



# PARCEL CREATION AND SPLITS

## Subdividing Your Property

St. Louis County Planning and Community Development

2019

In 2017, MN Statute 272.162 was amended to provide authority to county planning officials to review land transfers and divisions before they are recorded. With this authority, counties can protect land owners from land transfer and division missteps which block property owners from using their land as they intended. County review will help prevent future boundary disputes and ensure that land owners are compliant with other land use rules and regulations.

Nearly all land divisions in Minnesota are regulated by local land use authorities. **St. Louis County Subdivision Ordinance, Number 60** regulates the subdivision of land in the county outside of municipalities. If you are unsure of the land use authority for a property, refer to the Administration of Zoning Map on the county's website: <http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/Zoning.aspx>.

For properties under St. Louis County's land use authority, the Planning and Community Development Department can review parcels to ensure that they are created properly, and if a parcel **conforms** to subdivision and zoning requirements. Cities and towns that administer their own zoning can also provide this information.

### TYPES OF PARCEL CREATIONS AND SPLITS

**All types of parcel creations and splits**, in areas the county has land use authority, require sign off by the Planning and Community Development Department. These include the following actions:

1. Simple splits (e.g. dividing a 40 acre parcel into four parcels)
2. Lot line adjustments (moving a platted lot line)
3. Minor boundary adjustments (moving an un-platted property line)
4. Performance standard subdivisions (1-3 lots)
5. Minor subdivision, conservation and conventional subdivision plats

### REQUIRED APPROVALS

**Before** a proposed parcel creation or split can be recorded, the property owner must obtain a **Subdivision Permit Certificate from Planning and Community Development**. The application form for a subdivision of property is available online, on our web page or it can be picked up at our Planning offices in either the Duluth Government Services Center or the Virginia Northland Office Center. *See example "Subdivision Permit Certificate" on back.*

**NEW**

Effective April 1, 2018, after issuance of the subdivision permit certificate, the deed must be stamped by Planning and Community Development **prior to recording**.

### TO APPLY

**Apply Online:** <https://crm.stlouiscountymn.gov>

**Paper Application:** <http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/SubdividingProperty.aspx>

### CONTACT

#### PLANNING AND COMMUNITY DEVELOPMENT

#### DULUTH OFFICE

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

**Phone:** (218) 725-5000

**Fax:** (218) 725-5029

**Toll Free MN:** 1-800-450-9777

#### VIRGINIA OFFICE

Elizabeth Prebich Building  
201 South 3<sup>rd</sup> Avenue West  
Virginia, MN 55792

**Phone:** (218) 749-7103

**Fax:** (218) 749-7194

**Toll Free MN:** 1-800-450-9777

**EXAMPLE**  
**SUBDIVISION PERMIT CERTIFICATE**



**Subdivision Permit**  
**Certificate**

Date Issued: 11/27/2017  
Permit #: SD-000010

Government Services Center  
320 West 2nd Street, Suite 301  
Duluth, MN 55802

**EXAMPLE**

Parcel ID: 405-0010-05290  
Site Address: 134 Lane 50  
Kelsey, MN 45555

Application Information: Jane Doe  
123 Lane 40  
Mpls, MN 12345  
Telephone: (218)134-1234

Permit Types: Lot Line Adjustment

Project Types: Other

Description: Lot Line Adjustment.  
The parcel(s) being created, and the parent  
parcel(s), conform to Subdivision Ordinance  
60. The applicant is responsible for complying  
with all other applicable local, state, and  
federal regulations.

Associated PIN #:

Fees: \$75.00  
Payment Date: 11/27/2017  
Payment Method: Check

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