

| | | |
|-----------------------|---------------------------------------|------------------------|
| Application # _____ | Date Application Rec'd ___/___/___ | Fee Collected \$ _____ |
| (for office use only) | | |

**ALEXANDRIA TOWNSHIP
METES & BOUNDS SUBDIVISION APPLICATION**

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ Local Phone _____
(if different than above) *(if different than above)*

City, State, Zip _____

| | |
|-----------------------------|---|
| Applicant is: | Title Holder of Property <i>(if other than applicant)</i> |
| Legal Owner () | _____ |
| Contract Buyer () | (Name) |
| Option Holder () | _____ |
| Agent () | (Address) |
| Other _____ | _____ |
| | (City, State, Zip) |

Signature of Legal Owner, authorizing application (required): _____
By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Legal description of property involved in this request, including total acreage:

Property ID # _____ Zoning District _____
(9 digit # on tax statement)

**ALEXANDRIA TOWNSHIP
METES & BOUNDS SUBDIVISION CHECKLIST**

DEFINITIONS:

Subdivision. Any land, vacant or improved, which is divided or proposed to be divided into two (2) or more lots, parcels, sites, units, plots, condominiums, tracts, or interests for the purpose of offer, sale, or development whether immediate or future, either on the installment plan or upon any and all other plans, terms, and conditions. Subdivision includes the division or development of residentially and nonresidentially zoned land, whether by deed, metes and bounds description, devise, intestacy, map, plat, or other recorded instrument. Subdivision includes metes and bounds subdivision, minor subdivisions, major subdivision, resubdivision and condominium creation or conversion.

Subdivision, Metes and Bounds. A subdivision where a maximum of two lots from a parcel 40 acres or larger or an original ¼ ¼ section or government lot is created. A metes and bounds subdivision is illustrated by a scaled site drawing that uses a metes and bounds description method to describe the lots being created by measures of length, direction of length (metes) and boundary lines (bounds). A maximum of one metes and bounds subdivision may be processed for any such parcel on record with the Douglas County Recorder's Office upon the effective date of the adoption of this Ordinance.

APPLICATION:

Applicants shall file an application for review and approval by the Township Zoning Administrator according to the following:

Complete Submittal. The complete submittal shall include:

1. A completed application for a Metes and Bounds Subdivision on forms available from the Township Zoning Administrator;
2. Include or provide information (as approved by the Township Zoning Administrator) on all contiguous holdings of the owner including land in common ownership as defined in these regulations;
3. Be accompanied by a minimum of nine (9) copies of the scaled site drawing as described below and complying in all respects with these regulations;

Scaled Site Drawing.

- a. **General Format.** A scaled site drawing shall be drawn at a scale of 200 feet to the inch, or as approved by the Township Zoning Administrator.
- b. **Preparation.** The scaled site drawing, which need not be based on a survey, shall be prepared and signed by a land surveyor licensed by the state.
- c. **Content.** A scaled site drawing shall include the following:
 - i. Legal description of the property. Identify the section, township, and range.

- ii. Existing zoning classifications for land in and abutting the subdivision.
 - iii. Total acreage of the proposed site.
 - iv. Location of all rights-of-way adjacent to the property.
 - v. Location of all existing recorded private and public easements.
 - vi. General location of all wetlands on the site.
 - vii. If the property is surveyed, the scaled site drawing shall identify the type, size, and location of the monuments found and set by the surveyor.
 - viii. Provide graphic scale, north arrow, and date.
4. A Certificate of Exemption or an approved Wetland Replacement Plan as required by the Minnesota Wetland Conservation Act;
 5. Be accompanied by a **\$100** fee as established in the Township's Fee Schedule. *This fee does not cover any Land Use Permits which may be necessary separately if the subdivision application is approved.*
 6. If any of the parcels contain structures with an ISTS, a Sewer Compliance Inspection must be submitted.
 7. Douglas County Park Dedication Fee, if required (Township Staff will forward a copy of the final plat submittal to the County Parks Director to determine the correct fee). Any required fee must be paid before the Township will approve the metes and bounds subdivision.

Referral of Scaled Site Drawing. The Township Zoning Administrator may transmit the scaled site drawing for review to members of the Development Review Team and appropriate officials or agencies. The Township Zoning Administrator shall request that all officials and agencies to whom a request for review has been made, submit their report to the Township Zoning Administrator within **fifteen (15) calendar days** after receipt of the submittal. If no report is received **within 15 calendar days**, it will be assumed by the Township Zoning Administrator that there are no objections in the scaled site drawing as submitted.

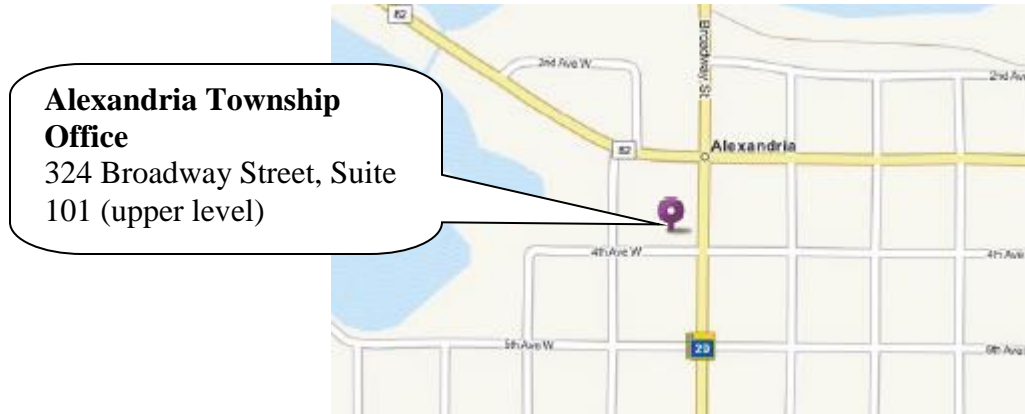
Township Zoning Administrator Review. The Zoning Administrator shall review the application and any reports from the Development Review Team or other appropriate officials to ensure compliance with all applicable rules and regulations of the Subdivision and Zoning ordinances and issue a letter of approval to the applicant.

Review Period. The Zoning Administrator shall take action on the application within sixty (60) days after receiving the application unless additional time is necessary, in accordance with state law.

Recording. A final copy of the scaled site drawing shall be filed with the land transfer document at the time of recording and thereafter retained with the Zoning Administrator but shall not be recorded. A copy of the recorded land transfer document and filed scaled site drawing shall be submitted to the Zoning Administrator by the applicant before any land use permit or other permits are issued by the Township. If the land transfer document is not recorded within **one year** after notification of approval, the Township Zoning Administrator may rescind approval and notify the County Recorder's Office. The Township Zoning Administrator shall give at least **ten (10) business days** written notice to the applicant prior to the action to rescind. Real estate taxes and assessments due and payable in the year in which the metes and bounds subdivision is recorded must be paid in full at or before the time of recording.

ALEXANDRIA TOWNSHIP CONTACT INFORMATION

Alexandria Township, effective January 1, 2007, began administering and enforcing its own Zoning and Subdivision ordinances. Land Use and other Permit Applications can be obtained at the township website (www.alexandriatownship.org) or at the Township office. Completed applications should be dropped off at the Township Offices during office hours (9am-1pm, Mon-Fri).



| | |
|---|--|
| <p>Applications may be mailed (along with required fee) to: Alexandria Township P.O. Box 445 Alexandria, MN 56308 Phone: 320-759-5300 Fax: 320-763-5320 Email: admin@alexandriatownship.org www.alexandriatownship.org</p> | <p>The Township Zoning Administrator is: Ben Oleson Hometown Planning 324 Broadway Street, Suite 101 Alexandria, MN 56308 Phone: 320-759-1560 or 888-439-9793 Fax: 888-439-9793 E-mail: oleson@hometownplanning.com www.hometownplanning.com/alexandria-township.html</p> |
|---|--|

The Alexandria Township Land Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on the Alexandria Township website (www.alexandriatownship.org). Staff reports and information involving public hearing (i.e. variance, conditional use, etc...) applications are posted at www.hometownplanning.com/alexandria-township.html when available.

WETLAND CONSERVATION ACT
NOTIFICATION OF WETLAND AREAS

The property with the legal description of

Which is preliminarily platted as

_____ contains no wetlands and the Minnesota Wetland Conservation Act of 1991 does not apply. *

_____ contains wetlands **

* This determination was done off of aerial photos and soils maps, no on site visit was made.

** if wetlands are present on the property, the Wetland Conservation Act regulates any filling, draining , and excavation in wetland areas. If you are proposing work in or near the wetland areas contact the Douglas Soil and Water Conservation District office for approval of your work.

Date: _____

Regulatory Agency: _____

Printed Name: _____

Signature: _____