



Subdivisions Application

Planning and Zoning Department
37028 County Rd 66, Crosslake, MN 56442

218.692.2689 (Phone) 218.692.2687 (Fax) www.cityofcrosslake.org

Receipt Number: _____ Permit Number: _____

Property Owner(s): _____

Mailing Address: _____

Site Address: _____

Phone Number: _____

E-Mail Address: _____

Parcel Number(s): _____

Legal Description: _____

Sec _____ Twp 137 Rge 26 / 27 / 28

Land Involved: Width: _____ Length: _____ Acres: _____

Lake/River Name: _____

Do you own land adjacent to this parcel(s)? ___ Yes ___ No

If yes, list Parcel Number(s) _____

Authorized Agent: _____

Agent Address: _____

Agent Phone Number: _____

Signature of Property Owner(s) _____ Date _____

Signature of Authorized Agent(s) _____ Date _____

<u>Subdivision Type</u>
(Check applicable request)
<input type="checkbox"/> Metes and Bounds
<input type="checkbox"/> Residential Preliminary Plat
<input type="checkbox"/> Residential Final Plat
<input type="checkbox"/> Commercial Preliminary Plat
<input type="checkbox"/> Commercial Final Plat

<u>Development</u>
_____ Number of proposed lots
_____ Number of proposed outlots

<u>Access</u>
_____ Public Road
_____ Easement
Easement recorded: ___ Yes ___ No

<u>Septic</u>
Compliance _____
SSTS Design _____
Site Suitability _____

- All applications must be accompanied by signed Certificate of Survey
- Residential Fee: Preliminary \$500 + \$100 per lot; Final \$500 + \$25 per lot Payable to "City of Crosslake"
- Commercial Fee: Preliminary \$750 + \$150 per lot; Final \$750 + \$50 per lot Payable to "City of Crosslake"
- Metes & Bounds: \$100 + \$75 per lot Payable to "City of Crosslake"
- Above Fees will require additional** Park Dedication Fees of \$1,500 per unit/lot or 10% of buildable land as measured pre-plat for park purposes or a combination of both Payable to "City of Crosslake"
- No decisions were made on an applicant's request at the DRT meeting. Submittal of an application after DRT does not constitute approval. Approval or denial of application is determined at a public meeting by the City Council after a recommendation from the Planning Commission/Board of Adjustment per Minnesota Statute 462 and the City of Crosslake Land Use Ordinance.

For Office Use:

Application accepted by _____ Date _____ Land Use District _____ Lake Class _____ Park, Rec, Lib _____



PRELIMINARY PLAT REQUIREMENTS
CHAPTER 44, ARTICLE II

Property Owner(s): _____

Date: _____

SITE PLAN CHECK LIST

- Lot dimensions (total square feet and Acres) showing lot and block numbers
- Ordinary high water elevation
- Building envelope shown on each proposed lot
- Location of primary and alternate septic sites based on system type and design documentation
- Lake & river name shown
- Name of existing and proposed roads
- Bluffs & steep slopes shown
- North arrow
- Topographical data, including two foot contours
- Delineated wetlands shown along with written report or statement that none exist from a delineator
- Completed Wetland Delineation Submittal & Review form
- Name and address of surveyor, engineer and designer of plat
- Lot and buildable area shown

PRELIMINARY PLAT CHECK LIST

- Preliminary plat application completed, signed and dated
- Zoning Map Amendment application completed (if applicable)
- Parcel number(s) correct on application and preliminary plat
- Legal description correct on application and preliminary plat
- Current Septic Compliance or Certificate of Installation on file (if applicable)
- Lot and plat dimensions, total square feet and acres showing lot and block numbers
- Authorized Agent form completed and signed (if required)
- Fifteen (15) 11 x 17 preliminary plat and Electronically submitted PDF
- Road, Grading & Stormwater plans for the subdivision
- Stormwater Management Plan
- Preliminary copy of any covenants
- Septic system site suitability provided for two sites on each lot planned, with supporting documentation from an MPCA Licensed Designer
- Statement of property status, Abstract or Torrens
- If applicable: Proposed protective covenants, bylaws and declarations

PRELIMINARY PLAT FEES

1. \$500.00 + \$100.00 per lot for Residential Preliminary Plat Fee
2. \$750.00 + \$150.00 per lot for Commercial Preliminary Plat fee
3. Sec. 44-402. Required; applicability. (a) The developer of a subdivision shall dedicate ten percent (10%) of his buildable land as measured pre-plat to the public for park purposes, or, at the option of the city council, shall pay the city an amount equal to \$1,500.00 per lot for a commercial- or industrial-zoned subdivision and \$1,500.00 per residential unit created in a residentially zoned subdivision, or a combination of land dedication and payment of cash in lieu of land according to the formula set forth in this Code.
(b) This section shall apply to all land subdivisions, including land subdivided by metes and bounds description.

Received by _____ Date _____



FINAL PLAT CHECK LIST
CHAPTER 44, ARTICLE III

Property Owner(s): _____

Date: _____

Property Owner(s) _____

- Fifteen (15) 11 x 17 final plat and an Electronically submitted PDF
- Surveyor’s computation and closure report for overall boundary, lots and Outlots
- A section breakdown if there is not one of public record. The Land Service Supervisor or Specialist may waive the requirement of a section breakdown
- Independent licensed land surveyor final plat check letter for conformity to MN State Statutes and City Ordinances (See form letter)
- A statement plat monuments are set or financial guarantee if delayed staking is to occur (MN State Statute 505.21 Subd. 10. Survey)
- Final Stormwater Management Plan
- Final signed and notarized copy of any covenants (if applicable)
- All applicable bonds
- Developer’s agreement
- Current title opinion, abstract of title, certificate of title or title commitment by sub divider’s attorney or title company

FINAL PLAT FEES

<u>Residential</u>	<u>Commercial</u>
1. \$500.00 for Final Plat fee	1. \$750.00 for Final Plat fee
2. \$25.00 per lot	2. \$50.00 per lot
3. Sec. 44-402. Required; applicability.	3. Sec. 44-402. Required; applicability

(a) The developer of a subdivision shall dedicate ten percent (10%) of his buildable land as measured pre-plat to the public for park purposes, or, at the option of the city council, shall pay the city an amount equal to \$1,500.00 per lot for a commercial- or industrial-zoned subdivision and \$1,500.00 per residential unit created in a residentially zoned subdivision, or a combination of land dedication and payment of cash in lieu of land according to the formula set forth in this Code.

(b) This section shall apply to all land subdivisions, including land subdivided by metes and bounds description.

APPROVED FINAL PLAT SUBMISSION REQUIREMENTS

- Electronic version of approved final plat (must be compatible with City and County software)
- PDF version of approved final plat
- Two double matted four mil thick signed mylars for County use 4.8 G

Received by _____

Date _____

- Note: Certificate of location of Government corner must be prepared and placed of record for any corner used in determining the boundary of the subject parcel as specified in MN State Statute 381.12



**METES & BOUNDS SUBDIVISION CHECKLIST
CHAPTER 44, ARTICLE IV**

Surveyor _____ Phone Number _____

Address _____ Date of Submission _____

To be completed by City of Crosslake Planning & Zoning Staff

Parcel Number(s) _____

Sec. _____ Twp. _____ Rge. _____ Land Use District _____ Number of Tracts _____

Submittal Information Required

- Legal description
- Certificate of survey of parcel division signed by licensed Land Surveyor
- Registered Surveyor's computation and closure report for overall boundary parcels
- County Coordinates for Public Land Survey Corners if they are not of public record
- Recorded Warranty or Quit Claim Deed and statement if property is Abstract or Torrens
- Location, identification and dimensions of all existing structures
- Building Envelope (Building setback lines)
- Ordinary High Water Mark shown with benchmark and datum
- Delineated wetlands or statement none exist from a delineator
- Completed Wetland Delineation Submittal & Review form
- Consolidation form completed (for non-conforming property to an adjacent parcel)
- One approved electronic version of Metes & Bounds Subdivision (compatible with City & County Software)
- Impervious coverage calculations shown (if applicable)
- Septic site suitability provided for two sites on each parcel planned, with supporting documentation from a MPCA Licensed Designer or Compliance and/or Inspection Agreement

I hereby certify that the within instrument was approved by the Zoning Administrator and/or Crosslake City Council.

Date

This Metes & Bounds Subdivision has been reviewed by the Auditor - Treasurer's Office.

Records Technician Date

- Note: Certificate of location of Government corner must be prepared and placed of record for any corner used in determining the boundary of the subject parcel as specified in MN State Statute 381.12