



Application for Lease on State Tax Forfeited Land

Lease No: _____

Directions for Applying

Completely fill out the information requested below and include all required documentation. Application does NOT guarantee a lease will be granted. Leases are typically granted for a five-year period. **If approved, it may take a minimum of six months for internal review; Attorney review; County Board approval, and routing for signatures before final execution of document.**

1. APPLICANT INFORMATION

Name: Address: City: State: ZIP: Phone: E-mail:	For Right of Way Access: Do you own the parcels? <input type="checkbox"/> Yes <input type="checkbox"/> If No, please specify:
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2. PRIVATE LANDOWNER INFORMATION: Identify parcels requiring right-of-way access

Forty (i.e. SE ¼ NW ¼ or Govt Lot)	Section, Township, Range	Parcel Identification Number (PIN)	Landowner(s) (Include current address, phone and email)

*Attach separate sheet(s) of paper if more lines are required

3. TYPE OF LEASE BEING REQUESTED:

<input type="checkbox"/> Right of Way Access <input type="checkbox"/> Trail <input type="checkbox"/> Gravel <input type="checkbox"/> Parking <input type="checkbox"/> Hay	<input type="checkbox"/> Yard <input type="checkbox"/> Garden <input type="checkbox"/> Dock <input type="checkbox"/> Storage <input type="checkbox"/> Commercial (i.e. billboard)	<input type="checkbox"/> Other, please specify: _____
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4. CONSTRUCTION AND IMPROVEMENTS (check all that apply):

<input type="checkbox"/> No new construction – using existing roads or trails <input type="checkbox"/> All new construction <input type="checkbox"/> Existing roads or trails AND some new construction	<input type="checkbox"/> Upgrade existing road or trails <input type="checkbox"/> Other, please specify: _____
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5. REQUIRED DOCUMENTATION

- A map or sketch showing dimensions (length, width, etc.) and location of request
- Provide documentation, if approved, of written correspondence pertaining to rules, regulations, requirements or standards of any applicable federal, state, or local agencies; including, but not limited to:
 - County, city or township zoning (i.e., wetland delineation and permitting)
 - St. Louis County Public Works
 - Minnesota Department of Transportation
 - US Army Corp of Engineers
 - MN Board of Water and Soil Resources
 - Soil and Water Conservation Districts

6. TAX FORFEITED LAND DETAILS: Identify each forty or government lot requiring access.

Forty (i.e. SE ¼ NW ¼ or Govt Lot)	Section, Township, Range	Parcel Identification Number (PIN)	Width	Distance	Total Acres
			ROW: <input type="checkbox"/> 33' <input type="checkbox"/> 66' <input type="checkbox"/> Other:		
			ROW: <input type="checkbox"/> 33' <input type="checkbox"/> 66' <input type="checkbox"/> Other:		
			ROW: <input type="checkbox"/> 33' <input type="checkbox"/> 66' <input type="checkbox"/> Other:		

**Attach separate sheet(s) if more lines are required*

7. SIGNATURES

Applicant

Date

8. RETURN COMPLETED APPLICATION WITH ATTACHMENTS TO:

City Limits

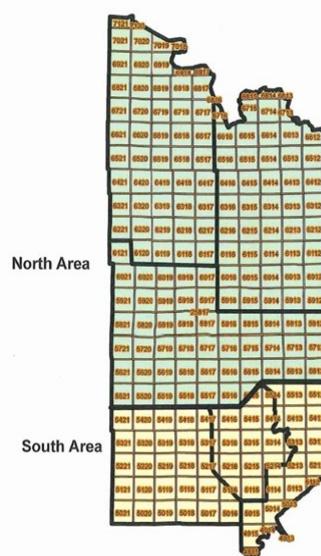
St. Louis County Land and Minerals
320 West 2nd Street, Ste 302
Duluth, MN 55802
218-726-2606

North Area

St. Louis County Land and Minerals
7820 Highway 135
Virginia, MN 55792-2934
218-742-9898

South Area

St. Louis County Land and Minerals
5713 Old Miller Trunk Hwy
Duluth, MN 55811
218-625-3700



OVERVIEW

A lease is a temporary encumbrance granted for five-year period for a specific purpose. Other lease terms require prior County Board approval. In addition to the requirements set forth by the Land and Minerals Department, all applicable county ordinances, state and federal statutes, laws, rules, and guidelines shall be followed. Land and Minerals staff will guide you to the correct office to satisfy these requirements.

Leases are subject to review for compliance and must be renewed to remain in effect. A field inspection will take place prior to renewal.

A lease is also subject to property taxes per MN Statute 273.19 and MN Statute 272.01 Subd. 2.

Process for requesting encumbrances:

- Contact the appropriate office according to the location of the proposed lease.
- Fill out the *Application for Lease on State Tax-Forfeited Land*.
- Include a map or sketch showing dimensions and location of proposed lease with your application.
- You may be contacted to set up a field examination, during which Land and Minerals staff will discuss options that enhance, improve, or alter the request. This may include selection of a route or area that is best for the long-term management of the State tax-forfeited lands.
- After the field examination, you will be notified of a preliminary decision. If the Department proceeds with your application, you will be provided with instructions regarding the next steps.

Note:

Road Plan - The Land and Minerals Department may require road design and/or construction criteria necessary for sustainable access. Field inspections by Land and Minerals staff may occur to ensure that the encumbrance is established in accordance with Land and Minerals Department requirements.

Wetlands - If wetlands are involved, wetland delineation may be required. You will be required to obtain approvals and/or permits from the appropriate agencies for wetland mitigation or purchase wetland credits.

Segmented Lease - If the proposed lease is segmented and will not connect your ownership to a public road, provide documentation of easement, lease, or other authorization for the remaining land being crossed. For example: If there is private land that must be crossed before the State tax-forfeited portion - **access must be secured from the private ownership** before the Land and Minerals Department can issue a lease document.

Property Information, Parcel Identification Numbers (PIN), Legal Descriptions - can be located through County Land Explorer on the St. Louis County website.

Utilities - May NOT be placed on State tax-forfeited trust lands without a utility license to cross Public lands. Please refer to MN Statute 84.415.

Application Processing

Once all documentation has been obtained, the lease will be prepared and reviewed by the Land and Minerals Department, other applicable departments, the Attorney's office, and then sent to the County Board for review and approval.

Payment is due before the lease can be executed. If the lease requires recording, the Land and Minerals Department will finalize a document that satisfies the requirements of the St. Louis County Recorder/Registrar of Titles. A recording fee may be applied.

Once executed, the applicant may then proceed with use or construction of the lease. Applicant has three years to complete any new construction.