

CASS COUNTY MINOR SUBDIVISION APPLICATION

INSTRUCTIONS TO APPLICANT

--WARNING--

PROCEEDING WITHOUT A PERMIT

Any work within the shoreland zone in Cass County which requires a permit cannot be legally started until a permit is issued by the Cass County Environmental Services Department. Any such work done without a permit constitutes a misdemeanor punishable by fines of \$700 and/or 90 days in jail. The Environmental Services Director also has the authority to require restoration of any work done without a permit or beyond the work authorized by a permit and will assess double the additional application fee.

1. All items must be completed before this application will be processed.
2. A fee must accompany each Minor Subdivision application. Make check payable to the "Cass County Treasurer".
3. Accurate property descriptions (Parcel ID#) must be given and these are usually found on your tax statement or deed. Applicant must own the subject property or have a valid purchase agreement submitted with this application.
4. PLEASE INCLUDE THE PHYSICAL ADDRESS or directions to property from a prominent point or landmark on the application in order for the Department representatives to find your property.
5. When you have completed the application and all accompanying plans, etc., mail or deliver it in person to the Environmental Services Department, Cass County Courthouse, PO Box 3000, Walker, MN 56484 along with the fee. The Department will contact you to set up the pre-application meeting.
6. Accurate information must be given, as permits are granted on the express conditions that the person to whom it is granted, his agent, employees, and workmen shall conform in all respects to all Cass County Ordinances.
7. The applicant is responsible for securing any other local, state, or federal permits that may be required. NOTE: If this application involves work in wetlands, additional permits and approvals will be required to comply with the Minnesota Wetlands Conservation Act and Army Corps of Engineers Regulations.

I have read and fully understand the above instructions. I hereby swear that all information provided in this application is true and correct.

Applicant or Agent

Date

PIN # _____

CASS COUNTY ENVIRONMENTAL SERVICES
APPLICATION FOR MINOR SUBDIVISION

Landowner Name: _____ Date _____

Address: _____

City, State, Zip: _____ Phone _____

Applicant is: () Owner () Developer () Buyer () Agent () Other

Legal Description: _____

Section _____ Twp _____ Range _____ Twp Name _____

Parcel Size _____ Ac.

Lake/River Name _____ Lake # _____ Lake Class _____

Surveyor Name: _____ License # _____

Address: _____

City, State, Zip: _____ Phone _____

I hereby swear that all of the above information is true and correct to the best of my knowledge.

Applicant Signature

Date

Fee \$ _____ Receipt # _____

MINOR SUBDIVISION PROCESSING AND REVIEW POLICY

In order for Cass County to comply with Minnesota Statutes, Chapter 15.99 (processing time deadlines for agency action), these policy steps must be fulfilled before the Cass County Environmental Services Department (ESD) will accept a minor subdivision application as complete:

A. A pre-application meeting must be held between the applicant and ESD personnel to determine which of the following additional information items must be provided.

- A topographic survey showing 2 foot contour intervals.
- Location and size, in square feet, of all wetlands
- Compliance with Sections 4-8 of the CASS COUNTY SUBDIVISION AND PLATTING ORDINANCE
- Tier lines indicated for calculation of building density
- Preliminary review by County Surveyor
- Individual sewage treatment system site evaluation
- Individual sewage treatment system design submitted with this application

20 COPIES OF ALL MINOR SUBDIVISIONS MUST BE SUBMITTED AT THE TIME OF APPLICATION.

The pre-application meeting was held on _____ (date). It was agreed that the items checked above would be required for this application to be complete.

Environmental Services Dept.

Date

Applicant or Agent

Date

CASS COUNTY ENVIRONMENTAL SERVICES

FINDINGS OF FACT

SUPPORTING/DENYING MINOR SUBDIVISION

Name of Applicant: _____ Date _____

PIN #: _____ Inspection Date: _____ Review Date: _____

CONDITIONS AND/OR FINDINGS OF FACT:

1. _____

2. _____

3. _____

4. _____

Paul Z. Fairbanks, Director

Date