



# Carver County Department of Land Management Application for a Minor Subdivision

File # \_\_\_\_\_

Phone: (952)361-1820

Email Address: landmanagement@carvercountymn.gov

Public Services Division, Land Management Department

600 East 4th Street, Chaska, MN 55318

Parent Parcel PID	Acres	New Parcel PID	Site Address	Acres	AP	BE	House
					<input type="checkbox"/> Y <input type="checkbox"/> N		
					<input type="checkbox"/> Y <input type="checkbox"/> N		
					<input type="checkbox"/> Y <input type="checkbox"/> N		
					<input type="checkbox"/> Y <input type="checkbox"/> N		

## Type of Subdivision

RESIDENTIAL/AGRICULTURAL (Involves land with home, building eligibilities, or large ag land tract)

BOUNDARY ADJUSTMENT/CORRECTION

VARIANCE # \_\_\_\_\_ Date Issued \_\_\_\_\_

LAND EXCHANGE/ADDITION TO EXISTING PARCEL

OTHER – Describe \_\_\_\_\_

Combination Letter/Affidavit Required:  YES  NO  Driveway Separation  Prime Ag

Survey Required:  YES  NO  Feedlot Setback 1000'+ Variance Required:  YES  NO

## Applicant and Owner Information

Applicant \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
(IF OTHER THAN OWNER)

Address \_\_\_\_\_

House # and Street name or PO Box City State Zip

Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

House # and Street name or PO Box City State Zip

**\*I hereby certify that the information contained in this application is to my knowledge a true, accurate and complete representation of facts and conditions concerning the proposed subdivision. I hereby authorize Carver County Land Management Department or designated agent to enter upon this property to perform such inspections as necessary for the approval of this application.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

(Owner must sign unless an alternate authorization is provided. If the Applicant is different than the owner, both signatures are required.)

## FOR OFFICE USE ONLY

O&E Request in Teams Date: \_\_\_\_\_  Copy to Auditor Date: \_\_\_\_\_

Date Deed Stamped: \_\_\_\_\_ by \_\_\_\_\_

### Fees:

Subdivision:  \$350.00 Boundary Adj:  \$150 Survey + G.I.S. Fee:  Subdivision \$100  Boundary Adj. \$75

SSTS:  \$60 Receipt: # \_\_\_\_\_

**The proposed subdivision meets the applicable requirements of the Carver County Code and is eligible for recording or registration.**

SSTS Site(s) & Compliance Review:  No  Yes Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Environmental Services Dept.

Feedlot Officer \_\_\_\_\_ Date: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Date: \_\_\_\_\_

Land Management/Platting Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions/Comments: \_\_\_\_\_

# Carver County Department of Land Management Minor Subdivision Submittal Requirements

This checklist is intended to be a guide to help applicants/owners through the minor subdivision process. Other items may be required.

Required    Submitted

## Survey:

- A survey of the proposed lots or parcels (**must show or state** the distance between buildings & proposed lot lines) showing the location of all existing buildings, location of all primary & alternate soil borings, record legal description and proposed legal description thereon which has been prepared and signed by a licensed land surveyor.

## Septic:

- Certification by a licensed septic contractor of **all existing septic systems**
- Certification passes – percs & borings required for an alternate drainfield location
- Certification fails – system needs to be upgraded/replaced. Percs & borings required for primary & alternate drainfield locations. System must be installed, or appropriate escrow obtained (winter months), before deed can be recorded. Escrow must be \$20,000 OR 125% of the estimate for replacement of the system and must be held by Carver County, the title company or attorney involved. Outside parties holding the escrow must submit a letter to the Environmental Services Department stating the escrow will not be released until approval has been given by the Environmental Services Department.
- Percs & borings for primary & alternate drainfield locations included on the survey.

## Feedlot Setback:

- 1000' separation distance from a new residence to an existing feedlot of 30 animal units or more. Contact Environmental Services at (952) 361-1800

## Fees (included but not limited to):

- \$350.00 Subd. Fee or \$150.00 Boundary Adj Fee + \$100 or \$75 (Boundary Adj) Survey/G.I.S. Fee + \$60.00 SSTS fee
- Property taxes must be paid in full for the parcel being subdivided prior to recording
- Other (i.e. recording fees, etc.)

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## Deeds (**do not draft deeds until Minor Subdivision application review is complete**):

- Deed transferring the property stamped by Land Management Department prior to recording (after the deed has been recorded, the subdivision process is complete)
- Combining deed (on existing properties that are being enlarged – a deed containing the legal descriptions of the existing & the proposed parcels on one deed) and Taxpayer Services Department Request for Combination Form
- Easement agreement, if applicable
- Deed for remnant parcel (seller to seller)