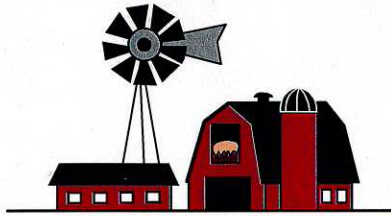


TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

**4111 11th Avenue SW Room 10
Rochester, MN 55902**

**Phone: (507) 529-0774
Fax: (507) 281-6821**



**Roger Ihrke, Administrator
David H. Meir, Administrator
Barbara Literski, Adm. Asst.
roger@tcpamn.org
david@tcpamn.org**

TCPA

METES & BOUNDS SUBDIVISION OF LAND

Not all parcels of property within the County or Township is able to be subdivided. Each different zoning district within the County/Township has different criteria that must be met to allow the subdivision of a property.

If you are interested in subdividing your parcel please call our office and we can assist you in determining the potential for subdivision.

The property subdivision process requires the preparation of a Metes & Bounds Subdivision report and presentation of that report before your respective Town Board. Your application must be received in our office a minimum of three weeks before your township board meeting.

TOWNSHIP MEETING DAYS

Cascade Township	- First Monday of the month
Dover Township	- Last Monday of the month
Elmira Township	- First Tuesday of the month
Haverhill Township	- Third Wednesday of the month
High Forest Township	- First Tuesday of the month
Kalmar Township	- Third Monday of the month
Orion Township	- Second Monday of the month
Pleasant Grove Township	- First Monday of the month
Rochester Township	- Second Thursday of the month
Rock Dell Township	- Second Monday of the month
Salem Township	- First Wednesday of the month
Viola Township	- Fourth Monday of the month

TOWNSHIP COOPERATIVE PLANNING ASSOCIATION – ZONING APPROVAL OF METES & BOUNDS SUBDIVISION APPLICATION

You can fill in the fields on this form on your computer or print the form and fill it in by hand.

4111 11th Avenue SW Room 10
Rochester, MN 55902

-- TCPA --

(507)529-0774
Fax: (507) 281-6821

TOWNSHIP _____

DATE _____

INSTRUCTIONS: complete this application form and return it to the Township Cooperative Planning Association with all required materials and the application fee. The Administrator will review the application for compliance with the Zoning Ordinance. If all requirement(s) of the Zoning Ordinance are met, the application will be forwarded to the Township Board of Supervisors for review at the monthly Town Board meeting. The applicant will be notified of the date and time of the meeting and should attend to answer any questions the Board may have.

After approval by the Town Board of Supervisors, an application will be submitted with the Certificate of Survey to the Olmsted County Planning Department and Public Works for their approval to complete the process. The Applicant will also be required to pay any fees associated with this process.

Legal Description of the property to be subdivided as it exists at the present time:

Plat # _____

Parcel # _____

Reason for subdividing land:

Please attach a site plan with accurate scaled drawing of the proposed subdivision!

Property Owner _____

Applicant _____

Address _____

Address _____

City State Zip code

City State Zip code

Telephone _____

Telephone _____

Signature _____

Signature _____

Return the completed application with accurate site plan identifying the property as it exists and proposed metes and bounds subdivision. Also include on the site plan any existing buildings, wells, septic systems, and other structures and their distances from the propose property line. A Certificate of Survey will be required after approval of the subdivision by the Town Board.

An application fee of \$816.00 is required to process the application. Please submit a check made payable to **TCPA** with this application. It will not be processed until the fee is submitted.

**TOWNSHIP COOPERATIVE PLANNING ASSOCIATION
APPLICATION FOR FINAL APPROVAL OF A METES AND BOUNDS SUBDIVISION**

(I)(We) the undersigned owner(s) of all the property described in the attached legal description and supplementary materials, hereby request approval of the metes and bounds subdivision.

Signature of Applicant	Signature of Applicant
Print Name	Print Name
Address	Address
City State Zip	City State Zip
Phone	Phone

INSTRUCTIONS: It shall be the responsibility of the applicant to supply four original copies of a Certificate of Survey prepared by a registered land surveyor for each new parcel which is less than forty acres in size. Please complete the above portion of this form and return to Township Cooperative Planning Association with the four copies of the Survey. Township Cooperative Planning Association will route the Survey to each of the departments listed below for approval.

The applicant must file a copy of the approved survey with the Olmsted County Recorder to make them official.
Required Approvals:

- A. The attached Certificate of Survey is representative of the area previously reviewed by the Rochester/Olmsted County Environmental Specialist for private well water system. **The Environmental Fee is \$ 86.00 per application.**

Environmental Specialist	Date
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- B. Private sewage disposal systems must meet current setback distances from all property lines and not pose a threat to public health.

Septic Official or Designee	Date
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- C. The attached Certificate of Survey and supplementary materials have been filed with the office of the County Surveyor in accordance with state law. The survey has been reviewed and mathematically checked. No determination has been made to ascertain the date submitted has been correctly located on the ground. The information submitted is sufficient for this metes and bounds subdivision.

Olmsted County Surveyor	Date
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- D. The attached Certificate of Survey correctly reflects the required public road right-of-way and any environmental corridor easements as they pertain to this property. If any additional easement dedications are needed, they have been completed.

Olmsted County Public Works	Date
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- E. This subdivision has met the requirements of the Township Subdivision Ordinance and has been approved by the Township on (Date) _____

Zoning Administrator	Date
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- F. The GIS impact Fee has been paid for this Metes and Bounds application. **The GIS Fee is \$38.00 per new parcel with a minimum fee of \$76.00 per application.**

Rochester-Olmsted County Planning Department	Date
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