



\_\_\_\_\_

**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://qls.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	
						ZIP	

<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:

Township Zoning Administrator Signature:

☐ Minor Subdivision- **\$600**

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.

**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**  
Government Services Center  
201 South 3<sup>rd</sup> Avenue West  
Virginia, MN 55792  
(218) 749-7103

Receipt # \_\_\_\_\_  
 Receipt Date \_\_\_\_\_  
 Payment Amount \_\_\_\_\_



# Minor Subdivision

## FINAL WORKSHEET St. Louis County, Minnesota

Reference #

**About:** Minor Subdivision – 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. Final Minor Subdivision Electronic Map Provisions:

Shall be prepared by a licensed land surveyor.

Shall contain the signatures of all parties with legal interest in the fee ownership of the land, together with a statement of their interest. Signatures shall be acknowledged by a notary.

Shall contain a signature block indicating approval of the Director.\*

Shall provide drainage and utility easements, as necessary.

*\* E.g.: Approved as a minor subdivision plat by the St. Louis County Planning and Community Development Department on this day of \_\_\_\_\_, 20\_\_\_\_*

\_\_\_\_\_, Director

### 2. Final Minor Subdivision Review Documents Provisions:

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

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## CONTACT: Planning and Community Development Department

### Technical Assistance

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### Office Use Only

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Payment Amount \_\_\_\_\_

Paid By \_\_\_\_\_