



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

MINNESOTA • EST. 1855 •

PLANNING & ZONING

215 1st Avenue South, Suite 103

Long Prairie, MN 56347

Phone: 320-732-4420 Fax: 320-732-4803

Email: ToddPlan.Zone@Co.Todd.MN.US

SPLIT INV # _____

RECEIPT # _____

ADMINISTRATIVE SPLIT APPLICATION

Instructions

1. Use this form if a new parcel will be created and subdivision platting is not required.
2. Complete Applicant Information and Property Information.
3. Attach a scaled drawing prepared by a **Licensed Land Surveyor** that includes existing and proposed property lines and shows existing buildings and septic system systems and their distances to proposed property lines.
4. Attach both legal property descriptions. ***** Public road access must be minimum of 33 feet wide, all new road access needed must receive approval from the road authority *****
5. Complete page 2 at the Auditor/Treasurer's office. Property taxes must be paid in full for all parcels related to the application.
6. **ALL** landowners must sign and date application (Page 3).
7. Submit completed packet to Planning and Zoning.
8. Fee \$50.00

Applicant Information

Property Owner Name (Print Name):		
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	

- Need notification when approved by Planning & Zoning? (Circle One) Phone or Email

Property Information

Parcel #:	
Township:	
Current Zoning	Circle: AF1 / AF2 / R-10 / R-2 / UG / RT / C / LMI / Shoreland
If Shoreland List Lake/River	
Property Title	Abstract Title: _____ Torrens Title: _____ (platted)
Size of Parcel Prior to Administrative Split:	Acres
Size of Parcel #1 created by Requested Split:	Acres
Size of Parcel #2 created by Requested Split:	Acres
Size of Parcel #3 created by Requested Split:	Acres

Will taxes be paid at closing?

- If yes, provide your title agency and contact info: _____
 - Request will not be finalized until taxes are paid in full.
- If not, have the form below completed at the Aud./Treas.’s office.

Todd County Auditor/Treasurer’s Certification of Tax Status for Tax Parcel Change (For office use only)

Dated: _____

Taxpayer’s Name	
Parcel #	
Parcel #	
Parcel #	

*MS 272.12 & MS 272.121 require that all taxes (delinquent & current)
must be paid in full before a tax parcel and be split.*

The Office of the Todd County Auditor-Treasurer hereby certifies that:

_____ the current Real Estate taxes for the above tax parcel(s) are paid in full.

_____ the current Real Estate taxes for the above tax parcel(s) are not paid &

amount due is \$ _____

_____ there are no special assessments on the parcel(s)

_____ the special assessment(s) are paid in full.

_____ the balance due for special assessment:

Code: _____	\$ _____
Code: _____	\$ _____
Code: _____	\$ _____

Date: _____

Denise Gaida, Todd County Auditor-Treasurer

By: _____

Chief Deputy / Deputy.

Applicants Signature: _____
Signature attests to accuracy of submitted drawings.

Date: _____

Property Owner Name(s) (if Applicant is not the landowner)

Print

Signature

Date: _____

Print

Signature

Date: _____

Print

Signature

Date: _____

Print

Signature

Date: _____

ADMINISTRATIVE SPLIT APPLICATION

Application Checklist:

P&Z Staff will work through the Planning and Zoning Criteria questions below.

Read through the Planning and Zoning Criteria.

- If answers to any of the questions below are NO the proposal will be deemed not ready for recording as it is presented.
- Work with Planning staff to determine what options are available for an alternative proposal or approach.
- When all criteria are met and the proposed Administrative Split is approved by Planning staff the application can be presented for recording with the county if all taxes on the parcel are paid.

Office Use Only

Planning and Zoning Ordinance Criteria	Meets Ordinance	Notes:
Application and Property Information Complete? Including signature of ALL landowners?	Yes / No	
Site drawing or survey showing location of all buildings, septic, etc. and proposed property lines?	Yes / No	Necessary to evaluate proposal.
Legal description for both parcels included?	Yes / No	Necessary for legal recording.
<u>If parcel IS in area zoned AF-1 or AF-2:</u> Will the split result in 4 or less parcels per any original government 40?	Yes / No	
<u>If parcel is NOT in area zoned AF-1 or AF-2:</u> Will the split result in 2 or less parcels in any original government 40 or from a parcel 40 acres or larger?	Yes / No	If more than 2 parcels will be created the land will need to be platted for land to be further divided.
Are parcels involved clear of open violations?	Yes / No	Consult Planning and Zoning Office
Will all parcels involved meet size requirements for zone or make them less nonconforming?	Yes / No	Consult Tables
Will all parcels involved meet lot width and depth requirements or make them less non-conforming?	Yes / No	Consult Tables
Will existing structures meet proposed property boundary setbacks?	Yes / No	Consult tables
Will all parcels meet the road frontage requirement for this zone?	Yes / No	Consult tables
<u>If existing parcel does NOT meet the road frontage requirement:</u> Do all parcels have a recorded legal access to a public road?	Yes / No	Consult tables

Office Use Only

Activity Log

Date	Initials	Notes – indicate what is needed for a complete application or for the application to be complete or be approved.

Proposed Administrative Split: _____ **(Approved / Denied)**

Planning and Zoning Staff: _____

Date: _____