



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 8½x11
- 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
 - i. 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.

*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

Type of Application

Township:	Eyota	Marion	Oronoco	Quincy
Is this an amendment to an existing application?	Yes		No	
Appeal	Land Use Plan Amendment _____ to _____			
Conditional Use Permit	*+Metes & Bounds:			
Temporary Construction	Final			
Home Occupation (CUP)	Preliminary (different application for final approval)			
Erosion Control/Grading	*^Preliminary Plat - # lots _____			
Final Plat - # lots _____	+Variance			
General Development Plan _____	Rezoning _____ to _____			
	(name)			

** Relates to GIS Impact & E911 Addressing Fees*

+ Relates to Environmental Review Fees

^ Relates to Subdivision Review Fees

Site Location

Legal Description Attached

Site Address:	# of Acres:
PIN(s):	Township/Section:

Proposal (Full documentation must accompany application)

Describe project in detail: _____

Applicant

Full Name:	Phone:	Email:
Mailing Address:		
Typed/Printed Name:	Signature:	Date:

Property Owner

Full Name:	Phone:	Email:
Mailing Address:		
Typed/Printed Name:	Signature:	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:

Signature:

Date:

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: _____



Application Number: _____
Related Records: _____

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

Fee

\$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

Applicant Information

Full Name: _____ Date: _____ Phone: _____

Address: _____ Email: _____

Number of lots: _____ Township Name: _____ Township Section Number: _____

For Department Use Only

Total Fee Paid: _____ Date Fee Paid: _____

E911 File Number: _____ Planning File Number: _____

Site Plan Rec'd: Electronic Date: _____ Paper Date: _____

Certificate of Survey: Electronic Date: _____ Paper Date: _____

COUNTY OF OLMSTED, MINNESOTA

LETTER OF TOWNBOARD ACTION

DATE: _____

TO: 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
Application by _____ (Applicant),
Located in the _____ Quarter of Section _____.

TYPE OF APPLICATION: _____

The Townboard of _____ Township met on _____ (date) and
considered the application of _____ (applicant)
on the above referred property.

The Townboard has reviewed this application and makes the following comments:

Sincerely,

Clerk of _____ Township (Signature Required)

Townboard Members (Signature Required)

DISTRIBUTION:

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

