



Administrative Subdivisions

Considerations of Land Subdivision in Crow Wing County (under 10 acre parcels)

- ☐ Specific zoning district and pertinent minimum lot areas, widths and setbacks (Use most restrictive regulations if land falls in more than one shore land district)
- ☐ Proposed parcels must meet minimum buildable area after application of setbacks including wetlands and bluffs.
- ☐ Parcels need minimum 33-foot wide access to a public road.
- ☐ Impact of floodplains or steep terrain on buildability and construction of access.
- ☐ Consolidation required for any remnant less than minimum required acreage for applicable zoning.

Submittal Requirements

- ☐ Certificate of Survey (See reverse side for requirements)
- ☐ Certificate of Location of Government Corner or Written Notice/Agreement
- ☐ Existing recorded deed(s) or Certificate(s) of Title evidencing existing legal description
- ☐ Septic Site Suitability Reports – 2 sites for all created parcels
- ☐ Septic Compliance Inspection, current within 3 years, for parcels with existing systems or Installed within the last 5 years.
- ☐ Signed and dated Wetland Delineation submittal and review form or letter stating “No existing wetlands”.
- ☐ Signed winter window agreement in lieu of septic/wetland reports, if applicable.
- ☐ Authorized agent form, if applicable.
- ☐ Fee \$100 + \$25/created parcel

**Crow Wing County
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Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

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Administrative Subdivision - Certificate of Survey Checklist

1. Existing Legal Description

- ☐ Existing description matches deed or certificate of title
- ☐ Describes one unique parcel- unambiguous
- ☐ Does not gap or overlap with adjoiners

2. Proposed Parcel Descriptions

- ☐ Do not gap or overlap outer boundary and adjoining parcels
- ☐ Clear and without ambiguity
- ☐ Basis of bearing called out and matches drawing
- ☐ Spelling and punctuation

3. Survey Drawing

- ☐ Existing parcel lines and their dimensions
- ☐ Proposed parcel lines and their dimensions
- ☐ Existing parcel description(s), including section, township, and range.
- ☐ Lot #, Block #, Plat Name (if platted)
- ☐ PLS Fraction (If metes and bounds)
- ☐ Proposed parcel description(s), including section, township, and range.
- ☐ Existing structures/improvements and their dimensions/areas
- ☐ Setbacks/buildable area-numeric.
- ☐ Existing and proposed structure setbacks between structures/improvements and existing and proposed property boundary lines, including those located on adjacent properties within 50 feet.
- ☐ Existing parcel id numbers,
- ☐ Existing well/subsurface sewage treatment system components within or adjacent to any affected lots.
- ☐ Land use classification
- ☐ Roads, right of ways within or adjacent to any affected lots.
- ☐ Parcel(s) area(s) existing & proposed.
- ☐ Delineated wetlands, name, License #, date
- ☐ O.H.W./Shoreline (Riparian)
- ☐ Owners name, address
- ☐ Transmission lines, pipeline markers
- ☐ Bluffs with dimensions/steep slopes