



For Simple Splitting of Property

1. Fill out this Township Form
2. Complete St. Louis County Subdivision Parcel Review Form Attached to this Township application.
3. Submit both the Township Form and the St. Louis County Form to the Town of Duluth via any of the following:
 - a. Drop off at the Town Hall: 6092 Homestead Rd., Duluth, MN 55804
 - b. U.S. Mail to the Town Hall: 6092 Homestead Rd., Duluth, MN 55804
 - c. Email: PlanningZoning@duluthtownship.org
4. After review of the proposed parcel split and if it meets Town Zoning requirements we will approve the split and return the signed St. Louis County Subdivision Parcel Review document to you.
5. Submit the signed St. Louis County Subdivision Parcel Review Form to St. Louis County as instructed on the Form.

General Requirements for Splitting Parcel

There is no fee for a Subdivision Town review. There is a fee for review by St. Louis County. (See Page 1 in this application of the St. Louis County Subdivision Parcel review form)

1. There must be access to a public road for both parent parcel and the split parcel(s).
2. Each parcel must meet the minimum lot size for the zone district.
3. Each parcel must meet the minimum lot width for the zone district.
4. Each parcel must not exceed the allowable amount of impervious surfaces for the zone district.

For Office Information Only

Received By	Date Received



Property Split

Property Information

Owner	Address	City	State	Zip
Parcel ID				
Legal Description of Parent Parcel				

Access to Public Road

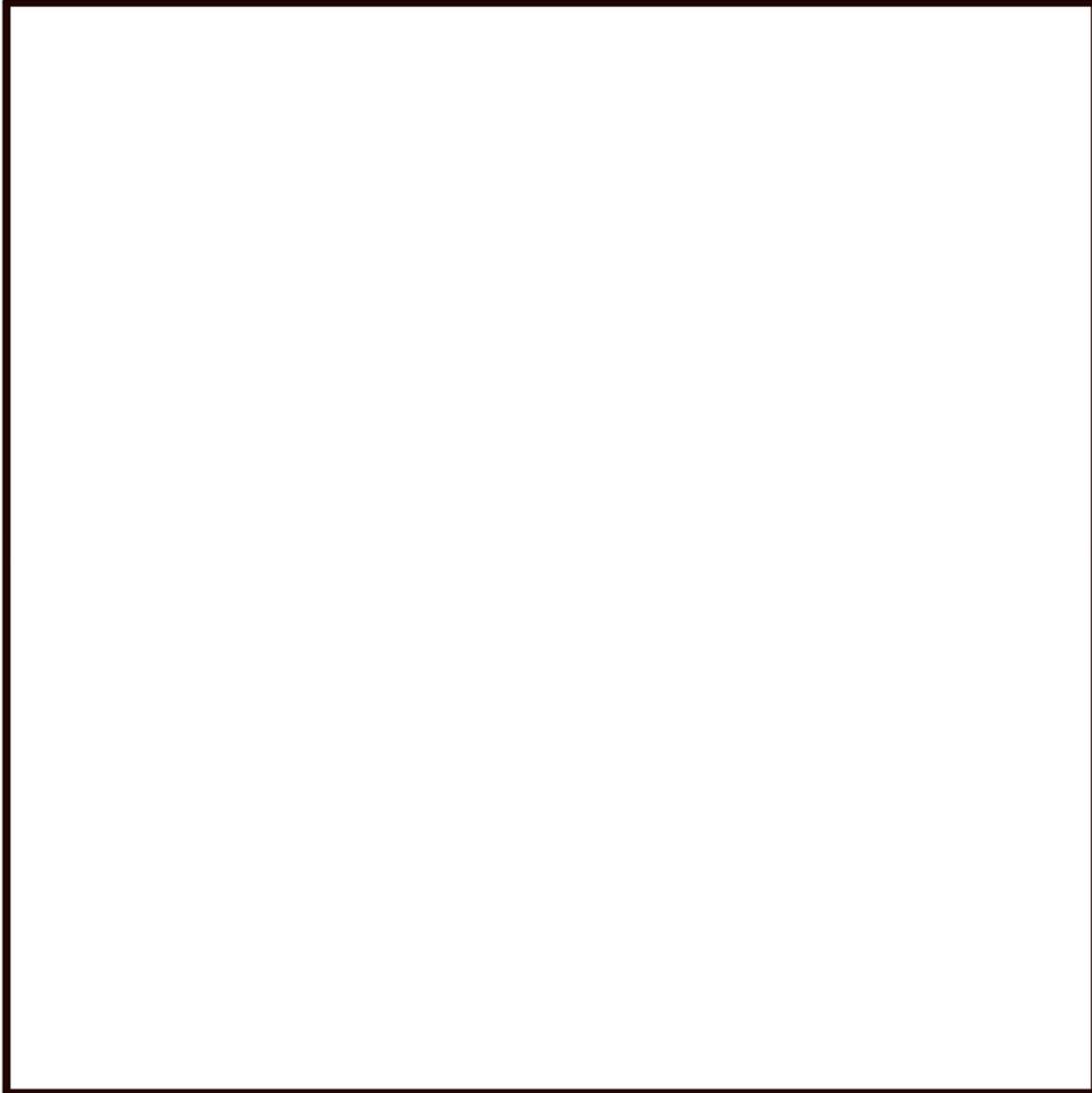
Check One	Specify: Name of Road or Note if Easement (Include copy of easement)	
<input type="checkbox"/> YES		
<input type="checkbox"/> NO		

Lot Size, Lot Width, and Impervious Surface (If parcel is split into more than two add to table)

Zoning District Property Located In			
Parent Parcel Acreage			
Dimensional Requirements	Zoning District Requirements	Split Parcel A	Split Parcel B
Lot Size			
Lot Width			
Impervious Surface (Maximum Lot Coverage)			
Legal Description			

Sketch or Map of Parcel Split

Attach a sketch or surveyed documentation of the parcel split showing information below.



1. Indicate North 
2. Show location of parcel split - - - -
3. Show Parcels after they are split (A and B)
4. Indicate and Show Lot Width |  |
5. Show Access to Road and Name of road



Subdivision Parcel Review

Reference #

WORKSHEET St. Louis County, Minnesota

About: St. Louis County Subdivision Ordinance 60, Article IV., **Section 4.2 E.** – Allows the equal subdivision of a quarter-quarter section or non-shoreland government lot by half or quarter provided it meets zoning minimums and buildable area exists. St. Louis County Subdivision Ordinance 60, Article IV., **Section 4.2 F.** – Allows The division of property abutting a road under the jurisdiction of a public road authority as defined in MN Statutes, Section 160.02, into parcels 4.5 acres or larger and 300 feet or more in width or meets zoning minimums, whichever is more restrictive. These types of subdivision can be done without platting, but require Planning & Community Development review.

APPLICANT

Name				
Address		City	State	ZIP
Email				
Contact Person		Contact Person #		
Contact Person Email				

REQUIRED ATTACHMENTS

Submittals shall be an electronic map or sketch in a format determined by the Director and supporting documents as follows:

- Electronic Map or Sketch:
 - Parcel area of the proposed and parent parcels.
 - Parcel dimensions of the proposed and parent parcels.
 - Current development and infrastructure on proposed and parent parcels.
 - For any parcel created by a metes and bounds description, a Certificate of Survey shall be submitted.
- Documents:
 - Legal description of the proposed and parent parcels.
 - Evidence of ownership.

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved. **Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid.** I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

CONTACT: Planning and Community Development Department

Technical Assistance

Toll Free: 1-800-450-9777
 Land Use Information
www.stlouiscountymn.gov/landuse

Duluth

Government Services Center
 320 West 2nd Street, Suite 301
 Duluth, MN 55802
 (218) 725-5000

Virginia

Northland Office Center
 307 First Street South, Suite 117
 Virginia, MN 55792
 (218) 749-7103

Office Use Only

Receipt # _____
 Receipt Date _____
 Payment Amount _____
 Paid By _____