



MINOR SUBDIVISION APPLICATION

Instructions

1. Completely fill in this application form. If you have any questions contact the City of Watertown Planning Department at (952)-955-2681.
2. Provide a complete legal description for the portion of the original lot to be conveyed, along with a legal description for the remaining portion of the parcel. *(The legal description may be found on your abstract or deed. Please contact the Carver County Recorder's Office to verify that your description is complete).*
3. The owner or developer shall file with the platting officer an electronic copy of a plat or survey of the land to be subdivided by a licensed land surveyor if the land is to be described by metes and bounds.
4. Provide documentation from an attorney and/or platting officer to show that the applicant has sufficient ownership or control of the land to make application.
5. Pay the required application fee - \$500 (*non-refundable*) and escrow - \$1,500 (*any amount unused will be returned*) payable to the City of Watertown.
6. The signed application form, relevant documentation, and fees can be submitted electronically or in person to the City platting officer.
7. Within a reasonable time after the platting officer has determined the application is complete, the platting officer shall review the documents demonstrating ownership or control or refer the documents to the city attorney for review. Refer copies of the plat to the city engineer and other staff, boards, and committees, or outside agencies, as appropriate. Provided no objection is received, the platting officer may approve the minor subdivision. Following receipt of unfavorable review reports, the platting officer may refer the subdivisions request to the Planning Commission and City Council in such manner as prescribed for major subdivisions.

General Information

Property				
Address:				
City:		State:		Zip:
Legal description for portion of the original lot to be conveyed:				
Legal description for the remaining portion of the parcel:				
Current Zoning:		Total Amount of Land Involved (<i>in acres</i>):		



General Information *(continued)*

Applicant

Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	

Owner *(if different from applicant)*

Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	



Statement of Intent

Explain the intent with the proposed minor subdivision

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Signatures

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the application in question, and/or that I am legally able to represent all other persons/entities (if any) with interest in this application. I am able to furnish proof of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this conditional use permit will be my responsibility.

Applicant

Signature:		Date:	
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Owner *(if different from applicant)*

Signature:		Date:	
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Office Use Only

Fee:		Receipt Number:		Date Received:	
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