



Parcel Creation and Splits

Subdividing your Property

St. Louis County Planning and Community Development

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, consult the Administration of Zoning Map on the county's website:

<http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/Zoning.aspx>.

For properties under the 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.

An **improperly** created lot or parcel split can result in the inability to obtain land use permits for structures on new and remnant parcels. In 2017, legislation was passed requiring county planning officials to approve lot splits before they can be recorded.

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:

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 unplatted property line)
4. Performance standard subdivisions (1-3 lots)
5. Minor subdivision, conservation and conventional subdivision plats

Subdivision Permit Certificate Required

Before a proposed parcel creation or split can be recorded, the property owner must have a **subdivision permit certificate** to demonstrate **approval from Planning**, along with a sketch or survey of the parcel(s) in question and a legal description of all parcels. See example of the certificate below. 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 on page 2.

Additional Information

For more information on type of permit needed, contact Planning and Community Development.

Duluth office: (218) 725-5000 or **Virginia:** (218) 749-7103.

Following is the website link for a hard copy of the applications:

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

Or apply online at:

<https://crm.stlouiscountymn.gov>

St Louis County Planning and Community Development

DULUTH OFFICE

Government Services Center (GSC)
320 West 2nd Street, Suite 301
Duluth, MN 55802
Phone: (218) 725-5000
Fax: (218) 725-5029
Toll Free MN: 1-800-450-9777

VIRGINIA OFFICE

Northland Office Building
307 First Street South, Suite. 117
Virginia, MN 55792
Phone: (218) 749-7103
Fax: (218) 749-7194
Toll Free MN: 1-800-450-9777



Subdivision Permit Certificate

Date Issued: 3/1/2017
Permit #: SD-000005

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

Parcel ID: 270-0020-01650
Site Address: 1501 Echo Narrows LA
Tower, MN 55790

Application Information

Telephone:

Permit Types: Performance Standard Subdivision Project Types:

Description: Two parcel Performance Standard Subdivision
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:
Payment Date:
Payment Method: