

Reference #

About: Nearly all land divisions in Minnesota are regulated by local authorities. St. Louis County Ordinance 60 regulates the subdivision of land outside of municipalities (cities). For properties under the county's land use jurisdiction, the Planning and Zoning Department can tell you if your parcel is being created properly, and if it conforms to subdivision and zoning requirements. For more information, see our website at: <https://www.stlouiscountymn.gov/departments-a-z/planning-zoning/land-use/apply-for-a-land-use-permit#101571434-subdividing-property>

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

Primary PIN Structure/SSTS			-				-					Associated PIN		-			-				
Associated PIN			-				-					Associated PIN		-			-				

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

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)							

SITE INFORMATION

<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:

Zone District: Does the subdivision meet zoning requirements? ☐ Yes ☐ No

Township Zoning Administrator Signature:

TYPE OF PROPOSED SUBDIVISION

PLEASE MAKE CHECKS TO: ST. LOUIS COUNTY AUDITOR

☐ Minor Subdivision Plat - **\$685**

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 Zoning 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



Minor Subdivision Plat

PRELIMINARY WORKSHEET St. Louis County, Minnesota

Reference #

About: Minor Subdivision Plat – An approval process that a local unit of government may adopt under MN Statutes, Chapter 505, for simple land divisions.

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

Submittals shall be an electronic map or sketch in a format determined by the Director and supporting documents as follows:

1. Electronic Map or Sketch:

Boundary lines with lengths and bearings taken from a boundary survey drawn by a licensed land surveyor with the legal description of the property, total acreage, name of the fee owner, developer and surveyor, north arrow, graphic bar scale, and date of preparation.

Topography consisting of 10-foot contour intervals taken from United States Geological Survey (USGS) mapping, or equivalent or more accurate source, if available.

Location of 100 year floodplains and the ordinary high water level, as taken from USGS mapping, or the equivalent or a more accurate source, if available.

The existing zoning classification and the zoning classification of adjacent parcels.

Layout of proposed lots, and buildings if known, drawn to same scale as existing data.

Current development and infrastructure on proposed and parent parcels.

Dimensions scaled to nearest foot of all lot lines, easement widths, lakeshore lengths and total acreage for each lot created, as well as the parent parcel.

Areas suitable for a standard SSTs (minimum of 2 sites per lot) and replacement area meeting the requirements of applicable state and county laws and ordinances.

2. Documents:

Evidence of ownership and authority to subdivide consisting of fee ownership or written concurrence of fee owners.

Archeological Phase I study, if required by Director.

Septic site evaluation report including replacement/expansion area.

Detailed soils information from the Natural Resources Conservation Service (NRCS), or the equivalent or a more accurate source if available.

Wetland delineation report for the entire property with data sheets.

Proof of access from appropriate road authority for each new lot created and for the parent parcel.

Satisfactory evidence of title per Minnesota Statute 505.03.

Other information as deemed necessary by the Director.

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Paid By _____