

LAND SUBDIVISIONS

CERTIFICATES OF SURVEY AND PRELIMINARY PLATS

Definitions

Certificate of Survey is the subdivision of land into three or fewer tracts of land. The remnant tract counts as one tract.

Plat is the subdivision of land into more than three tracts of land.

Preliminary plat is a tentative drawing of the proposed subdivision, meeting the requirements of the Ordinance and prepared for the public hearings.

Final plat is the final drawing of the approved subdivision, meeting all the requirements of the Ordinance and printed in a specific form for recording purposes.

Shoreland District is located 1000 feet from any lake and 300 feet from any river or stream.

Environmental Review Technical Panel (ERTP)

The Environmental Review Technical Panel reviews all types of subdivisions within the Shoreland District. The ERTTP will make the decision if the certificate of survey, with lot sizes of greater than 20 acres, can be approved or if the certificates of survey with lot sizes less than 20 acres and/or preliminary plats may proceed with the public hearing before the Planning Commission.

Certificates of Survey

A certificate of survey is the subdivision of land into three or fewer tracts. Certificates of survey that are outside the shoreland district must be submitted to the Zoning Office for approval. Certificates of survey that are riparian must be submitted to the ERTTP for review. Any certificate of survey requiring a change of zone or with lot sizes less than 20 acres in size will have to go through the public hearing process before the Planning Commission, with the recommendation of the Planning Commission being forwarded to the County Board of Commissioners for final approval.

Preliminary Plat

A preliminary plat is the subdivision of land into more than three tracts. The Planning Commission and County Board of Commissioners must approve this process, once the ERTTP has made recommendations on the project. The recommendations of the Planning Commission are forwarded to the County Board of Commissioners for final decision.

A licensed surveyor must prepare the preliminary plat. Once the survey has been completed, 30 copies of the survey (no larger than 11x17), along with the application and application fees, must be submitted to the Zoning Office to be scheduled for a Public Hearing. Property owners within ¼ mile are notified of the Hearing unless a change of zone is required, then the notification district is ½ mile.

Once the preliminary plat has been approved, the final survey markers can be set and the roads may be constructed. Once the roads have been approved by the Township and the Becker County Highway Department, the final plat may be submitted to the Planning Commission and County Board of Commissioners for final approval.

(Continued on back of page)

A final plat must be submitted to the Zoning Office a minimum of thirty (30) days prior to the next scheduled Planning Commission Meeting. Two (2) Mylar copies of the plat must be submitted along with five (5) paper copies of the plat. Prior to the submission to the Zoning Office, the signatures of the property owners, mortgage holders, surveyor, and Township Officials must be obtained on the hard copies of the plat. A Title Opinion, certification from the County Highway Department stating that the road was built to specifications, and a Township Road agreement must also accompany the final plat.

The approval of a preliminary plat is valid for two (2) years. The final plat must be presented for approval before the end of this two-year period. Failure to do so negates the preliminary approval and the developer must begin over again.

Change of Zone

Any parcel of land requiring a change of zone must be approved by the Planning Commission and County Board of Commissioners.

Application and application fees, must be submitted to the Zoning Office to be scheduled for a Public Hearing. Property owners within ½ mile will be notified of the requested change.

FEES:

Certificate of Survey with a Public Hearing	\$200.00
Notification Fee	\$2.00 per letter (\$80.00 minimum)
Change of Zone	
Agricultural or Residential	\$200.00
Commercial or Industrial	\$300.00
Preliminary Plat	
Non-Shoreland	\$25.00 per lot or \$250 minimum
Shoreland	\$50.00 per lot or \$350 minimum
Final Plat	\$100 plus \$15.00 per lot approved
Recording Fees	
Zone Change	\$46.00
Final Plat	\$56.00
Road Agreement	\$46.00
Cormorant Surcharge	\$25.00

Final Plats must be registered with the State of Minnesota. Information regarding the registration process can be found in MN State Statute 83. The website is: www.revisor.leg.state.mn.us/statutes/ or contact the Office of Revisor of Statutes at (651) 296-2868.



ENVIRONMENTAL REVIEW TECHNICAL PANEL (ERTP) APPLICATION

BECKER COUNTY PLANNING & ZONING

915 LAKE AVE, DETROIT LAKES, MN 56502-0787
PHONE (218) 846-7314 - FAX (218) 846-7266

PARCEL	
APP	ERTP
YEAR	

The Planning & Zoning Department and the Environmental Review Panel will hold a pre-application meeting with Applicants for Preliminary Plats, Certificates of Survey, Planned Unit Developments and Controlled Access Lots that are riparian (bordering a waterbody) to any Lake, River or Stream to review project plans prior to submitting a formal application to the Planning & Zoning Department.

Prior to the pre-application meeting, an applicant should provide the following information about the project:

1. Contact Name and Phone Number: _____
2. Property Owners Name: _____
3. Parcel Number: _____
4. Legal Description: _____
5. Section _____ Township _____ Range _____
6. Lake Name: _____ Lake Classification _____
7. Number of Acres in Project: _____
8. Length of shoreline in Project: _____
9. Number of housing units: _____
10. Other structures (list) _____
11. Number of marina slips: _____
12. Lakeshore, approximate depth of water from shore at...
50 feet _____, 100 feet _____, 200 feet _____.
13. Are emergent aquatic plants found along shoreline? _____
14. Are significant historic sites or endangered habitats present? _____
15. Is project area suitable for sewage disposal systems? _____
16. Does the site have any wetlands? _____
17. Does the site contain any low areas? _____
18. Are any springs or seeps present? _____
19. Does the site contain any steep slopes? _____ Are there any bluffs present? _____
20. Do any parties involved in this application have any ownership interest in, or options on, other properties in the vicinity of the project? _____

Brief description of request:

(more information on back)

PARCEL	
APP	ERTP
YEAR	

The applicant shall include with the completed form:

- 📁📍 A site sketch showing the approximate locations of the key elements of the project indicated above. This diagram should include roads and other relevant features.
- 📁📍 Soils map of project area (Becker County Website)
- 📁📍 Aerial photo (Becker County Website)
- 📁📍 Written documentation from the Township stating that the project has been presented at a Township meeting.

B. An EAW may be recommended by the ERP if any of the following conditions are present:

1. More than 10 housing units are proposed (or converted)
2. More than 500 feet of shoreline are included in the project
3. Lake depths are less than 2 feet at 50', 3 feet at 100', or 4 feet at 200'
4. Emergent aquatic plants are present along more than 75% the shoreline of the project or in the lake within 100 feet of the shore
5. Wetlands are present within the shore impact zone
6. Endangered habitats or historic sites are present
7. Bluffs are present
8. More than 5 marina slips are proposed
9. Any of the parties involved in the application has ownership interest in, or options on, nearby properties

C. If an EAW is recommended by the ERP and the County Board of Commissioners approves this recommendation, the EAW must be completed prior to submittal of a formal application.

D. The Environmental Review Panel will meet at 8:30 am on the 2nd Tuesday of each month. The Panel will include representation from the SWCD, DNR, PRWD, CLWD, WRWD, BRWD, COLA, Township, Planning Commission, MPCA and other technical agents as needed.

For Office Use Only		Pull Parcel File When Processing Application	
Zoning of Parcel:		Zoning of Surrounding Area:	
Notes:			
Findings:			
Recommended for	Approval	Denial	More Information Required
Public Hearing Required:	Yes	No Exempted from Hearing	Date Owner Notified:



SUBDIVISION / ZONE CHANGE
BECKER COUNTY
PLANNING & ZONING

915 LAKE AVENUE, DETROIT LAKES, MN 56501
 PHONE (218) 846-7314 - FAX (218) 846-7266

PARCEL	
APP	ZONE / SURVEY
YEAR	
SCANNED	

Application for: Zone Change Certificate of Survey Preliminary Plat
 (Complete Section 1) (Complete Section 2) (Complete Section 3)

Applicant's Name: _____

Applicant's Address: _____

Telephone(s): _____ **Date of Application:** _____

Signature of Applicant: _____

Parcel ID Number: _____ **Project Address:** _____

Legal Description of Project:

SECTION 1

*Zone Change For Existing Parcel Number _____
 Current Zoning _____ Requested Zoning _____
 Is the change within 2 miles of any city limits? _____

SECTION 2

*Certificate Of Survey: Number of Lots _____
 Shoreland (within 1000 ft of lake) _____ Nonshoreland _____
 Current Zoning of property _____
 Is a change of zone required? _____ yes _____ no
 If yes, change from _____ Zone to _____ Zone.
 Total acreage of parcel to be subdivided _____
 Is the change within 2 miles of any city limits? _____

**Include a copy of the purchase agreement if applicant is not the owner of the

SECTION 3

property.
 *For Preliminary Plat:
 Number of Lots _____
 Name of Subdivision _____
 Name of Proposed Roads _____
 Shoreland (within 1000 ft of lake) _____ Non-shoreland _____
 Current Zoning of property _____
 Is a change of zone required? _____ yes _____ no
 If yes, change from _____ Zone to _____ Zone.
 Total acreage of parcel to be subdivided _____
 Is the change within 2 miles of any city limits? _____

**Include a copy of the purchase agreement if applicant is not the property owner.

Date Received _____ Date Accepted _____ Authorized Signature _____
 Application Fee _____ Notice Fee _____ Recording Fee _____ Date Paid _____
 _____ Receipt Number _____



COUNTY OF BECKER
Planning and Zoning

915 Lake Ave, Detroit Lakes, MN 56501
Phone: 218-846-7314 ~ Fax: 218-846-7266

Authorized Agent Form

1. Form must be legible and completed in ink.
2. Check appropriate box(es). Write any specific restrictions on the checked item in the space provided (e.g. "garage site permit" or "valid only on permit applications submitted between 06/01/20XX and 08/01/20XX"). If you want your agent to represent you on a conditional use or variance application and also be authorized to obtain the related permit(s), be sure to check and complete the "permit application" item as well. If an item's box is checked and the accompanying space is left blank, the authorization granted on that item is valid for a period of one year from the date of signature on this form until Becker County Planning and Zoning receives signed, written notification from the property owner(s) stating otherwise or the property's ownership changes.

I (we), _____ hereby authorize _____ to act
(landowner-print name) (agent-print name)
as my (our) agent on the following item(s): appropriate box(es)

- permit application (write in permit "type" – e.g. site, septic, etc.): _____
- plat application: _____
- conditional use application: _____
- variance application: _____
- other: _____

on my (our) property located at:
Tax Parcel Number(s): _____ Physical Site Address: _____

Legal Description: _____

Section: _____ Township: _____ Range: _____ Lot: _____ Block: _____ Plat Name: _____

Agent Contact Information

Agent address: _____
Street
City
State
Zip Code

Agent phone #(s): _____ Agent fax #: _____

Agent email address: _____

Property Owner(s) Signature(s) Date

State of Minnesota
County of Becker

On this _____ day of _____ before me personally appeared _____ to me known to be the person(s) described in and who executed the foregoing instrument; and acknowledged that _____ executed the same as _____ free act and deed.

(Notary Stamp) _____
Notary Public

Office Use Only:
Date received: _____ **Expiration Date:** _____

Planning Commission Meeting Dates & Deadlines

Meetings held at 7:00 pm in the Courthouse

FILING DEADLINE	TOUR DATE	MEETING DATE
Jan. 14, 2019	Feb. 6, 2019	Feb. 12, 2019
Feb., 4, 2019	Mar. 6, 2019	Mar. 11, 2019
Mar. 4, 2019	Apr. 3, 2019	Apr. 9, 2019
Apr. 8, 2019	May 8, 2019	May 13, 2019
May 6, 2019	Jun. 5, 2019	Jun. 11, 2019
Jun. 10, 2019	Jul. 3, 2019	Jul. 9, 2019
Jul. 8, 2019	Aug. 7, 2019	Aug. 12, 2019
Aug. 5, 2019	Sept. 4, 2019	Sept. 10, 2019
Sept 3, 2019	Oct. 2, 2019	Oct. 8, 2019
Oct. 7, 2019	Nov. 6, 2019	Nov. 12, 2019
Nov. 4, 2019	Dec. 4, 2019	Dec 10, 2019

**ALL dates are tentative and subject to change without prior notification.
Due to weather conditions, meetings may not be held during the winter months.**

Conditional Use Fees:

Initial Conditional Use Application: \$200.00 (Agricultural or Residential)
 \$300.00 (Commercial or Industrial)
 Change of Zone fee: \$200.00 (Agricultural or Residential)
 \$300.00 (Commercial or Industrial)
 Charge per notification letter \$ 2.00 (\$80 minimum fee)
 Recording Fee \$ 46.00

All landowners within ¼ to ½ miles of the property must be notified of the hearing. When necessary the DNR, County Highway, State Highway, Watershed Districts, Wetland Offices, State Health Dept, MPCA, Army Corps of Engineers, and city / town officials within two (2) miles of the site will be notified when necessary.