



Preliminary Plat Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470
Phone: 218.732.3890 Fax: 218.732.7993

Conditions

- Requires the preparation of a plat by a licensed land surveyor.

Procedure

1. Schedule a pre-application meeting with Environmental Services Officer to review subdivision sketch plan before applying for a preliminary plat.
 - a. Submit sketch plan to the Environmental Services Department and schedule a meeting with the Environmental Services Officer. The sketch plan should:
 - Include the proposed lot layouts and size, land use, road layout, and physical features.
 - Be signed and dated by the applicant(s).
 - b. The Environmental Services Officer will review the sketch plan with you to determine compliance with County ordinances and State environmental review programs and discuss possible plan modifications, as necessary, to ensure conformance with the ordinances. Pre-application meeting held _____, 20____, _____.
2. **Is this property Torrens property? Yes ___ No ___.** If property is Torrens, please contact the County Recorder for a consultation. Please have the County Recorder sign and date this document in the following space to verify completion of said consultation:_____.
3. Preliminary Plat Application
 - a. Fill out this application form and attach the additional required information as directed.
 - b. Submit the application, twenty-one (21) copies no smaller than 22 inches x 34 inches and eleven (11) 11 x 17 inch copies of a preliminary plat and supporting documentation of the proposed subdivision containing all necessary information together with declarations, protective covenants, or restrictions, if any, to the Environmental Services Department. (The subdivider shall furnish additional copies if requested.)
 - c. Pay \$350.00 base application fee, \$20.00/lot, \$175.00/road sign, and \$50.00/E911 address payable to "Hubbard County Auditor/Treasurer" at the time the application is submitted to the Environmental Services Department. Consult Environmental Services staff to determine total fee amount before remitting payment.
 - d. You will be notified of additional information or corrections that must be submitted if the application is incomplete or incorrect.
 - e. If found complete, the Environmental Services Officer will distribute copies of the application to County staff, reviewing agencies such as MnDOT and the DNR, and the affected Township Board of Supervisors.
4. Planning Commission and County Board Review
 - a. You will be notified of the date and time of both the Planning Commission Lot Viewal and Public Hearing.
 - b. You are required to attend the Public Hearing to answer questions about the application. You may be asked to submit additional information to properly consider the plan before or after the hearing.
 - c. The Planning Commission will recommend that the County Board approve, approve with modifications, or deny the preliminary plat.
 - d. The County Board will make a decision regarding the preliminary plat within 120 days of submittal of a complete application, unless you agree to a delay in writing. Approval of a preliminary plat by the County Board assures the general acceptability of the plat layout.
5. If the County Board approves the preliminary plat, you may submit a final plat application for County review and approval.

Note: If the final plat has not been approved by the County Board within one year of preliminary plat approval, the preliminary plat is void, unless a request for a time extension is approved by the Board.



Preliminary Plat Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890 Fax: 218.732.7993

Please type or print in ink:

Property Information

Address _____

Section _____ Township _____ Range _____ Tax Parcel Number(s) _____

Existing Parcel Acreage _____ Shoreland ___ Non-Shoreland ___ (Check box if parcel is in shoreland, non-shoreland, or both)

Complete Legal Description _____

Proposed Subdivision Name _____ No. of lots _____

Applicant

Name _____

Address _____ City _____ State _____ Zip _____

Work Phone _____ Fax _____

Cell _____ Email address _____

Owner Information (if different from above)

Property Owner _____

Address _____ City _____ State _____ Zip _____

Work Phone _____ Fax _____

Cell _____ Email address _____

Surveyor of Preliminary Plat

Name _____

Address _____ City _____ State _____ Zip _____

Work Phone _____ Fax _____ Cell _____

Email address _____ License Number _____

Applicant and Owners Statement

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 the County Environmental Services Officer and authorized staff to enter upon this property to perform such inspections as necessary for the review of this application.

Signature of applicant _____ Date _____

I am the fee title owner of the above described property, and I agree to this application.

Signature of owner: _____ Date _____
(owner must sign)



Preliminary Plat Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470
Phone: 218.732.3890 Fax: 218.732.7993

Filing Requirements

You must submit the following items with this application. An application will not be considered complete until all of the information listed below is submitted to the Environmental Services Department. The information shall be provided in graphic or written formats, as appropriate.

- _____ Application fee.
- _____ Twenty-one (21) copies no smaller than 22 inches x 34 inches and eleven (11) 11 x 17 inch copies of a preliminary plat and supporting documentation of the proposed subdivision together with declarations, protective covenants, or restrictions, if any. The Subdivider shall be required to furnish additional copies if requested.
- _____ Completed environmental review documents as required by law (when applicable).
- _____ Written directions to the proposed plat from Park Rapids.

Identification and Description

- _____ The proposed name of the subdivision, which shall not duplicate or be similar in pronunciation or spelling to the name of any other plat recorded in the County.
- _____ Legal description of the property.
- _____ Names and addresses of the property owners, the subdivider, and surveyor of the plat.
- _____ A copy of the deed for the property to be platted showing the applicant has legal standing in the property. If the applicant is not the property owner, an authorized agent form showing the applicant has the owner's consent must be submitted.
- _____ If the plat does not front a public road, a copy of the recorded minimum 33' wide easement connecting the plat to a public road.
- _____ A north arrow and a graphic scale that is not less than 1 inch to 200 feet.
- _____ Vicinity map showing geographical points for orientation within a 1/2 mile radius of the property.
- _____ Date of preliminary plat preparation.

Existing Features and Conditions

- _____ The outside boundary line survey and legal description of the property to be subdivided.
- _____ The total acreage of the property to be subdivided.
- _____ Location, right of way width and names of existing or platted streets or other public roadways; parks and other public lands; permanent buildings and structures including utility poles; public and private easements or other encumbrances and their purpose; section lines and township boundaries within the property to be subdivided and adjacent properties up to 100' beyond the outside boundary of the property to be subdivided.
- _____ All contiguous land owned or controlled by the owner of the property to be subdivided.
- _____ Topographic data showing contour intervals of two (2) feet or ten (10) feet within the boundaries of the property to be subdivided as determined necessary by the County Board.
- _____ Bluffs and bluff impact zones when the plat lies within Shoreland Management Ordinance jurisdictional area.
- _____ Tier lines and tier areas shown for calculation of building density when submitting planned unit development plats within Shoreland Management Ordinance jurisdictional area.
- _____ Water courses, drainageways, lakes, and wetlands delineated in accordance with the Wetland Conservation Act.



Preliminary Plat Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890 Fax: 218.732.7993

- _____ The ordinary high water mark shall be shown on plats that have riparian lots within the jurisdiction of the Hubbard County Shoreland Management Ordinance. When an ordinary high water level elevation has been established on a waterbody by the Minnesota Department of Natural Resources and/or Hubbard County, this elevation shall be shown on plats that have riparian lots within the jurisdiction of the Hubbard County Shoreland Management Ordinance.
- _____ Hubbard County Soil Survey soil types classified and shown on the preliminary plat.
- _____ Description of the vegetation on the property drawn, depicted, and labeled on the preliminary plat.
- _____ Other information as required by Hubbard County.

Proposed Features and Conditions

- _____ Proposed lot and block layout, lot lines and dimensions including acreage and residential lot suitable area shown in measurement units of feet to the nearest 1/100 foot and acreage to two decimal places respectively, and lot and block numbers of all new lots.
- _____ The minimum setbacks, including shoreland setbacks, from the exterior lot lines, public right of way, ordinary high water mark, and/or bluff areas.
- _____ Proposed uses and densities of all lots within the subdivision including public areas, drainage areas, common open space, and outlots.
- _____ The location and general design of individual access from lots within the plat to public roads.
- _____ Location, right of way, and width of all proposed roads and pedestrian/bicycle trails. A description of planned short and long-term road maintenance responsibility.
- _____ Location and width of proposed easements.
- _____ Subsurface Sewage Treatment System site evaluations submitted by a State of Minnesota licensed designer showing room on each proposed lot for a primary and alternate septic treatment system and these system areas be shown to scale on a copy of the preliminary plat.
- _____ If the entire property will not be developed, a sketch showing how the remaining property can be subdivided and how access will be provided.
- _____ The naming and numbering of streets shall be in accordance with the Hubbard County Enhanced 911 Ordinance and shown on the plat.
- _____ Other information as required by Hubbard County.