



8319 County Road 11
Breezy Point, MN 56472
Phone: (218) 562-4441
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www.cityofbreezypointmn.us

Received by City: _____

Application Number: _____

Non-refundable Fee Paid: _____

Receipt #: _____

Subdivision Application

Name of Applicant _____

Address _____ Email: _____

City, State, Zip _____

Phone _____ Alternate Phone _____

Physical Address / Location of Property _____

Legal Description of Property _____

Parcel ID Number _____ Zoning District _____

Applicant is:

☐ Legal Owner of Property

☐ Contract Buyer

☐ Option Holder

☐ Agent

☐ Other _____

Title Holder of Property (if different than applicant):

Name _____

Address _____

City, State, ZIP _____

Nature of request:

☐ Preliminary Plat

☐ Final Plat

☐ Metes and Bounds Subdivision

Briefly describe your proposal: _____

Signature of Owner, authorizing application _____

(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than owner) _____

(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

By signing above, I acknowledge that I understand that I am responsible for all fees incurred by the City as a result of professional services provided by the City Engineer, City Attorney, and other contracted agencies in reviewing my application.

INSTRUCTIONS TO THE APPLICANT

Completed applications, with *all* submittal requirements, must be submitted to the Planning & Zoning Department no fewer than **25 days** prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, all required information **must** be submitted.

- _____ 1. This application must be completed, including responses to all parts of this application.
 - _____ 2. The required fee must be paid. See fee schedule for details.
 - _____ 3. Preliminary Plat applications shall be completed at least to the minimum standards of the Ordinance, as detailed in Section 152.12 of the Subdivision Ordinance.
 - _____ 4. Final Plat applications shall be completed as per the requirements of the Planning Commission from the Preliminary Plat hearing and the minimum standards of the Ordinance, Crow Wing County, and the State of Minnesota.
 - _____ 5. Metes and Bounds applications shall conform to the requirements of Section 152.40 at a minimum. Additional information may be required as deemed applicable by the Planning Department or the Planning Commission.
 - _____ 6. If any of the parcel contains structures with an ISTS (on-site sewage system), a Sewer Compliance Inspection must be submitted.
 - _____ 7. Proof of ownership or authority to subdivide the parcel.
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METES & BOUNDS:

Subdivision by metes and bounds shall require approval by the Planning Commission if the resulting parcels are less than 20 acres and 500 feet in width for residential or urban reserve zoned lots *or* 5 acres and 300 feet of width for commercial or industrial zoned lots. Only one metes & bounds subdivision shall be allowed per parent parcel of record if the resulting parcels are 10 acres or less. An additional parcel for right-of-way or commonly owned driveway access may also be allowed or required.

PRELIMINARY & FINAL PLATS: Subdivision by Plat or Condominium or “CIC” Plat shall be approved by the Planning Commission and the City Council. The preliminary plat and final plat shall require approval by the Planning Commission and City Council.