



BENTON COUNTY PLANNING & ZONING DEPARTMENT
 531 DEWEY STREET, PO BOX 129
 FOLEY, MN 56329-0129
 PHONE: (320) 968-5065 FAX: (320) 968-5351

**APPLICATION SIMPLE PLAT
 Preliminary and Final**

1. Name of Plat: _____
2. Name of Applicant: _____ Phone: _____
 Address: _____
(street no. and name) (City) (State) (Zip)
3. Owner of Record: _____ Phone: _____
 Address: _____
(street no. and name) (City) (State) (Zip)
4. Land Surveyor: _____ Phone: _____
 Address: _____
(street no. and name) (City) (State) (Zip)
5. Parcel Number(s): _____
6. Subdivision Location: (Section/Twp/Range) _____
7. Postal Delivery Area: _____ School District: _____
8. Total Acreage: _____ Zone: _____ Number of Lots: _____

I, _____ hereby acknowledge that all of the above information and the statements contained in the papers submitted herewith are true.

 (Signature of Landowners)

For Office Use Only		
Date Submitted: _____	Fee: \$300.00	Receipt No: _____
<input type="checkbox"/> The combination of platted lots if deemed appropriate by the Planning & Zoning Department.		
<input type="checkbox"/> A subdivision of land that is too complex to be approved as an Administrative Subdivision.		
<input type="checkbox"/> Parcels created pursuant to Section 10.4 that are less than 10 acres.		
<input type="checkbox"/> Boundary Line Adjustments for the sake of deeding a portion of land from one parcel to another that is not consistent with Section 10.4.4 or 10.4.5.		

Checklist for Simple Plats

The following items are required to be submitted for a Simple Plat. The application will not be considered complete until all items are submitted.

1. _____ Completed Application signed by all parties with ownership interest.
2. _____ A digital copy of the preliminary and final plat.
3. _____ A certificate of survey for the residual parcel greater than 10 acres.
4. _____ Each newly created lot must be able to support TWO "TYPE I" sewage treatment systems (proved by two soil borings: one for the primary site and one for the secondary site). Existing sewage treatment systems and land splits for agricultural and recreational uses are exempt. Soil verification fee of \$100.00 plus \$50.00 for each additional lot.
5. _____ Wetland Review by a private wetland delineator fee of \$75.00.
6. _____ Access approval from the road authority (township, county or state).
7. _____ Fee - \$300 plus a \$56.00 Recording Fee for the plat.
8. _____ Deed restriction for development or density may be required. An additional \$46 recording fee per document is required.
9. _____ Updated abstract and title opinion or alternative title examination as described in subsection 10.13.58(D) of the Development Code.
10. _____ Current year & delinquent taxes must be paid in full before the plat can be recorded. Contact the Auditor/Treasurer's Office to arrange payment.

Note: A site visit may be required, and submission of the application grants staff the permission to enter the site. If the landowner would like to be present during the staff review, please make the request in writing. Please note that this will delay the approval process.

Applicant/Property Owner acknowledges that the above items are required as part of the Simple Plat process.

Applicant(s)

Date

Summary of the Simple Plat Process

Simple Plat Application

- Completed application signed by the owner, one 11"x17" reduction and a digital copy need to be submitted to Planning & Zoning Department along with the application fee. Soil borings and wetland delineation are required to be submitted with the application.
- Access approval shall be submitted with the plat application from the proper road authority if it's from a township or the state road. Requested access from a county road can be addressed at the time the plat is reviewed by the County Engineer. However, prior approval from the County Engineer may be necessary to work through design of the lot.
- The application will be routed among the required County staff when all the information is received.

There are no required Township, Planning Commission or County Board meetings or public hearings for Simple Plats.

- A title examination per subsection 10.13.58(D) will be required to be submitted prior to the signing of the plat by the County Attorney's office.

Recording the Plat

- After approval you need to request your surveyor to prepare the mylars.
- The signed mylars should be delivered to the Planning & Zoning Department and they will be circulated for County signatures.
- At this time, you can also submit a check for recording the plat and other documents to the County Recorder's office. The full year taxes will be required to be paid to the Auditor-Treasurer prior to the plat being recorded.
- Once the plat is recorded, new property identification numbers will be assigned. They cannot be assigned earlier.