



# Administrative Subdivision Checklist

This information is required before the application can be accepted and considered complete:

For more information on required application materials, refer to Chapter 6 of the Subdivision Ordinance on-line at [www.co.scott.mn.us](http://www.co.scott.mn.us). Select "Ordinances" under "Your County Government."

## Applicant Check-In

## Staff Check-In

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Complete land use permit application, signed and dated by applicant and landowner  | <input type="checkbox"/> |
| <input type="checkbox"/> | Application fee: \$375   | <input type="checkbox"/> |
| <input type="checkbox"/> | Existing complete legal descriptions and parcel addresses for all affected parcels   | <input type="checkbox"/> |
| <input type="checkbox"/> | Proposed complete legal descriptions for all affected parcels  | <input type="checkbox"/> |
| <input type="checkbox"/> | Three (3) copies of certificate of survey prepared by licensed surveyor showing: <ul style="list-style-type: none"> <li>▪ Name and address, including telephone number, of legal owner and/or agent of property</li> <li>▪ All contiguous property and all roads and their legal name</li> <li>▪ Proposed new property lines with dimensions noted and parcel acreage</li> <li>▪ Existing and proposed driveway location</li> <li>▪ Location of any existing and proposed legal rights-of-way or public and private easements encumbering the property</li> <li>▪ Proposed legal descriptions of the original parcel(s) and proposed parcel(s)</li> <li>▪ Location, purpose and dimensions of all existing buildings. Location shall note distance of those buildings closest to property lines from the existing and proposed property lines</li> <li>▪ Location of any existing tile lines, abandoned wells, drainage ways, waterways, watercourses, lakes, wetlands and the toe and top of any bluffs present. When applicable, the ordinary high water level and 100-year flood elevations shall be shown.</li> <li>▪ Location of a primary and an alternate site for individual sewage treatment systems</li> </ul> | <input type="checkbox"/> |
| <input type="checkbox"/> | Primary and alternate ISTS design and percolation test information – Required for parcels where acreage is being removed to ensure adequate land area remains for future wastewater treatment.   | <input type="checkbox"/> |
| <input type="checkbox"/> | Documents verifying vacation of right-of-way, drainage or utility easements <i>(if applicable)</i>   | <input type="checkbox"/> |
| <input type="checkbox"/> | Deed for land area being transferred and one (1) deed for each remnant parcel. Deeds must be stamped by Zoning Administration before being brought in for recording.   | <input type="checkbox"/> |
| <input type="checkbox"/> | Fees due for all deeds/documents being recorded and current year and delinquent property taxes<br>Recording fees for Abstract documents are \$46.00 each. Recording fees for Torrens documents are \$46.00 to cancel and create the first certificate and \$40.00 to create the second certificate. State Deed Tax is \$1.65 per \$500.00 and a Conservation Fee of \$5.00 will need to be collected on each deed also. Current year and any delinquent property taxes must be paid in full.   | <input type="checkbox"/> |
| <input type="checkbox"/> | Other application materials as required by staff: _____  | <input type="checkbox"/> |

I hereby certify that the application and related materials contain all the required information and the supporting data are true and correct to the best of my knowledge. **Applicant Initial Here:** \_\_\_\_\_