



Subdivision Application

Lake of the Woods County Land and Water Planning

206 8th Ave SE, Suite #290

Baudette, MN 56623

Phone: 218-634-1945

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

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: _____

Original Parcel Information

Parcel Number: _____ Lot size (Acres): _____

Section: _____ Township: _____ Range: _____

Legal Description: _____

Site Address: _____

Shoreland Frontage: ☐ Yes ☐ No Lot width at shoreline: _____

Application #: _____

Amount Paid: _____

Amount Due: _____

Receipt #: _____

Check #: _____

Date Received: _____

Date of Notice: _____

Survey Submitted: _____

Pre-App: _____

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: _____

Address: _____

Phone: _____

Email: _____

Subdivision Name: _____

New Road Proposed? ☐ Yes ☐ No

Length of Proposed Road: _____

Length of Existing Roads: _____

Will any lots be for controlled access? ☐ Yes ☐ 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: _____

Administrative Subdivision

Requirements and Procedures

General Requirements:

- A. The division of property results in a maximum of four (4) lots
- B. Minimum lot 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

See Section 1011 of the Lake of the Woods County Zoning Ordinance

Preliminary Plat

Requirements and Procedures

See Section 1012 of the Lake of the Woods County Zoning Ordinance

Final Plat

Requirements and Procedures

See Section 1012 of the Lake of the Woods County Zoning Ordinance