



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 ___
SSTS Certification is Required for all Systems!! SSTS Site(s): YES ___ NO ___ New System: YES ___ NO ___
 Survey Required: YES ___ NO ___ Feedlot Setback 1000'+ ___ Variance Required: YES ___ NO ___

Applicant: _____ Phone: H _____ W _____ Fax _____
 (IF OTHER THAN OWNER)
 Address: _____

Owner: _____ Phone: H _____ W _____ Fax _____
 Address: _____

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: _____ Boudary Adj: _____ Survey+G.I.S. Fee: _____ Receipt: # _____
 (\$300.00) (\$50.00) (\$50.00+\$25.00)

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 Administrator: _____ 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, record legal description and proposed legal description thereon which has been prepared and signed by a licensed land surveyor.

SEPTIC:

- Certification of all existing septic systems by a licensed septic contractor.
- 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 125% of the estimate for replacement of the system and must be held by the title company or attorney involved. The party holding the escrow must submit a letter to the Land Management Department stating the escrow will not be released until approval has been given by the Land Management Department.
- Percs & borings for primary & alternate drainfield locations

FEEDLOT SETBACK

- 1000' required from a feedlot for a new home or building site. Contact Environmental Services.

FEES (included but not limited to):

- \$300.00 Subdiv. Fee; or \$50.00 Boundary Adj Fee; & \$50.00 Surveyor's Fee & \$25.00 G.I.S. 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 (when the deed has been recorded the subdivision is complete)
- Combining deed (on existing properties that are being enlarged – a deed containing the legal descriptions the existing & the proposed parcels on one deed) and/or Auditor's Department Request for Combination Form
- Easement

OTHER: _____