



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**  
● MINNESOTA ● EST. 1855 ●

**PLANNING & ZONING**  
215 1<sup>st</sup> Avenue South, Suite 103  
Long Prairie, MN 56347  
Phone: 320-732-4420 Fax: 320-732-4803  
Email: [ToddPlan.Zone@Co.Todd.MN.US](mailto:ToddPlan.Zone@Co.Todd.MN.US)

## **Platting/Subdivision Procedure Guide**

### **Pre-Application – Step One**

1. Prior to the preparation of a preliminary plat, request a pre-application meeting with Planning & Zoning staff to present a sketch plan of the proposed subdivision. At this time the sketch plan will be given a cursory review for compliance with the Todd County Subdivision Controls.
2. The Minnesota Dept. of Transportation may require up to ninety (90) days for review of the proposed preliminary plat if it is adjacent to a state highway (per State Statute 505.03). When creating a new parcel, with access to a public road, permission will be required from the road authority to install a new access.
3. The Planning & Zoning Office **will conduct** a “DIRT” team review of the site. This team includes representatives from Planning & Zoning, Soil & Water, Public Works, GIS, Recorder, Surveyor, Attorney, DNR, Local watershed districts, etc. This team will make recommendations to the developer in regard to issues of lot suitability, and wetlands, as well as discussion of location of any proposed roads.
4. Either an approved Wetland Delineation or statement from a Certified Wetland Delineator that one is not necessary is required to be considered a complete application.
5. The developers are required to meet with other appropriate officials including the township board where the plat will be located. Applicants are encouraged to meet with neighboring property owners to show the general sketch plan of the proposed subdivision.
6. If a rezoning of the property is requested or necessary for the proposed plat, such rezoning application must be submitted along with the plat and appear before the Planning Commission together, or property can appear before the Planning Commission to be rezoned prior to the platting application.

### **Preliminary Plat - Step Two**

1. Contract with a licensed surveyor to develop the preliminary plat.
2. Establish a name for your plat – check with the Recorder’s office to avoid duplication of plat names.

3. Contract with a licensed septic designer to determine locations on each proposed lot for placement of two (2) standard soil treatment systems – this information will be part of your application to the Planning & Zoning Office.
4. Once the Planning & Zoning Office has accepted the complete subdivision application it will be scheduled for the next available Planning Commission hearing. Contact the Planning and Zoning Office for hearing dates.
5. At the public hearing the Planning Commission makes a recommendation to the County Board of favorable, conditional, or unfavorable and said report shall contain a statement of findings and recommendations.
6. Preliminary Plat will be presented to the County Board of Commissioners for board action from the recommendation of the Planning Commission.
7. During the intervening time between approval of the preliminary plat and the signing of the final plat, the developer will be required to complete all items needed and meet the conditions of the approval, such as construction of new roads, storm water management ponds for runoff etc.
8. If any conditions are significant and need to be included on each lot of the plat the preliminary plat will not be recorded until the signing of the final plat. Each of the newly created lots will have the special conditions included and recorded at the time of final plat.

### **Final Plat Procedure – Step Three**

1. The final plat shall be prepared by a registered land surveyor.
2. Developer submit a current title opinion to the Todd County Attorney & receive approval. Title Opinion must conform to the legal description on the plat dedication page. Title Opinion needs to be current (within 30 days) & abstract needs to be up to date.
3. The final plat shall have incorporated all changes recommended and conditions set by the Planning Commission & approved by the County Board.
4. Developer must construct any and all new roads. Work shall be done with guidance and approval of the Todd County Engineer at Public Works.
5. Once the new roads have been constructed or existing roads altered, Developer must submit road access letter of approval from the Todd County Engineer at Public Works.
6. Developer's Surveyor submit a draft of final plat to the Todd County Surveyor along with the appropriate fees to: Mark Jahner, PO Box 366, Alexandria, MN 56308. A receipt showing these fees have been paid must be submitted to the Planning & Zoning Office.

(Fees are \$200 plus \$20.00 per lot – if after receiving the paper copy of the corrected plat further corrections are needed, an additional \$100 fee will be added).

7. Submit five copies of the draft final plat and a digital .pdf to the Planning & Zoning Office. The P&Z Office will distribute them to county offices that need to review the draft copy. Developer needs to allow 2 weeks for this process. **The Mylar - Final Plat copies should not be created until this process is complete.**
8. If the plat has more than one owner and proprietor shown, contact the Todd County Auditor/Treasurer's Office in reference to identifying which taxpayer should appear for each lot. Written verification that you have completed this is required.
9. Developer submit a receipt from the Todd County Auditor/Treasurer's Office showing that all current taxes have been paid in full.
10. Obtain & submit the final Mylar Plat from the surveyor to the Todd County Planning & Zoning Office with all pre-recording signatures.
11. When all information is complete and submitted to the Planning & Zoning Office, the P&Z Office will present the final plat to the County Board of Commissioners for board action.
12. Upon approval of the final plat by the County Board, the County shall record such final plat with the County Recorder. All plats are subject to a \$56 recording fee to be paid to the Todd County Recorder's Office before final platting will be recorded.

### **Common Interest Community Plats (C.I.C)**

To Record:

- Plat
- Declaration
- Deed – if there are common elements there must be a deed to the Association covering common elements.
- All recorded on the same day.

If you have any questions about recording a CIC, contact the Todd County Recorder's Office at 320-732-4428.

**Note:** *The following townships conduct their own Planning & Zoning. Plats within these townships should be directed to the appropriate township official: Bertha Twp., Bruce Twp., & Stowe Prairie Twp.*



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## SUBDIVISION APPLICATION

Property Owner: \_\_\_\_\_

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

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

Developer (if not property owner): \_\_\_\_\_

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

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

Parcel Number \_\_\_\_\_ Lake/River Name: \_\_\_\_\_

Legal Description (attach if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Land is presently zoned \_\_\_\_\_ Zone Requested or required \_\_\_\_\_

Total Amount of land involved: \_\_\_\_\_ Acres

Explain Proposal Here:

\_\_\_\_\_  
\_\_\_\_\_

Proposed Name of Subdivision: \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ Contacted the Records Office to ensure plat name has not been previously used.

### 1. How will sewer and water service be provided for the proposed subdivision?

(a) Is the proposed subdivision near or adjacent to a municipality providing public sewer and/or water? Yes \_\_\_\_\_ No \_\_\_\_\_

(b) Is private sewer proposed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach a written report provided by a licensed sewer designer stating that they have conducted soil borings on each proposed lot and that there are at least two soil treatment areas on each lot that can support a standard sewage treatment system (STS). Documentation of the soil borings may be required.

(c) Is private water supply proposed? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Do you own additional land adjacent to the proposed subdivision that you intend to develop in the future? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Did you meet with the Township Board to present the Preliminary Plat? Yes \_\_\_\_\_ No \_\_\_\_\_ Date of the meeting: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Optional Township Board Signature

\_\_\_\_\_  
Board Position

**If the Developer is not the property owner, both signatures are required below.**

\_\_\_\_\_  
Developer's Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Name Printed

\_\_\_\_\_  
Signature (If different than applicant)

\_\_\_\_\_  
Date

**Attachments – Must be included to be accepted at the Planning & Zoning Office:**

(1) Five (5) – 8 ½” by 14” or 11” by 17” copies and two (2) larger copies of the Preliminary plat.  
or

(2) One (1) - 8 ½” by 14” or 11” by 17” digital copy in .pdf format

(3) Statement from a Licensed Septic Designer – locations on each proposed lot for placement of two standard soil treatment system.

(4) Wetland Delineation or statement from a Certified Wetland Delineator that one is not necessary for this plat.

(5) Total fees. Plat hearing fee: Make checks payable to the Todd County Treasurer.

(1) Plats with 1 to 4 lots are \$500 plus \$200 per lot

(2) Plats over 4 lots are \$1000 plus \$200 per lot

(3) ALL plats: \$56 recording fee submitted to Todd County Recorder's Office.