



# Performance Standard Subdivision

APPLICATION St. Louis County, Minnesota

Reference # 

**About:** Nearly all land divisions in Minnesota are regulated by local authorities. St. Louis County Ordinance 60 regulates the subdivision of land outside of municipalities (cities). For properties under the county's land use jurisdiction, the Planning and Community Development Department can tell you if your parcel is being created properly, and if it conforms to subdivision and zoning requirements. For more information, see our website at: <https://www.stlouiscountymn.gov/departments-a-z/planning-development/land-use/subdividing-property>

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

Primary PIN Structure/SSTS	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	Associated PIN	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Associated PIN	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	Associated PIN	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>

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://gis.stlouiscountymn.gov/landexplorer/> Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005Iframe/>

**APPLICANT**

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	ZIP
Applicant Email			
Contact Person <i>If applicable</i>	Contact Person #		
Mailing Address (Where to Send Permit)	City	State	ZIP
Email Address (Where to Email Permit)			

**SITE INFORMATION**

<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: <b>Duluth, Gnesen, Lakewood or Midway?</b> If yes, the Township Zoning Administrator must provide zoning information and signoff below:
Zone District: _____ Does the subdivision meet zoning requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Township Zoning Administrator Signature: _____		

**TYPE OF PROPOSED SUBDIVISION****PLEASE MAKE CHECKS TO: ST. LOUIS COUNTY AUDITOR**

Performance Standard Subdivision- **\$385**       Permit extension beyond one year - **\$60**

**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](http://www.stlouiscountymn.gov/landuse)

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

**Virginia**  
Government Services Center  
201 South 3<sup>rd</sup> Avenue West  
Virginia, MN 55792  
(218) 749-7103

**Office Use Only**

Receipt # \_\_\_\_\_  
Receipt Date \_\_\_\_\_  
Payment Amount \_\_\_\_\_



# Performance Standard Subdivision

## WORKSHEET St. Louis County, Minnesota

**About:** Performance Standard Subdivision - The subdivision of parcels of land that meet performance standard criteria with administrative approval. For any parcel created through a performance standard subdivision, a Certificate of Survey shall be submitted and after approval, recorded with the County Recorder within one year of approval.

### 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 #	
Contact Person Email		

### 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. Certificate of Survey:

Boundary lines with lengths and bearings taken from a boundary survey drawn by a licensed land surveyor.

Legal description of the property.

Total acreage.

Name of the fee owner, developer and surveyor.

North arrow.

Graphic bar scale.

Date of preparation.

Layout of proposed parcels and parent parcel.

Existing buildings, drawn to the same scale as existing data.

Dimensions scaled to nearest foot of all parcel lines, easement widths and lakeshore lengths.

Total acreage for each parcel created, as well as the parent parcel.

Areas suitable for a standard SSTS and replacement area meeting the requirements of applicable state and county laws and ordinances.

### 2. Documents:

Legal description of the proposed and parent parcels.

Evidence of ownership.

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

Septic site evaluation including replacement/expansion area, if required by the Director.

Other information as deemed necessary by the Director.

## RECORDING INFORMATION

The Performance Standard Subdivision must be recorded within a year of approval or is no longer valid. Appropriate recording documents are as follows:

Certificate of Survey

St. Louis County Planning and Community Development Approval Form

## AGREEMENT

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***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](http://www.stlouiscountymn.gov/landuse)

### Duluth

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

### Virginia

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

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Paid By \_\_\_\_\_