



CARVER COUNTY – Department of Land Management
Application for a Minor Subdivision
 File # _____

Parent Parcel PID	Acres	New Parcel PID	Site Address	Acres	AP.	B. E.	Home
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

TYPE OF SUBDIVISION:

- _____ RESIDENTIAL/AGRICULTURAL (Involves land w/home, building eligibilities, or large ag land tract)
 _____ BOUNDARY ADJUSTMENT/CORRECTION
 _____ CUP # _____ 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: _____ Phone: _____ Email _____
 (IF OTHER THAN OWNER)

Address: _____
House # & Street name or P O Box City State Zip

Owner: _____ Phone: _____ Email _____

Address: _____
House # & Street name or P O 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)

FOR OFFICE USE ONLY

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: _____ (\$60.00)

Receipt: # _____

SSTS Site(s) & Compliance Review: No ___ Yes ___ Approved: _____ Date: _____
 Environmental Services Dept.

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

Land Management/Platting Officer: _____ Date: _____

Feedlot Officer _____ Date: _____

Conditions/Comments: _____

Surveyor: _____ Date: _____

**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.

Req'd 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 \$25,000 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 from a feedlot for a new home or building site. Contact Environmental Services (952) 361-1820

FEES (included but not limited to):

- \$350.00 Subd. Fee or \$150.00 Boundary Adj Fee; & \$100 or \$75 (Boundary Adj) Survey/G.L.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.)

DEEDS:

- 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

OTHER: _____