



# Administrative Subdivision Checklist

This information is required before the application can be accepted and considered complete:

For more information on required application materials, refer to Chapter 6 of the Subdivision Ordinance on-line at [www.scottcountymn.gov](http://www.scottcountymn.gov). Select "Community", "Planning & Zoning" and Checklists & Fact Sheets."

## Please See Reverse Side for Explanation of the Review Process

### Applicant Check-In

### Staff Check-In

- Complete land use permit application, signed and dated by applicant and landowner
- Application fee: \$375
- Existing complete legal descriptions and parcel addresses for all affected parcels
- Three (3) copies of certificate of survey prepared by licensed surveyor with proposed legal descriptions for the land area to be transferred as well as legal description of resulting parcels. The survey must also show the following: 
  - Name and address, including telephone number, of legal owner and/or agent of property
  - All contiguous property and all roads and their legal name
  - Proposed new property lines with dimensions noted and parcel acreage
  - Existing and proposed driveway location
  - Location of any existing and proposed legal rights-of-way or public and private easements encumbering the property
  - Proposed legal descriptions of the original parcel(s) and proposed parcel(s)
  - Location, purpose and dimensions of all existing buildings. Location shall note distance of those buildings to/from the existing and proposed property lines.
  - Location of primary and alternate individual sewage treatment system locations, as required, as well as setback distances from the systems to all property lines.
  - Location of any existing tile lines, abandoned wells, drainage ways, waterways, watercourses, lakes, wetlands and the toe and top of any bluffs present. When applicable, the ordinary high water level and 100-year flood elevations shall be shown.
- Primary and alternate ISTS design and percolation test information –   
Required for parcels where acreage is being removed to ensure adequate land area remains for future wastewater treatment.
- Documents verifying vacation of right-of-way, drainage or utility easements *(if applicable)*
- Deed for land area being transferred and one (1) deed for each remnant parcel.   
Deeds must be stamped by Zoning Administration before being brought in for recording.
- Fees due for all deeds being recorded and current year and delinquent property taxes   
Recording fees for Abstract documents are \$46.00 each. Recording fees for Torrens documents are \$46.00 to cancel and create the first certificate and \$40.00 to create the second certificate.  
State Deed Tax is \$1.65 for considerations under \$3,000.00; considerations over \$3,000 pay .33% of the amount.  
Conservation Fee of \$5.00 will also be collected on each deed.  
Current year and any delinquent property taxes must be paid in full.
- Other application materials as required by staff: \_\_\_\_\_

I hereby certify that the application and related materials contain all the required information and the supporting data are true and correct to the best of my knowledge. **Applicant Initial Here:** \_\_\_\_\_

# ***Administrative Splits/Combinations***

An administrative subdivision is an exchange of land between existing parcels of record or relocation of the boundary line between two or more abutting parcels provided such exchange does not cause the creation of a new parcel(s). Also the subdivision of a farmstead or homestead from a parcel 40 acres or larger where no vacant developable lots are being created. The resulting parcels must comply with zoning district minimum lot standards or with legal non-conforming lot regulations. Dedication of easements for road right-of-way, as well as deed restrictions may be required.

The following information is intended to describe and outline the process for completing an administrative subdivision:

- 1) Consult with Zoning Administration** – Zoning Administration will determine whether the proposed land exchange qualifies as administrative, and outline the submittal requirements and application submittal information. This includes septic compliance, road/access issues, and any additional easements and/or deed restrictions will be identified at this preliminary review.
- 2) Review with Scott County Taxation and Registrar of Titles** – Scott County Taxation Department reviews the involved parcels to determine if they can be split and remnant parcels combined. This includes reviewing parcel ownership, abstract or Torrens status, and tax district information. Parcels not in the same taxing district cannot be combined. If a parcel is Torrens property the Registrar of Titles will determine if the split/combination needs to be completed through a Registered Land Survey (RLS). For abstract property a regular land survey will be required. Scott County Community Services staff will also review deed requirements, current year property taxes due, and recording fees.
- 3) Submit Application and Pay Required Application Fees** – The applicant will need to have a survey prepared and submitted with the application, review fee, and any other information required by the County. The zoning authority will then review the information to determine whether it is complete, and then conduct its review to determine compliance with ordinance regulations. It is at this time that other departments would conduct their review for septic compliance, road issues, and easements. This process would generally take between 1-5 days.
- 4) Survey & Information Review** – Scott County Survey will review the survey/RLS and proposed legal descriptions. Any necessary corrections will be provided to the applicant and it will be required that their surveyor makes changes. Once the survey/RLS and legal descriptions are acceptable, Zoning Administration will confirm that all other submitted information has been approved and then can approve the administrative split/combination.
- 5) Prepare Deeds** – Upon approval by the zoning authority the applicant may then have deeds prepared to record the split/combination. Scott County Taxation will review the deed requirements with the applicant, and it is strongly recommended that the applicant provide a draft copy of all proposed deeds and other documents for review before recording. Community Services staff will again review recording fees and property taxes due.
- 6) Record Documents** – The applicant should have the deeds for recording stamped and signed by Zoning Administration before bringing them to Land Records & Taxation for recording. Recording fees and current year property taxes must be paid at time of document recording. Taxation staff will assign new parcel numbers and will retire old parcel numbers.
- 7) Final Items** – Customer Service staff processes fees and send documents to Land Records for recording. The County Surveyor's Office then updates parcel line-work to reflect the new property boundaries.

**\* Zoning Administration approval of the administrative split/combination shall expire one (1) year from the date of approved if the required property deeds and documents are not recorded within said timeframe.**