

Application Date:	
Fee:	\$250.00
Escrow:	\$1,000.00

MINOR SUBDIVISION

A Minor subdivision is any subdivision containing not more than two lots fronting on an existing street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel.

PARCEL IDENTIFICATION NO (PIN):		ZONING DISTRICT & COMP PLAN LAND USE:
LEGAL DESCRIPTION:		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone: Email:	APPLICANT (IF DIFFERENT THAN OWNER):
BRIEF DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. Chapter 3 Lent Township Land Use Regulations, Section 1.06 Platting Required		

Submittal Materials

The following materials must be submitted with your application to be considered complete. If you have any questions or concerns regarding the necessary materials, please contact the Town Planner.

AP – Applicant check list, TS – Town Staff check list

Minor Subdivision: All plans shall include:

AP	TS	Materials
<input type="checkbox"/>	<input type="checkbox"/>	<u>Survey of the property: An official survey, by a licensed surveyor, may be requested with the application. The survey shall be scalable and in an 11" x 17" format.</u> <ul style="list-style-type: none"> • North point and graphic scale • Legal description of property • Name of owner on record • Property name and address • Date of preparation • Property dimensions and the outside boundary lines of the subdivision clearly shown • Area of the subdivision and area of each lot in acres and in square feet • Numbers and dimensions of each lot and block • Boundary lines of adjoining unsubdivided or subdivided land, within one hundred (100) feet, identified by name and ownership, but including all contiguous land owned or controlled by the subdivider. • Location of right-of-way width and names of existing or platted streets • Minimum front, side, and rear building setback lines, and including setback lines from lake shores and river fronts • Location of existing and proposed buildings including footprint, and dimensions to lot lines

Application for: **MINOR SUBDIVISION**
Lent Township

<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee and Escrow
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MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	<u>Written Narrative Describing your request:</u> <i>A written description of your request for the Minor Subdivision will be required to be submitted as a part of your application.</i> <ul style="list-style-type: none">Description of subdivisionAny proposed zoning changes for the area
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Conservation Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as may be requested by the Zoning Administrator.

Review and Recommendation by the Planning & Zoning Commission (P&Z). The P&Z shall consider oral or written statements from the applicant, the public, Staff, or its own members. It may question the applicant and may recommend approval, disapproval or table by motion the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

Township staff have the authority to request additional information from the applicant beyond what is required for submittal materials or to retain expert testimony with the consent and at the expense of the applicant if said information is declared to be necessary by the Township to review the request or to establish performance conditions in relation to this Ordinance.

Review and Decision by the Town Board. The Board shall review the application after the P&Z has made its recommendation. The Board is the only body with the authority to make a final determination and either approve or deny the application.

Recording by Chisago County. Once approved, a notice must be presented to the county auditor, who will enter the notice in the transfer records and note upon the instrument, over official signature, the words "entered in the transfer record." The notice must then be recorded with the county recorder.

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

_____ Signature of Applicant	_____ Date
_____ Signature of Owner (if different than applicant)	_____ Date