

### **Olmsted County Planning Department**

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Olmsted County Metes and Bounds Subdivision Application Process:

Metes and Bounds application is a two-part process:

### **Preliminary Application**

- Consult planner about the request. A pre-application meeting is encouraged.
- Submit application packet as follows
  - a. Land Development Application
  - b. Application fee
  - c. Detailed Site Plan
    - i. 1 copy of 11x17 or 81/2x11
- Application materials are sent out for comments by referral agencies.
- Planner review application, writes staff report sends to Township prior to Township meeting
- Applicant attends township meeting (staff does not)
  - a. Applicant receives Letter of Township Board Action
    - Carbon copy form provided to you by the planner during pre-application meeting
    - ii. Applicant fills out top of form, contact township clerk prior to attending township meeting, and attend township meeting to get it signed
    - iii. Township Board will fill in comments and sign

### **Final Application**

- Submittals required:
  - a. Application for a Final Approval Metes and Bounds Subdivisions
  - b. Letter of Township Board Action (see above)
  - c. 3 originally signed Certificate of Surveys
  - d. Draft deed (document which will transfer the property)
  - e. Lot Combination Form (if combining proposed or residual parcel)
- Certificate of Survey sent out for referral review (approximately two weeks)
- County Surveyor is last to sign application, once approved by the county surveyor the
  planner stamps all the Certificate of Surveys approved. The planner writes an approval
  letter and mails to applicant (or has applicant pick up), the planner retains one certificate
  of survey and the rest are returned to the applicant.

<sup>\*</sup>Applicant is expected to record the deed to create the parcel. Parcel does not become a lot of record until deed is recorded. One of the approved certificate of surveys are submitted with the deed for recording.

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Application Number:_	
Related Records:	

Olmsted County Planning Department 2122 Campus Dr SE, Suite 100 Rochester, MN 55904 P: 507-328-7100 F: 507-328-7958

planningweb@co.olmsted.mn.us

### LAND DEVELOPMENT APPLICATION

		Ту	pe of Applica	tion	
Township:	Eyota	Marion	Oronoco	Quincy	
Is this an amendmer	nt to an existing	application?	Yes	No	
Appeal				Land Use Pla	n Amendment to
Conditional Use	e Permit			*+Metes & B	Bounds:
Temporary Con	struction			Fina	al
Home Occupati	on (CUP)			Prel	liminary (different application for final
Erosion Control	/Grading			арр	proval
Final Plat - # lo	ots			*^Preliminar	y Plat - # lots
General Develo	pment Plan			+Variance	
		(name)		Rezoning	to
* Relates to GIS Imp Addressing Fees	oact & E911	+ Relates i Fees	to Environmer	ntal Review	^ Relates to Subdivision Review Fees
			Site Locatio	n	
Legal Descrip	tion Attached				
Site Address:				# of Acre	es:
PIN(s):				Townshi	ip/Section:
	Proposal	l (Full docume	ntation must	accompany a	ipplication)
Describe project in deta					
·		· · · · · · · · · · · · · · · · · · ·			
	_	_	Applicant	_	
5 U.N.		DI		_	.,
Full Name:		Phone		Ema	MI:
Mailing Address:					
Typed/Printed Name:		Signati	ure:		Date:
			Property Owr	ner	
Full Name:		Phone	:	Ema	ail:
Mailing Address:					
-		Ciam - I			Data
Typed/Printed Name:		Signati	ure:		Date:

Application Number:\_\_\_\_\_ Related Records: Consultant Full Name: Phone: Email: Mailing Address: Typed/Printed Name: Signature: Date: Additional Property Owners/Applicants/Addresses Full Name: Phone: Email: Mailing Address: Typed/Printed Name: Date: Signature: **ENVIRONMENTAL REVIEW** Required prior to submitting a Conditional Use Permit, Plats, Metes & Bounds, & Variance Applications Written acknowledgement by Olmsted County Planning Department Well & Septic Code Enforcement Inspector of their preliminary review. Comments: Signature: Date: PROPERTY RECORDS REVIEW Required prior to submitting a FINAL Metes & Bounds application Written acknowledgement by Olmsted County Property Records of their preliminary review of the proposed metes & bounds subdivision. Comments: Signature: Date:

### PLANNING DEPARTMENT SUBMITTAL – For office use only

Note: Applications only accepted with ALL required support documents.

Deadline for agency action: 60 days - \_\_\_\_\_ 120 days - \_\_\_\_\_

Received & reviewed by:\_\_\_\_\_\_ Date\_\_\_\_\_\_

Development Application Fee: \_\_\_\_\_\_

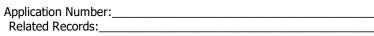
Environmental Review Fee (CUP, M&B Variance): \_\_\_\_\_\_

GIS Impact Fee (M&B, Plats): \_\_\_\_\_\_

E911 Addressing Fee (Final Plats, M&B): \_\_\_\_\_\_

Subdivision Review Fee: \_\_\_\_\_\_

Total fees due: \_\_\_\_\_\_





# Olmsted County Planning Department GIS/E911 Addressing Division

2122 Campus Dr SE, Suite 100 Rochester, MN 55904 P: 507-328-7100 F: 507-328-7958 planningweb@co.olmsted.mn.us

## **Metes & Bounds GIS Impact Fee**

### **Mandatory Submittal Information**

Please submit this form and all required documents to planningweb@co.olmsted.mn.us or mail/drop off with payment to our office address at the top of this form. If submitting via email, a staff member will call the applicant for payment prior to processing the application. Submittal requirements:

- This completed form
- Copy of Metes & Bounds application
- Certificate of survey and legal descriptions
- Check for the total amount of the GIS Impact Fee listed below payable to Olmsted County

-		
=		-
	-	-

\$38.00 per new parcel with a minimum fee of \$76.00 per application.

Please note each legal description on a Certificate of Survey represents a new parcel. The shifting of a lot line creates two new legal parcels which is applicable to the minimum application fee of \$76.00

		Annlinent In	formestion		
		Applicant In	tormation		
Full Name:			Date:	Phone	2:
Address:			Email:		
Number of lots:	Township Na	me:		Township Se	ction Number:
	Fo	or Departme	nt Use Only		
Total Fee Paid:		Date I	Eoo Daid:		
Total Fee Falu.		Date	ce raiu		
E911 File Number:		Planni	na File Numbe	er:	
Site Plan Rec'd:	Electronic	Date:		Paper	Date:
				•	
Certificate of Survey:	Electronic	Date:		Paper	Date:

## **COUNTY OF OLMSTED, MINNESOTA**

## **LETTER OF TOWNBOARD ACTION**

DATE:		
ТО:	County of Olmsted Rochester – Olmsted Planning Department 2122 Campus Dr. SE, Suite 100 Rochester, Minnesota 55904	
RE:	Report of Action by the Townboard of	Township on the(Applicant),
TYPE OF	F APPLICATON:	
considere	ed the application ofTownship met on  bove referred property.	
The Tow	nboard has reviewed this application and makes the following of	comments:
Sincerely		
Sincerely		
Clerk of _	/,	
Clerk of _ Townboa	/,	

DISTRIBUTION:
Planning Department: (white copy)
Townboard (canary copy)
Applicant (pink copy)

# OLMSTED COUNTY, MINNESOTA, PLANNING DEPARTMENT APPLICATION FOR FINAL APPROVAL OF A METES AND BOUNDS SUBDIVISIONS

(I)(We) the undersigned owners(s) of all the property described in the attached legal description and supplementary materials, hereby request approval of the metes and bounds subdivision of said land, pursuant to Article VII of the Olmsted County Subdivision Ordinance. Signature of Applicant Signature of Property Owner Address Address Phone Phone INSTRUCTIONS: Complete this application and submit to the Rochester-Olmsted Planning Department with three copies of the Certificate of Survey (which have original surveyor's signatures) and supplemental materials, including a residual parcel description. A Rochester-Olmsted Planning Department approved survey of this subdivision must be filed with the Olmsted County Recorder by the applicant to make them official. It shall be the responsibility of the applicant to supply a Certificate of Survey prepared by a registered land surveyor for each new non-farm parcel created and obtain the following approvals: **REQUIRED APPROVALS:** A. The attached Certificate of Survey is representative of the area previously reviewed by the Rochester-Olmsted County Planning Department for a private well and sewage disposal system. Environmental Specialist Date B. The attached Certificate of Survey and supplementary materials have been filed with the office of the County Surveyor in accordance with state law. This survey has been reviewed and mathematically checked. No determination has been made to ascertain the date submitted has been correctly located on the ground. The information submitted is sufficient for this metes and bounds subdivision. Olmsted County Surveyor Date Comment: C. The attached Certificate of Survey correctly reflects the required public road right-of-way and any environmental corridor easements as they pertain to this property. If any additional easement dedications are needed, they have been completed. Olmsted County Public Works Department Date D. Metes and Bounds Subdivision # has met the requirements of Article VII, Section 7.0 of the Subdivision Ordinance of Olmsted County and has been approved by the Rochester-Olmsted Planning Department. Planning Department, Planning Division Date FOR OFFICE USE ONLY DISTRIBUTION APPLICATION NUMBER: \_\_\_\_ PARCEL NUMBER: Planning (original)

TOWNSHIP: \_\_\_\_\_

SECTION:

Form #: 1920-63 Rev. 4/17/13

Applicant (copy)