



320 SOUTH OAK STREET
 SAUK CENTRE, MN 56378
 PH: (320) 352-2203 FAX: (320) 352-0121
 www.ci.sauk-centre.mn.us

Completed Submission Date: __/__/__
Planning Commission Review Date __/__/__
City Council Review Date __/__/__
Application Fee: \$ _____

APPLICATION FOR MINOR SUBDIVISION REVIEW

Please Type or Print Neatly. Attach additional sheets if necessary.

APPLICANT INFORMATION

Applicant Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

OWNER INFORMATION

Property Owner Name(s) (If different from Applicant): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

PLEASE ATTACH ANY ADDITIONAL NAMES, ADDRESSES AND TELEPHONE NUMBERS OF ANY OTHER PERSONS, FIRM AND CORPORATION HOLDING INTEREST IN SAID LAND.

STANDARDS FOR APPROVAL:

- In the case of a request from a larger tract of land thereby creating no more than two lots. To qualify, the parcels of land shall not have been part of a minor subdivision within the last five (5) years.
- The minor subdivision shall conform to all zoning requirements, including shoreland and floodplain standards. Any proposed deviation from said standards shall require the processing of a variance request.
- Existing structures must meet the minimum setback requirements after the split without a variance.
- Created parcels must have approved frontage on a public right of way. Development of vacant lots will need to have access to the parcel approved by the affected road/highway authority prior to final approval.
- Proposed building envelope, building footprint, topography and site drainage and grading may be required if existing data indicates a situation where development constraints should be addressed in detail sufficient for approving the request.

PARENT PROPERTY INFORMATION (the lot to be split)

Parcel/Tax ID Number of Parent Property: _____

Property Address/Location: _____

Current Zoning: _____ Total Parcel Sq. Ft./Acres: _____

Are there any Existing Easements or Restrictions: _____ If yes, please attach copies of such

Is the property within the 100-year Floodplain? _____
(If so, a topographical survey may be required)

Is the property within 1,000 feet of Sauk Lake or Sauk River? _____

Property is: Vacant _____ Improved (describe) _____

DESIRED PROPERTY INFORMATION (the lot to be created)

Property Address/Location: _____

Total Parcel Sq. Ft./Acres: _____

Describe the reason(s) the minor subdivision is being sought: *(Attach additional sheets as necessary)*

SUBMISSION REQUIREMENTS:

- Certificate of Survey which includes (at minimum) the following:
 - Legal descriptions of parent property and proposed lot
 - Proposed lot lines and lot dimensions
 - North Point and Graphic Scale
 - Acreage of proposed lot and acreage of all remaining property resulting from the division of the original parcel
 - All adjacent rights-of-way and easements
 - Footprint of all structures with all setbacks noted
 - Parking spaces, off-street loading and sidewalks
 - Zoning of all affected lots
 - The location and, where ascertainable, sizes of all existing structures, wells, overhead and underground utilities, RR lines, municipal boundaries, section lines and other important features existing upon, over or under the land proposed for division
- (If survey is larger than 11x17, applicant shall provide 12 copies)**
- Attached Utilities Checklist (To be completed by the applicant at the Public Utilities Office, 101 S. Main Street)
- Application fee

I/We, the undersigned, hereby make application to the City of Sauk Centre for a minor subdivision. (Applicants have the responsibility of checking all applicable ordinances pertaining to their application and complying with all ordinance requirements). I/We, grant permission for agents of the City of Sauk Centre to enter the above described property (or as described in the attached) for the purpose of gathering information related to this application request. I/We further attest that the information on this application form and attachments are, to the best of my knowledge, true and accurate. I/We understand that any out-of-pocket costs incurred by the City (engineering, legal review, consultant, etc.) for the behalf of this request will require reimbursement to the City.

Applicant's Signature(s)

Date

Property Owner's Signature(s)

Date