

# Subdivision Parcel Review

# APPLICATION St. Louis County, Minnesota

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 Community Development 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: <http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/SubdividingProperty.aspx>

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

[illegible]

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: <b>Duluth, Gnesen, Lakewood or Midway?</b> 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

☐ Parcel Review- **\$75**      ☐ Permit extension beyond one year - **\$50**

## 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](http://www.stlouiscountymn.gov/landuse)

## Duluth

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

## Virginia

Elizabeth Prebich Building  
201 South 3<sup>rd</sup> Avenue West  
Virginia, MN 55792  
(218) 749-7103

## Office Use Only

Receipt #

Receipt Date \_\_\_\_\_

Payment Amount



# Subdivision Parcel Review

## WORKSHEET St. Louis County, Minnesota

Reference # 

**About:** St. Louis County Subdivision Ordinance 60, Article IV., **Section 4.2 E.** – Allows the equal subdivision of a quarter-quarter section or non-shoreland government lot by half or quarter provided it meets zoning minimums and buildable area exists. St. Louis County Subdivision Ordinance 60, Article IV., **Section 4.2 F.** – Allows The division of property abutting a road under the jurisdiction of a public road authority as defined in MN Statutes, Section 160.02, into parcels 4.5 acres or larger and 300 feet or more in width or meets zoning minimums, whichever is more restrictive. These types of subdivision can be done without platting, but require Planning & Community Development review.

### APPLICANT

Name			
Address	City	State	ZIP
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:
Parcel area of the proposed and parent parcels.
Parcel dimensions of the proposed and parent parcels.
Current development and infrastructure on proposed and parent parcels.
For any parcel created by a metes and bounds description, a Certificate of Survey shall be submitted.
2. Documents:
Legal description of the proposed and parent parcels.
Evidence of ownership.

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