorder within forty-five (45) days after the date of notification by the Zoning Administrator, unless a written application to the County Board for an extension of time is made and granted during said forty-five (45) day period.

Final Plat Requirements:

In addition to the requirements of Minnesota Statutes, Chapter 505, plats submitted for final approval shall include, at a minimum, the following:

Identification and Description

1. Scale: one inch equal 200 feet or larger.
2. Proposed name of subdivision, which shall not duplicate the name of any plat heretofore recorded in Lake of the Woods County.
3. Location by forty or government lot, section, township and range and total approximate acreage in each forty or government lot.
4. An amended attorney's title opinion is required if the one submitted with the Preliminary Plat was deemed defective. The owner(s) must have good title to the property or additional interest holders of record must join in signing the plat.
5. Names and addresses of the surveyor, engineer and/or designer of the proposed plat.
6. Complete name of the property owner(s), including marital status, instrument of dedication, and signature lines with proper acknowledgment.

Existing and Proposed Features and Conditions

1. If any point on the plat is within 1,000 feet of Lake of the Woods or within 300 feet of the Rainy River or designated tributary or 500 feet of the Rapid River, then:
 - a. A statement that the plat lies wholly within such shoreland area, if such is the case, or,
 - b. A line defining the portion of the plat lying within such shoreland area, when the plat lies only partially therein.
2. Boundary line of proposed plat clearly indicated, with land ties to at a minimum one corner and one line of the Public Land Survey or two corners of the Public Land Survey. Present tract designation according to official records in the office of the County Recorder, title under which the proposed subdivision is to be recorded, notation stating scale, north arrow, datum, bench marks and certificate of registered surveyor.
3. Each lot shall have access to a publicly dedicated road.
4. Layout and width of proposed streets, street names, lot dimensions, parks, and other public areas. The name of any street heretofore used within the post office services area of the proposed subdivision shall not be used, unless the proposed street is an extension of an already named street, in which event the name shall be used. Rural street naming requirements are addressed in Section 1016.
5. The owner shall dedicate all streets, roads and easements contained within the platted area which are intended for public use.

Certifications

1. The owner(s), applicant(s) and surveyors must sign the plat and have it properly acknowledged, before it will be presented to the County Board for consideration of approval.
2. Certification by a Minnesota licensed land surveyor to the effect that the plat represents a survey made by him/her, and that all monuments and markers shown thereon exist as located, and that all dimensions and geodetic details are correct. A separate certificate of location/relocation for each public land corner used to establish the boundaries of the plat will be filed concurrently with the final plat.

3. Certification by the County Surveyor, to the effect that the plat has been checked, and that all the mathematical computations are correct, that the plat meets the requirements of Minnesota Statute §505, and that in their professional opinion, the plat is complete and accurate. Wording for the certification is as follows: "I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this ____ day of _____, 20__." Followed by a signature line for the County Surveyor.
4. Wording for the certification form for the County Board: "I/We do hereby certify that on the ____ day of _____, 20__, the Board of Commissioners of Lake of the Woods County, Minnesota, approved this of (*Plat Name*), and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2." Followed by a signature line for the Chairperson of Lake of the Woods County, MN, Board of Commissioners and a signature line for the County Auditor/Treasurer, Lake of the Woods County, MN.
5. The certification of approval from the Zoning Administrator must be included on the plat as follows: "Approval for recording pursuant to Minnesota Statute §394, this ____ day of _____, 20__." Followed by a signature line for the Zoning Administrator, Lake of the Woods County, MN.
6. The Auditor/Treasurer will have two (2) separate certificates which shall read as follows: "Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20__ on the land hereinbefore described have been paid." The second certificate is as follows: "Pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes due and transfer entered this ____ day of _____, 20__." Each certificate shall be followed by a signature line for the County Auditor/Treasurer, Lake of the Woods County, MN.
7. The Recorder's certificate shall be as follows: "I hereby certify that this plat of (*name of plat in CAPITAL LETTERS, exactly as it appears in the dedication paragraph*) was filed in the office of the County Recorder for public record on this ____ day of _____, 20__ at ____ o'clock __.m. and was duly recorded in Plat file, Slide No. _____, Instrument No. _____." Followed by a signature line for the County Recorder, Lake of the Woods, MN.