



P.O. Box 447  
Lake Elmo, Minnesota 55042  
651-436-4773

<b>Office Use Only</b>	
Permit # Issued	_____
Date of Issue	_____
Yearly Inspection	<input type="checkbox"/> Yes <input type="checkbox"/> No

**MINOR SUBDIVISION APPLICATION**  
(Creating 3 or less parcels within 5 years and no new roads)

Applicant/s: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**If applicant is different from owner:**

Owner/s: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In connection with your request for a Minor Subdivision, your signature constitutes permission for representatives of West Lakeland Township 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 the Township Clerk.

Signature of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

## MINOR SUBDIVISION APPLICATION CHECKLIST

The Township must receive the following items 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/Escrow for Preliminary/Final (See Fee Schedule)
- Two full-sized (If larger than 11X17) prints and Five 11" X 17" Prints
- Exhibits as detailed following

## MINOR SUBDIVISION EXHIBITS

- All maps do not exceed a scale of 1" = 100'
- Legal description of the property to be subdivided to be attached to application.
- Proposed name of plat (Check with Washington County Surveyor's Office)
- Name and address of owner and any agent having control of the land.
- Name and address of subdivider, land surveyor, engineer and designer of plat.

### Existing Conditions

- Boundary survey of the entire tract to subdivided. The final plat can serve as the boundary survey if all of the land owned by the subdivider is within the minor subdivision.
- Total area
- All wetlands shall be field delineated by a qualified and experienced wetlands delineator. The surveyed location of all wetland boundary markers must be shown on the Preliminary Plat. A copy of the wetland delineation report shall be submitted.
- Topographic data, including contours at vertical intervals of not more than two (2) feet. Water courses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features shall also be shown. National Geodetic Vertical Datum 1929 Adjustment or North American Vertical Datum of 1988 shall be used for all topographic mapping, except where benchmarks are not available within 1/2 mile of site. Benchmarks shall be established on-site and shown on map. An 11 inch by 17 inch printout from the Washington County Surveyor's Office with aerial and two foot contours will meet this requirement.
- Two soil borings shall be completed on each new parcel with results being submitted to the Washington County Department of Health, Environment and Land Management. If it appears that soil may not be suitable on any lot for the installation of an on-site septic system, additional borings and percolation

tests may be required at the discretion of the Department. Borings and septic site should be shown on preliminary plat.

- On all lakes, ponds and wetlands, all water surface elevations, ordinary high water elevation and 100-year flood elevations shall be denoted.

#### **Proposed Design**

- Locations and widths of proposed drainage and utility easements.
- Lot and block numbers, preliminary dimensions of lots and blocks and area of each lot. The buildable area of each lot, excluding slopes over twenty-five percent (25%), required setbacks and drainage easements shall be noted.
- Proposed front, side and rear building setbacks as well as setbacks from water bodies.
- Grading and drainage plan for entire subdivision prepared by a qualified professional. If any fill or excavation is proposed in a wetland or lake, approval may be required from the Minnesota Department of Natural Resources, Army Corps of Engineers, Local Governmental Unit and/or Watershed Management Organization.
- Erosion and sediment control plan prepared by a qualified professional if grading is required in excess of one acre.

#### **FINAL PLAT**

- The final plat shall be prepared by a land surveyor who is licensed in the State of Minnesota and shall comply with the provisions of Minnesota State Statutes Chapter 505, and the manual of Standard Procedures for Platting in Washington County.
- The subdivider shall submit, with the final plat, an Opinion of Title prepared by the subdivider's attorney or a current title insurance policy or commitment certified to within 30 days of submission of the final plat

**NOTE: Refer to "Township Code" for Zoning and performance standards**