

# CASS COUNTY PLAT 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 Plat 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.
4. PLEASE INCLUDE THE PHYSICAL ADDRESS or directions to property from a prominent point or landmark on the application in order for the planning commission 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. You will be notified by mail as to the date and time of the hearing on your application.
8. 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 PLAT/SUBDIVISION**

Landowner Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone \_\_\_\_\_

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

Subdivision Type: ( ) Plat ( ) Planned Unit Development

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 # \_\_\_\_\_

# PLAT 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 plat 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
- EAW if required by county ordinance or state law.
- Individual sewage treatment system site evaluation
- Individual sewage treatment system design submitted with this application
- In shoreland areas, a lakeshore mitigation plan (Sec. 7.7) submitted with this application

**20 COPIES OF ALL PLATS 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 PLANNING COMMISSION**

**FINDINGS OF FACT**

**SUPPORTING/DENYING PLAT**

Name of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

PIN #: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Review Date: \_\_\_\_\_

PLANNING COMMISSION DECISION: ( ) APPROVE THIS APPLICATION  
( ) DENY THIS APPLICATION

**CONDITIONS AND/OR FINDINGS OF FACT:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_  
Chair, Cass County Planning Commission

\_\_\_\_\_  
Date