



## APPLICATION FOR MAJOR/MINOR SUBDIVISION PRELIMINARY PLAT APPROVAL

660 75<sup>th</sup> Street NW  
Sauk Rapids, MN 56379  
watabts@gmail.com  
320-240-2270

**MINOR SUBDIVISION:** Any subdivision containing not more than two (2) lots fronting on an existing street, not involving any new street or road, or the extension of municipal facilities or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the Benton County Comprehensive Land Use Plan, Benton County Zoning Ordinance, or the regulation contained in this ordinance. In addition, neither of the parcels shall have been a part of a minor subdivision within the preceding five (5) years. Subdivisions meeting the criteria for an Administrative Subdivision under Sections 10.6 A, B, or C of Benton County Development Code Ord. No. 1285 shall not constitute a minor subdivision and this ordinance shall not apply to such subdivisions. (Town of Watab, Ordinance No. 9)

**MAJOR SUBDIVISION:** All subdivisions not classified as minor subdivisions. (Town of Watab, Ordinance No. 9)

1. **NAME OF APPLICANT:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. **OWNER OF RECORD** (if different from above): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. **NAME OF SUBDIVISION:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**Is this a Major or Minor Subdivision?**      \_\_\_\_\_Major      \_\_\_\_\_Minor

**Total Acreage** \_\_\_\_\_      **Number of Lots to be Created** \_\_\_\_\_

**Parcel ID Numbers of All Area to be Platted:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. **ARE YOU PLANNING ANY MUNICIPAL IMPROVEMENTS?**      Yes \_\_\_\_\_      No \_\_\_\_\_

5. **LAND SURVEYOR:** \_\_\_\_\_

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

Phone: \_\_\_\_\_      Email: \_\_\_\_\_

6. **ENGINEER (if applicable):** \_\_\_\_\_

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

Phone: \_\_\_\_\_      Email: \_\_\_\_\_

**DESCRIPTION OF OBJECTIVE:** (attach page if necessary)

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**SCHEDULE OF FEES**

REQUEST	FEE	CASH ESCROW
Preliminary Plat (1 to 9 lots)	\$400.00	\$2,500.00
Preliminary Plat (more than 9 lots)	\$600.00 (plus \$25 for each lot over 9)	\$2,500.00
Final Plat	\$150.00	\$2,500.00

**Submit the following items to the Township Clerk:**

- Application
- Applicable Fees
- Electronic copy of the Preliminary Plat
- Paper copy of the Final Plat (no larger than 11 x 17)

*Contact the Benton County Department of Development for zoning/land use questions.*

**SIGNATURE AND ADDRESS OF THE PERSON SUBMITTING THE PLAT AND REQUIRED DOCUMENTATION**

\_\_\_\_\_  
Signature Printed Name

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**AGREEMENT TO PAY TOWNSHIP'S COSTS**

I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with the Township's ordinances and are complete and accurate to the best of my knowledge.

I agree to pay all **NON REFUNDABLE** application fees in advance and, if required by the Township Clerk, I agree to post an escrow with the Township as required by Township ordinance to fund expenses incurred by the Township in processing this request. I understand and agree that all Township-incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and shall be promptly paid by the property owner upon billing by the Township in the event the escrow fund is depleted. If payment of the Township-incurred expenses is not received from the property owner within 10 days of billing, the property owner acknowledges and agrees to be responsible for the unpaid fee balance either by direct payment or an assessment against the Owner's property via Minn. Stat. § 366.012.

PLEASE NOTE THAT THIS APPLICATION MUST BE SIGNED BY THE APPLICANT AND 100% OF THE PROPERTY OWNERS OF THE PROPERTY SUBJECT TO THE APPLICATION.

**SIGNATURE AND ADDRESS OF THE OWNER(S) OF THE PROPERTY (REQUIRED ON ALL APPLICATIONS IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

For Office Use Only

Date Submitted \_\_\_\_\_

Fee \$ \_\_\_\_\_

Date \_\_\_\_\_

Check# \_\_\_\_\_

Escrow \$ \_\_\_\_\_

Received \_\_\_\_\_

Deposited \_\_\_\_\_

\_\_\_\_\_ Electronic Copy of Plat

\_\_\_\_\_ Final Plat (no larger than 11 x 17)

Date of Planning Commission Public Hearing: \_\_\_\_\_

Date of Watab Township Board Public Hearing: \_\_\_\_\_