



Conventional Subdivision-CONCEPT PLAN

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: <http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/SubdividingProperty.aspx>

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

Primary PIN Structure/SSTS				-																	Associated PIN			-										
Associated PIN				-																	Associated PIN			-										

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) Contractor Homeowner Other Daytime # Date

Applicant Address City State ZIP

Applicant Email

Contact Person *if applicable* Contact Person #

Mailing Address (Where to Send Permit) City State ZIP

Email Address (Where to Email Permit)

SITE INFORMATION

Yes No Does this property have frontage along a public road?

Yes No Does the property have legally demonstrated access to a public road?

Yes No Is there an easement to access the property? If, yes: Private easement State/federal/county easement
If yes, you must attach easement documentation.

Yes 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:

Zone District: Does the subdivision meet zoning requirements? Yes No

Township Zoning Administrator Signature:

TYPE OF PROPOSED SUBDIVISION

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

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.



Conventional Subdivision

Reference #

CONCEPT PLAN 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. Concept Plan - A sketch to rough scale showing a developer's initial ideas regarding a proposed subdivision and supporting documents.

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:

Parcel area of the proposed and parent parcels.

Parcel dimensions of the proposed and parent parcels.

Current development and infrastructure on proposed and parent parcels.

Proposed plat name.

Approximate exterior boundary drawn, with the graphic bar scale and north arrow.

Topography from the USGS map, or equivalent or more accurate source if available, at 10 foot intervals unless greater detail is required by the Director. Slopes exceeding 30 percent shall be clearly marked.

Approximate location of lakes, streams, wetlands, drainage swales and 100-year floodplain.

Vegetative cover conditions of the property according to general cover type.

Viewsheds showing views into the property from lakes, roads and parks.

Geographic formations including rock outcroppings and bluffs.

Existing human made elements including roads, driveways, fences, public trails, buildings, septic systems, wells, and utilities.

Location of historically significant sites or structures.

Proposed roads with proposed road names and road alignment within road rights-of-way, and trails.

Proposed lots with building setbacks and bluff impact zones.

Proposed common open space.

Proposed city sewer and water system connections or sewage treatment systems and well locations.

Potential principal and accessory structure locations and elevations.

Near shore aquatic conditions information from a reliable source.

2. Site Context Map:

A map showing the location of the proposed subdivision within its neighborhood context. The site context map may be shown as part of the concept plan sketch, or as a separate map.

For sites under 100 acres, maps shall include a graphic bar scale, and shall include the area within 1,000 feet of the site. For sites of 100 acres or more, maps shall include a graphic bar scale, and shall include the area within 2,000 feet of the site.

The map shall show the relationship of the subject property to the natural and human made features of the land. The features that shall be shown include topography from USGS maps, wetlands from the National Wetlands Inventory Map, or equivalent or more accurate sources if available, public and private roads, driveways, dwellings, trail systems and utility lines.

3. Documents:

Legal description of the proposed and parent parcels.

Evidence of ownership.

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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 _____