

ENVIRONMENTAL SERVICES

88 South Park Avenue, Le Center MN 56057

Website: www.lesueurcounty.gov

Phone: 507-357-8538 Email: EnvServices@lesueurcounty.gov



Application – Subdivision Plat

I. Applicant:

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____

II. Landowner (1):

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____

Property Address: _____
City: _____ State: MN Zip: _____

Landowner (2):

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____

Property Address: _____
City: _____ State: MN Zip: _____

Landowner (3):

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____

Property Address: _____
City: _____ State: MN Zip: _____

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III. Parcel Information:

Parcel Number(s): _____

Attach Full Legal Description (***NOT*** abbreviated description from tax statement)

Township: _____ Section: _____

Existing Subdivision: _____ Lot: _____ Block: _____

IV. Township Notification: Township must be notified of proposed use prior to application.

_____ Township notified on _____
(Township Name) (Date)

Board Member _____ regarding the proposed use.
(Name)

Were you required to attend a Township Meeting? Y or N Date: _____

Township Comments: _____

V. Submittal Requirements:

a. Pre-Application Meeting

1. Consultation with Environmental Services to discuss concept and start application (**Appointment is required**).
2. Sketch Plan of proposed subdivision (Electronic version or Hand Drawn)
 - a. Must include the following information:
 - 1) North Arrow
 - 2) Scale (1" equals 100' is suggested)
 - 3) Location of existing Property Lines
 - 4) All existing structures, wooded areas, ditches, lakes, rivers, streams, wetlands, bluffs, and other physical features, including all existing roads
 - 5) Location of all proposed Lot Lines (shown in a different color), access points, and proposed roads (shown in a different color)
 - 6) Other items as requested by the Le Sueur County Environmental Services staff
3. Applicant and Landowner Information
 - a. Authorization to act on behalf of the landowner (if applicable)
4. Comments from the Township

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b. **Re-Plat Submittal**

1. Completed and Signed Application
2. Application Fee
3. One digital copy of the Preliminary Plat (**completed by a licensed surveyor**) that includes all required items listed in the Le Sueur County Land Division Ordinance.
4. Written report, prepared by an MPCA licensed septic designer which shows the location of two (2) sites suitable for a Type 1 septic system (**the report shall include all applicable information listed in the Le Sueur County Land Division Ordinance**).
5. One digital copy of the Final Plat (**completed by a licensed surveyor**) that includes all required items listed in the Le Sueur County Land Division Ordinance.
6. Notarized owner's certificates or instruments of dedication signed by the owners (**as required by the Le Sueur County Land Division Ordinance**).
7. Title opinion from a state licensed attorney.

c. **Preliminary Plat Submittal**

1. Completed and Signed Application
2. Application Fee
3. One digital copy of the Preliminary Plat (**completed by a licensed surveyor**) that includes all required items listed in the Le Sueur County Land Division Ordinance.
4. Written report, prepared by an MPCA licensed septic designer which shows the location of two (2) sites suitable for a Type 1 septic system (**the report shall include all applicable information listed in the Le Sueur County Land Division Ordinance**).
5. A copy of all proposed covenants or private restrictions affecting the subdivision.
6. A Drainage Report describing pre-development flows, expected post-development flows, and measures being proposed to manage the post-development flows that exceed pre-development flows.
7. Grading Plans showing cut and fill sections for proposed site grading and all Stormwater Pollution Prevention Plan (SWPPP), if lot alterations are proposed.
8. Civil Construction Plans and Stormwater Pollution Prevention Plan (SWPPP) documents for any stormwater system associated with the proposed plat.

c. **Final Plat Submittal**

1. Completed and Signed Application
2. Application Fee
3. One digital copy of the Final Plat (**completed by a licensed surveyor**) that includes all required items listed in the Le Sueur County Land Division Ordinance.

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4. Notarized owner's certificates or instruments of dedication signed by the owners (as required by the Le Sueur County Land Division Ordinance).
5. Title opinion from a state licensed attorney.

VI. Fees: Must be paid at the time of application.

Base Fees:	
Preliminary Plat	\$ 800 + \$25 Per Lot
Final Plat	\$ 800
Re-Plat	\$1,600 + \$25 Per Lot

Additional Fees:	
Time Extension	\$ 750
Special Meeting	\$2,000

VII. Type of Request:

Residential Plat	Commercial Plat	Industrial Plat
<input type="radio"/> Preliminary	<input type="radio"/> Preliminary	<input type="radio"/> Preliminary
<input type="radio"/> Final	<input type="radio"/> Final	<input type="radio"/> Final
<input type="radio"/> Re-Plat	<input type="radio"/> Re-Plat	<input type="radio"/> Re-Plat

VIII. Attachments: Shall include but not limited to:

- a. Digital copy of the Preliminary and/or Final Plat
- b. Septic Report for each Lot – Preliminary Plats
- c. Pre- and expected Post-Development Drainage Report – Preliminary Plats only
- d. Grading Plans for each Lot – Preliminary Plats only
- e. Civil Plans and SWPPP Documents – Preliminary Plats only
- f. Access Approval – Preliminary Plats only
- g. Township Notification and Comments – Preliminary Plat only
- h. Notarized owner's certificates or instruments of dedication – Final Plat only
- i. Title opinion from a State licensed attorney - Final Plat only

IX. Procedure:

- A pre-application meeting is highly recommended. Please note, applications submitted without having a pre-application meeting may need to be delayed if the submitted application cannot be deemed complete prior to the required application deadline. **Please note that scheduling an Appointment for this meeting is required.**
- An application must be submitted either in person or electronically by the applicant and/or landowner no later than 2 P.M. on the date of application deadline.

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- All required information must be submitted at the time of application, or the application may not be deemed complete.
- Incomplete applications shall be placed on Hold until such time all required information is submitted.
- **All fees shall be paid at the time of application.**
- The Department shall refer copies of the Preliminary Plat to the applicable Township Board, County Surveyor, County Engineer, County Recorder, and other agencies to provide the Planning Commission with any opinion on the proposal.
- Notice of the request shall be published once in the official County newspaper and the affected municipality's newspaper at least ten (10) days prior to the hearing. Notices shall also be sent to all known property owners of record within ¼ mile of the exterior boundary of the proposed plat.
- The Planning Commission shall hold a public hearing on the proposed Plat at a scheduled Planning Commission meeting.
- The Planning Commission is an advisory board to the County Board of Commissioners and will make a recommendation to the County Board.
- The Department shall report the Findings and recommendations of the Planning Commission to the County Board for final decision.
- The Department shall notify the applicant and/or landowner in writing of the County Board decision.

X. Acknowledgement:

I understand that Le Sueur County will never request payment from applicants via wire transfer, gift cards, cryptocurrency, or any other unconventional or insecure method. Any such request should be considered fraudulent and treated as a scam.

If I receive a suspicious communication claiming to be from Le Sueur County and asking for payment, I will not respond or send any money. Instead, I will immediately report the incident to Le Sueur Environmental Services Department and to the appropriate authorities, such as the Federal Trade Commission (FTC) or local law enforcement.

By signing below, I acknowledge this policy and agree to remain vigilant against potential scams

XI. Signatures:

I hereby certify that I am either the owner of the subject property or have been authorized on behalf of the landowner to apply for this permit. I have read this application and swear the submitted information is true and correct. All provisions of the laws and ordinances governing this work will be complied with whether specified herein or not. I fully understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local laws regulating construction or the performance of construction. I understand the information I provided for this application will be utilized to determine suitability under the ordinances of Le Sueur County and any omissions or erroneous information provided may result in the permit not being issued. I also understand that by applying for this permit, I grant Le Sueur County Environmental Services Department staff authority to access the above property for inspections throughout the application and permitting process.

Applicant signature

Date

Property Owner #1 or Agent's signature

Date

Property Owner #2 or Agent's signature

Date

Property Owner #3 or Agent's signature

Date