



PROPERTY IDENTIFICATION NUMBER (PIN) *PIN is found on your Property Tax Statement*

E.g. 123-1234-12345. Primary PIN: Parcel where Structure/SSTS are located. Associated PIN: Additional and/or adjacent property that you own or that is related to the project.
County Land Explorer: <https://gis.stlouiscountymn.gov/landexplorer/> Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005Iframe/>

| | | | | | | | |
|--|--|---|--|------------------|--|-------|--|
| Applicant Name (Last, First) | | I am a... <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Other | | Daytime # | | Date | |
| Applicant Address | | | | City | | State | |
| Applicant Email | | | | | | | |
| Contact Person <i>If applicable</i> | | | | Contact Person # | | | |
| Mailing Address (Where to Send Permit) | | | | City | | State | |
| Email Address (Where to Email Permit) | | | | | | | |

| | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does this property have frontage along a public road? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does the property have legally demonstrated access to a public road? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is there an easement to access the property? If, yes: <input type="checkbox"/> Private easement <input type="checkbox"/> State/federal/county easement If yes, you must attach easement documentation. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is the property located in one of the following Townships: Duluth, Gnesen, Lakewood or Midway? If yes, the Township Zoning Administrator must provide zoning information and signoff below: |

Township Zoning Administrator Signature:

☐ Conventional or Conservation Subdivision Plat (less than or equal to 3 lots)- **\$600**

☐ Conventional or Conservation Subdivision Plat (greater than 3 lots)- **\$1,200**

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved. ***Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid.*** I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.



Conventional Subdivision

Reference #

FINAL PLAT WORKSHEET St. Louis County, Minnesota

About: Conventional Subdivision Plat - A pattern of subdivision development that is characterized by lots that are spread uniformly throughout a parcel in a lot and block design, as per Minnesota Statutes, Chapter 505. Final Plat - A map, in final form, showing a proposed subdivision containing all information and detail required by state statutes and by the Ordinance to be presented to the Director and/or the County Board for approval, and which, if approved, shall be duly filed with the County Recorder.

APPLICANT

| | | | |
|----------------------|------------------|-------|-----|
| Name | | | |
| Address | City | State | ZIP |
| Email | | | |
| Contact Person | Contact Person # | | |
| Contact Person Email | | | |

DEVELOPER, IF DIFFERENT FROM APPLICANT ABOVE

| | | |
|----------------|------------------|--|
| Name | | |
| Address | City | |
| Email | | |
| Contact Person | Contact Person # | |

SURVEYOR

| | | |
|----------------------|------------------|--|
| Name | | |
| Address | City | |
| Email | | |
| Contact Person | Contact Person # | |
| Contact Person Email | | |

SEPTIC SYSTEM DESIGNER

| | | |
|----------------------|------------------|--|
| Name | | |
| Address | City | |
| Email | | |
| Contact Person | Contact Person # | |
| Contact Person Email | | |

REQUIRED ATTACHMENTS

A completed final plat submission shall conform to all requirements of Minnesota Statutes, Chapter 505. Submittals shall be an electronic map or sketch in a format determined by the Director and supporting documents as follows:

1. Final Map:

Shall be in conformance with approved preliminary plat.

Shall be prepared by a licensed land surveyor.

Shall contain the signature blocks for all parties with legal interest in the fee ownership of the land together with a statement of their interests or consent agreement as acceptable to the St. Louis County Recorder's Office. Signatures shall be acknowledged by a notary.

Shall contain a signature block indicating approval of the St. Louis County Surveyor.

Shall dedicate to the public all easements, rights-of-way, trails and land to become public.

Shall provide drainage and utility easements, as necessary.

2. Documents:

Articles of incorporation of any required homeowners' association.

Required covenants and deed restrictions.

Financial security acceptable to the County Attorney in an amount acceptable to the Public Works Director for the uncompleted required improvements.

Development agreement acceptable to the County Attorney, if required.

The signed licensed land surveyor certificate shall indicate that all corners and monuments have been established as shown on the final plat.

Developer shall provide a title opinion less than 60 days old, and an abstract of title and/or certificate of title to the subject property. All abstracts of title shall be updated to a date no more than 60 days prior to the date said abstracts are submitted to the county.

AGREEMENT

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved.

Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid. I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

CONTACT: Planning and Community Development Department

Technical Assistance

Toll Free: 1-800-450-9777

Land Use Information

www.stlouiscountymn.gov/landuse

Duluth

Government Services Center
320 West 2nd Street, Suite 301
Duluth, MN 55802
(218) 725-5000

Virginia

Government Services Center
201 South 3rd Avenue West
Virginia, MN 55792
(218) 749-7103

Office Use Only

Receipt # _____

Receipt Date _____

Payment Amount _____

Paid By _____