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**DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE**

1610 Hwy 23 North • Sandstone, MN • 55072

(320) 216-4220 • (800) 450-7463 Ext 4220 • Fax (320) 216-4244

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### **Minor Subdivision Checklist**

***A Pine County Certificate of Minor Subdivision is required for a parcel division when:***

- The parcel is within a city that has opted in to county zoning, or a township that has not adopted their own subdivision ordinance.
- Split results in a net increase of parcels, including at least one that is less than 40 acres. Note, lot line adjustments are subject to ordinance standards.
- Split does not require construction of a new road to service the parcel.
- Split creates no more than 4 new parcels (shoreland areas only)

*Subdivisions may be subject to multiple ordinances. Applicants are advised to contact the County Zoning office for assistance in determining subdivision approvability.*

***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.
- For properties in townships that are not under County administered zoning, obtain township approval of the minor subdivision (See Attachment A of this application)
- For new lots 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 Certificate of Minor Subdivision from Pine County
- Record deed(s) with the Certificate of Minor Subdivision attached

***When selling to land to neighboring property owner:***

If you are subdividing in order to sell land to a neighboring property owner it may be advisable for the buyer to combine their newly purchased property with their existing property into one parcel. To do this the deed for the new property must be in the exact same owner name as the existing property's deed. For more information contact the Pine County Auditor's Office at 320-591-1670.



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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):

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

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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)*

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**\*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:

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SIGNATURE OF PROPERTY OWNER**

(If different than applicant)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SIGNATURE OF ADJOINING OWNER**

(Only if required per #6)

\_\_\_\_\_  
**Date**

**Map/Sketch information required**

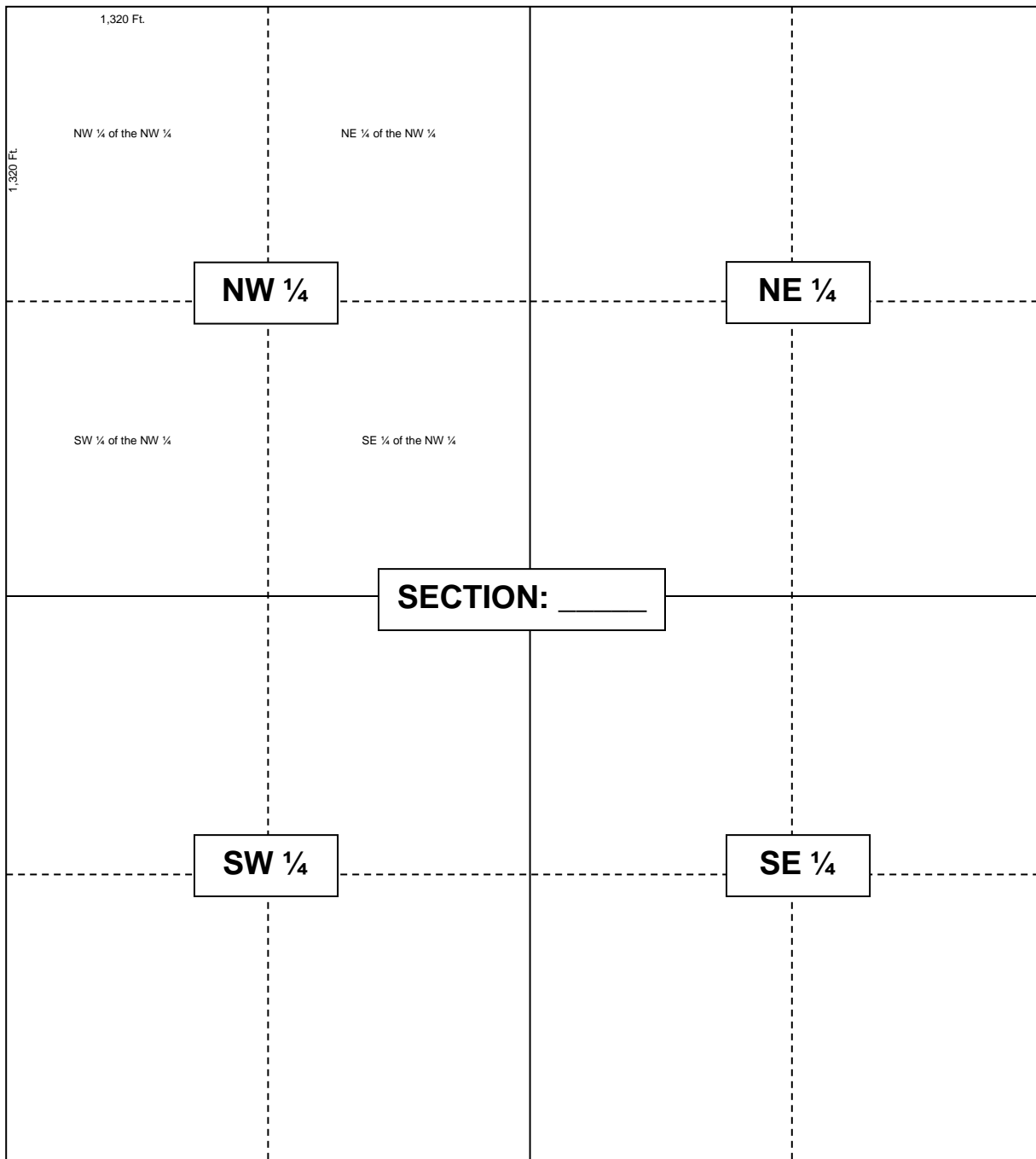
Please show the following information (attach an enlarged sketch plan as necessary):

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 \_\_\_\_

**N**



**S**

**ATTACHMENT A**

**To be completed by Township officer or staff person.**

*Pine County does not require that minor subdivisions be approved by Township Boards. The County finds it acceptable for Town staff to approve minor subdivisions and complete this form if authorized by the Town Board.*

Township Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Parcel ID of parcel to be divided: \_\_\_\_\_

Brief description of parcel division: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I certify that this minor subdivision is compliant with all applicable Township ordinances:**

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_