



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

635 Northridge Dr NW, Suite 250 • Pine City, MN • 55063
(320) 216-4220 • (800) 450-7463 Ext 4220 • Fax (320) 591-1640

Minor Subdivision Checklist

A minor subdivision application is required if all the following conditions apply:

- The property is not located in the Townships of Arna, New Dosey, Pokegama, or Windemere, or any city within Pine County
- Split results in a property less than 40 acres
- Split meets the following requirements:
 - a.) No construction of a new road to service the parcels
 - b.) Parcels are at least 2.5 acres in size
 - c.) Parcels have at least 300 feet of road frontage and 300 feet deep. Shoreland properties must have lot widths listed in Shoreland Ordinance Section 5.1
 - d.) If no road frontage, property must still have 300 feet in width and a depth of 300 feet with a 66 foot access strip. (Not applicable in shorelands).
 - No other 66 foot access strips can be located within 300 feet in either direction on the public road
 - No structure, sewage treatment systems, or water supply system may be located on the 66 foot strip.
- Split creates no more than 4 new parcels (shoreland areas only)

To complete a minor subdivision application the following steps must be taken:

- Complete Pine County Application
 - a.) Attach copies of deeds with legal descriptions when property was acquired
 - b.) Provide full legal descriptions of new parcels to be created.
- Obtain letter from the township stating their approval of the minor subdivision
Township Clerk: _____ Phone #: _____
- For properties not connectable to public sewer, have a licensed septic designer conduct soil borings and document that the new parcel(s) will have 2 locations that will support a standard septic system. Soil boring locations must be noted on site map.
- Submit application to Pine County Planning & Zoning with the \$150 application fee
- Receive Approved Minor Subdivision from Pine County
- Record a deed with the approved minor subdivision attached



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APPLICATION FOR CERTIFICATE OF MINOR SUBDIVISION

FEE: \$150.00 per Certificate

1. Name of applicant: _____
Mailing address: _____
City: _____ State: _____ Zip code: _____ Phone _____
Property Owner (if different than applicant): _____ Phone _____

2. Provide property ownership verification & consent, a copy of the original parcel deed, and the following summary information concerning said parcel:

Township Location: _____
PID # (Tax ID): _____
Acreage: _____
Property Address: _____

Twp. Approval Attached:
YES / NO / NA
(Circle & Attach)

Microfilm # or Recorded Document # (from recorded deed) _____

Legal Description (complete description from the deed of record or abstract of title):

3. Parcel is to be subdivided into (indicate number) _____ parcels; number of certificates of Minor Subdivision requested: _____.

4. Legal description and acreage of each new parcel for which a Certificate of Minor Subdivision is requested (attach survey, sketch, and descriptions as necessary):

5. Legal description and acreage of remainder of original parcel (attach survey, sketch, and descriptions as necessary):

6. IF APPLICABLE, legal description, acreage, and Microfilm # or Recorded Document # from recorded deed of adjoining parcel to which the divided parcel is to be attached / combined: *(Only required for subdivisions of land intended to resolve property line disputes, survey errors, improper descriptions, improper placement of site improvements, or any transfer of land between adjoining property owners that do not otherwise qualify for minor subdivision)*

*Note: Pine County Subdivision and Platting Ordinance requires parcels conveyed to adjoining property owners in this manner to be subject to restrictive covenant stating that said parcel cannot be conveyed separately from the adjoining parcel to which it is being attached. Said restrictive covenant language shall follow the legal description on the property deed and include reference to Document #, Microfilm #, or Book and Page # of the adjoining parcel of record as recorded in the Office of the Pine County Recorder.

7. Indicate proposed use of all parcels:

8. Each parcel will be served by (identify access road & list linear feet of road frontage for each parcel):

	St. Hwy	County Road	Twp. Road	Other
Remainder Parcel				
New Parcel				
New Parcel				
New Parcel				

*Access permits and restrictions may apply, please verify with appropriate road authority.

9. Shoreland Properties only: Each lot created must be suitable in its natural state for the proposed used with minimal alteration. The following factors will be considered: susceptibility to flooding, existence of wetlands, soil and rock formations with severe limitations for development, severe erosion potential, steep topography, inadequate water supply or sewage treatment capabilities.

10. Additional Remarks:

(Identify all known easements or encumbrances and list any document #'s and additional remarks or information as necessary).

As the land owner or authorized representative the undersigned parties attest to the accuracy of the information contained and referenced herein and authorize Pine County personnel to carry out the property research, site inspections, and inquiries as may be required to review this application. Signed:

DATE

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF PROPERTY OWNER
(If different than applicant)

DATE

SIGNATURE OF ADJOINING OWNER
(Only if required per #6)

Map/Sketch information required

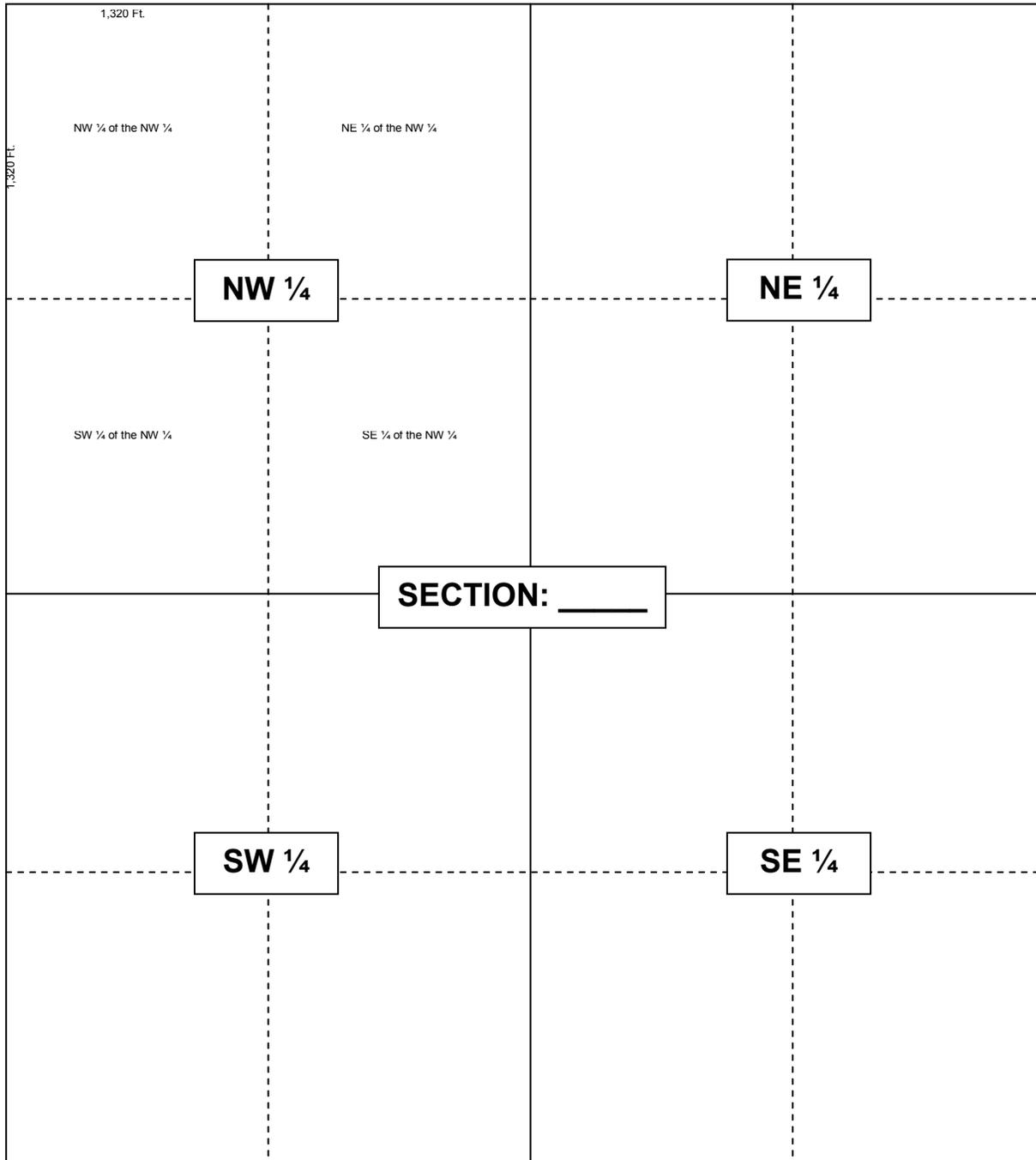
Please show the following information (attach an enlarged sketch plan as necessary):

1. Original parcel
2. New parcel to be subdivided.
3. Location and linear frontage of roads serving each parcel.
4. Location of all existing right-of-ways, easements, or utilities with document numbers identified.
5. Location of existing buildings, septic systems, or other improvements and their distance from proposed property lines.
6. Soil boring locations.

Typical Section Description

Section ____ Township ____ Range ____

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