



PARCEL CREATION AND SPLITS

Subdividing Your Property

St. Louis County Planning and Community Development

2020

In 2017, MN Statute 272.162 was amended to provide authority to county planning officials to review land transfers and divisions before they are recorded. With this authority, counties can protect land owners from land transfer and division missteps which block property owners from using their land as they intended. County review will help prevent future boundary disputes and ensure that land owners are compliant with other land use rules and regulations.

Nearly all land divisions in Minnesota are regulated by local land use authorities. **St. Louis County Subdivision Ordinance, Number 60** regulates the subdivision of land in the county outside of municipalities. If you are unsure of the land use authority for a property, refer to the City/Town Zoning Administration Map on the county's website: <https://www.stlouiscountymn.gov/LinkClick.aspx?fileticket=zEz2qmXemuc%3d&portalid=0>

For properties under St. Louis County's land use authority, the Planning and Community Development Department can review parcels to ensure that they are created properly, and if a parcel **conforms** to subdivision and zoning requirements. Cities and towns that administer their own zoning can also provide this information.

TYPES OF PARCEL CREATIONS AND SPLITS

All types of parcel creations and splits, in areas the county has land use authority, require sign off by the Planning and Community Development Department. These include the following actions:

1. Simple splits (e.g. dividing a 40 acre parcel into four parcels)
2. Lot line adjustments (moving a platted lot line)
3. Minor boundary adjustments (moving an un-platted property line)
4. Performance standard subdivisions (1-3 lots)
5. Minor subdivision, conservation and conventional subdivision plats

REQUIRED APPROVALS

Before a proposed parcel creation or split can be recorded, the property owner must obtain a **Subdivision Permit Certificate from Planning and Community Development**. The application form for a subdivision of property is available online, on our web page or it can be picked up at our Planning offices in either the Duluth Government Services Center or the Virginia Government Services Center. See example "Subdivision Permit Certificate" on back.

NEW Effective April 1, 2018, after issuance of the subdivision permit certificate, the deed must be stamped by Planning and Community Development **prior** to recording.

TO APPLY

Apply Online: <https://crm.stlouiscountymn.gov>

Paper Application: <https://www.stlouiscountymn.gov/departments-a-z/planning-development/land-use/subdividing-property>

CONTACT

PLANNING AND COMMUNITY DEVELOPMENT

DULUTH OFFICE

Government Services Center
320 West 2nd Street, Suite 301
Duluth, MN 55802

Phone: (218) 725-5000

Fax: (218) 725-5029

Toll Free MN: 1-800-450-9777

VIRGINIA OFFICE

Government Services Center
201 South 3rd Avenue West
Virginia, MN 55792

Phone: (218) 749-7103

Fax: (218) 749-7194

Toll Free MN: 1-800-450-9777

EXAMPLE
SUBDIVISION PERMIT CERTIFICATE



Subdivision Permit
Certificate

Date Issued: 11/27/2017
Permit #: SD-000010

Government Services Center
320 West 2nd Street, Suite 301
Duluth, MN 55802

EXAMPLE

Parcel ID: 405-0010-05290
Site Address: 134 Lane 50
Kelsey, MN 45555

Application Information: **Jane Doe**
123 Lane 40
Mpls, MN 12345
Telephone: (218)134-1234

Permit Types: **Lot Line Adjustment**

Project Types: **Other**

Description: **Lot Line Adjustment.**
The parcel(s) being created, and the parent parcel(s), conform to Subdivision Ordinance 60. The applicant is responsible for complying with all other applicable local, state, and federal regulations.

Associated PIN #:

Fees: \$75.00
Payment Date: 11/27/2017
Payment Method: **Check**

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