



PROPERTY IDENTIFICATION NUMBER (PIN) *PIN is found on your Property Tax Statement*

E.g. 123-1234-12345. Primary PIN: Parcel where Structure/SSTS are located. Associated PIN: Additional and/or adjacent property that you own or that is related to the project.
County Land Explorer: <https://qls.stlouiscountymn.gov/landexplorer/> Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005Iframe/>

Applicant Name (Last, First)		I am a... <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Other		Daytime #		Date	
Applicant Address				City		State	
Applicant Email							
Contact Person <i>If applicable</i>				Contact Person #			
Mailing Address (Where to Send Permit)				City		State	
Email Address (Where to Email Permit)							

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does this property have frontage along a public road?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the property have legally demonstrated access to a public road?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is there an easement to access the property? If, yes: <input type="checkbox"/> Private easement <input type="checkbox"/> State/federal/county easement If yes, you must attach easement documentation.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the property located in one of the following Townships: Duluth, Gnesen, Lakewood or Midway ? If yes, the Township Zoning Administrator must provide zoning information and signoff below:

Township Zoning Administrator Signature:

☐ Conventional or Conservation Subdivision Plat (less than or equal to 3 lots)- **\$600**
☐ Conventional or Conservation Subdivision Plat (greater than 3 lots)- **\$1,200**

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved. ***Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid.*** I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.



Conventional Subdivision

Reference #

PRELIMINARY PLAT WORKSHEET St. Louis County, Minnesota

About: Conventional Subdivision Plat - A pattern of subdivision development that is characterized by lots that are spread uniformly throughout a parcel in a lot and block design, as per Minnesota Statutes, Chapter 505. Preliminary Plat - A map and related written materials, documents and information required by the Ordinance and/or Director in order to adequately review a proposed subdivision.

APPLICANT

Name			
Address	City	State	ZIP
Email			
Contact Person	Contact Person #		
Contact Person Email			

DEVELOPER, IF DIFFERENT FROM APPLICANT ABOVE

Name		
Address	City	
Email		
Contact Person	Contact Person #	

SURVEYOR

Name		
Address	City	
Email		
Contact Person	Contact Person #	
Contact Person Email		

SEPTIC SYSTEM DESIGNER

Name		
Address	City	
Email		
Contact Person	Contact Person #	
Contact Person Email		

REQUIRED ATTACHMENTS

Submittals shall be an electronic map or sketch in a format determined by the Director and supporting documents as follows:

1. Electronic Map or Sketch:

All requirements of the concept plan.

Boundary lines with lengths and bearings, taken from a boundary survey drawn by a licensed land surveyor with the legal description of the property, total acreage, north arrow, graphic bar scale, name of the fee owner, developer and surveyor.

Date of boundary survey.

Layout of existing and proposed roads, trails, driveways, blocks, lots, outlots, and structures drawn to the same scale.

Plan, profile, and a typical cross section of proposed roadways including proposed road rights-of-way and drainage features such as culverts and ditching.

Legal access to the property.

Locations of existing and proposed wells and sewage treatment systems, and sewer or water systems, connections, and extensions, with grades shown.

Potential locations and estimated depth to a restrictive layer for all proposed subsurface sewage treatment systems, a minimum of two per lot.

Small-scale context map showing location by section, town, and range.

The existing zoning classification and the zoning classification of adjacent parcels.

Wetland identified by delineation.

Extent of anticipated vegetation and topographic alterations.

Dimensions scaled to nearest foot of all lot lines, road widths, easement widths and lakeshore lengths and total acreage for each lot created.

Buildable areas of proposed lots.

Structure setback lines from roadways, lot lines and ordinary high water level.

Proposed common open space, with area shown.

Proposed public dedication areas other than roads, trails, or walkways, with the area shown.

Proposed stages of development.

2. Documents:

Legal description of the proposed and parent parcels.

Evidence of ownership.

SSTS suitability report in accordance with state statutes and St. Louis County Ordinance 61.

Draft dedications, declarations, and easements.

Proposed covenants or other restrictive documents.

Proposed methods of controlling stormwater management that comply with St. Louis County policy.

Title opinion and an abstract of title and/or certificate of title, less than 60 days old.

AGREEMENT

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved.

Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid. I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

CONTACT: Planning and Community Development Department

Technical Assistance

Toll Free: 1-800-450-9777

Land Use Information

www.stlouiscountymn.gov/landuse

Duluth

Government Services Center
320 West 2nd Street, Suite 301
Duluth, MN 55802
(218) 725-5000

Virginia

Government Services Center
201 South 3rd Avenue West
Virginia, MN 55792
(218) 749-7103

Office Use Only

Receipt # _____

Receipt Date _____

Payment Amount _____

Paid By _____