



**MINOR SUBDIVISION APPLICATION**

**PUBLIC WORKS DEPARTMENT**

**Survey & Land Management Division**

14949 62<sup>nd</sup> Street North, P.O. Box 6

Stillwater, Minnesota 55082-0006

PHONE (651) 430-6656

FAX (651) 430-6888

**FEE: \$100.00**

Rec #: \_\_\_\_\_

Permit #: \_\_\_\_\_

Please make checks payable to **WASHINGTON COUNTY**

Ck #: \_\_\_\_\_

Legal Description and Parcel Identification Number					
Project Address					
Owner	Address	City	State	Zip	Phone
Applicant (if different than owner)      Address      City      State      Zip      Phone					
Description of Request (Minor Subdivision - 3 parcels or less)					
<p><b>In connection with your request for a Minor Subdivision, your signature constitutes permission for a representative of the Washington County Public Works Department to enter upon your property, during normal business hours, for the purpose of evaluating your request. This may involve minor excavation and soil borings. If you wish to be present during such inspection, please contact this office.</b></p>					
Signature of Owner				Date	
Signature of Applicant (if different than owner)				Date	

An Equal Employment Opportunity/Affirmative Action Employer



## MINOR SUBDIVISION APPLICATION CHECKLIST

The County must receive the following information to process your application. Your application will not be processed until all of these items are received. During the review of your application by staff, additional information may be requested.

- \_\_\_\_\_ **Application Form**
- \_\_\_\_\_ **Application Fee (\$100.00)**
- \_\_\_\_\_ **See attached Subdivision Ordinance excerpt for additional requirements.**

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**Excerpt from Washington County Development Code  
Chapter Three – Subdivision Regulations  
As Amended per Ordinance #177**

***SECTION 5. MINOR SUBDIVISION***

- 5.1** In the case of a subdivision resulting in three (3) or fewer parcels and situated in a locality where conditions are well defined and no new roads or other public infrastructure is needed, the County may waive a portion of the platting requirements. However, a plat shall be filed in accordance with Chapter 505 of the Minnesota Statutes unless specifically exempted by Section 5.6 of this Ordinance.
- 5.2** The following information must be submitted:
- (1) A preliminary plat showing the following:
    - A. Topographic data at two (2) foot contour intervals. Flood plain information may be required if deemed necessary by the Zoning Administrator.
    - B. Buildable area on the lots.
    - C. Driveway access points.
  - (2) Drainage, grading and erosion control plans.
  - (3) Wetland delineation report and map.
  - (4) Soil testing for the installation of an on-site sewage disposal system.
  - (5) A final plat prepared in accordance with Minnesota Statute Chapter 505 showing the original parcel, platted lots, and lands to be dedicated.
- 5.3** Prior to approval of a minor subdivision, the Township and/or County reserves the right to require the dedication of streets, utility and drainage easements, or public park land or cash in lieu of land.
- 5.4** All wetland areas and DNR protected waters shall be protected with a drainage easement up to the 100-year flood elevation or the wetland boundary, whichever is more restrictive.
- 5.5** All minor subdivisions shall be referred to the Washington County Plat Commission for review. At least 14 days prior to the scheduled Plat Commission meeting, 10 copies of both the preliminary plat and the final plat shall be submitted. The Plat Commission shall review and take action on both preliminary and final plats at their scheduled meeting.

- 5.6** Exceptions to platting requirement. The following are not required to be platted and may be described by a metes and bounds description:
- (1) Any subdivision of land in which all parcels involved are greater than 20 acres in size with at least 500 feet of frontage on a public road.
  - (2) Property line adjustments where no new buildable parcel is being created. Although exempt from platting, a Certificate of Survey shall be submitted for all property line adjustments. The Certificate of Survey shall show the original property lines together with the adjusted property lines. The area in acres or square feet shall be shown for the portion of the parcels lying between the original and adjusted property lines. The Zoning Administrator may require parcels to be combined for tax purposes. The Zoning Administrator may require additional information or survey data be submitted as conditions warrant. Certificates of Survey are subject to review and acceptance by the County Surveyor's Office.
  - (3) If any lot in the subdivision is greater than 20 acres in size, the 20 acre parcel does not need to be platted or a wetland delineation completed for that portion.
- 5.7** All requirements of Sections 8, 9 and 10 of this chapter must be met where applicable. The following must be completed:
- (1) A development agreement must be entered into specifying the number of density units allocated among the parcels (refer to Chapter 3 of the Washington County Zoning Ordinance) and approved by the County Board.
  - (2) If the property abuts a County road or State Highway, the road authority's approval of any proposed access locations is required. Written comments from the agency or an approved access permit for the proposed use will be considered proof on concurrence. Approval of access locations on County routes may be given at the Plat Commission review. Access locations, whether permitted or not, from previous uses of the property, are not automatically perpetuated.
- 5.8** The plat shall be reviewed by the Washington County Plat Commission per Chapter 505 of the Minnesota Statutes, and be subject to review and approval by the County Surveyor's Office.
- 5.9** Final plat shall be presented to the County Recorder/Registrar of Titles for recording within 120 days of Plat Commission approval. Plat Commission approval is null and void after 120 days.