



## Administrative Minor Subdivision Application

### APPLICANT INFORMATION:

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Applicant \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

### PROJECT INFORMATION:

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Project Location/Address \_\_\_\_\_

Parcel Identification Number(s) (PIN): \_\_\_\_\_

Legal Description of Property (attached a separate document if needed) \_\_\_\_\_

### Submittal Materials and Procedure

An administrative minor subdivision is a subdivision of a parcel or parcels of property in which no more than two lots are created in platted property. A minor subdivision is also the combination of two or more platted lots into fewer lots or for the adjustment of a property line by the relocation of a common boundary. The following materials must be submitted with your application, along with the fee payment.

Submit an 11"x17" printed to scale copy, and an electronic pdf copy of a Certificate of Survey prepared and signed by a Minnesota registered land surveyor to Nate Keller at [nkeller@cityofstjoseph.com](mailto:nkeller@cityofstjoseph.com). The survey shall include the legal description of each parcel, parcel area, easements of record, wetlands and/or waterways bordering on or running through the subject property, all encroachments, and site improvements including buildings, free standing signs, paved areas and distances from buildings to property lines.

The Zoning Administrator shall review and grant approval of the Certificate of Survey if it is in compliance with the City's Zoning and Subdivision Ordinances. The Certificate of Survey and Certificate of Compliance issued by the Zoning Administrator shall be recorded with Stearns County. The applicant shall be responsible to filing the Certificate of Survey with Stearns County Recorder's office and provide a copy of the recorded Certificate of Survey and Certificate of Compliance to the Zoning Administrator.

This application must be signed by all owners of the subject property.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (s)

\_\_\_\_\_  
Date

#### For Office Use Only

Fee: \$300

Paid:

Date Received: