

**ADMINISTRATIVE SUBDIVISION  
CERTIFICATE OF SURVEY  
APPLICATION**

125 Pinecone Road North  
Sartell, MN 56377  
Phone: 320-258-7317  
Fax: 320-253-3337  
[www.sartellmn.com](http://www.sartellmn.com)



DATE RECEIVED \_\_\_\_\_

**FEE - \$425**

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**APPLICANT** \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**FEE OWNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

PROJECT/DEVELOPMENT NAME \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER (PIN) \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROCEDURE FOR ADMINISTRATIVE SUBDIVISION APPROVAL**

**APPLICATION FOR ADMINISTRATIVE SUBDIVISION APPROVAL**

A Review of Administrative Plat: The Administrative Official shall within ten (10) working days review the Administrative Plat to determine if it is in compliance with provisions of this Ordinance. If an Administrative Plat is determined to be incomplete or not in compliance with provisions of this Ordinance, then the Administrative Official shall so notify the applicant within ten (10) working days.

Submit three (3) copies of a current Certificate of Survey prepared and signed by a Minnesota registered land surveyor. All copies of the Certificate of Survey shall be 11" x 17" in size. The survey shall include the following information: legal description of each parcel, parcel area, easements of record, site improvements including buildings, free standing signs and paved areas, and distances from buildings to ownership and property lines.

One (1) copy of a Certificate of Compliance. The form of the Certificate of Compliance shall be provided by the Administrative Official.

The Certificate of Survey and Certificate of Compliance shall be signed by the owner(s) of the property and notarized prior to the City signing the Certificate of Survey and Certificate of Compliance

Except for setbacks along the common ownership line/common wall, all other setbacks and yard and density requirements and building codes shall be met.

Review of Certificate of Survey: The Administrative Official shall within five (5) working days review the Certificate of Survey and Certificate of Compliance to determine if they are in compliance with the provisions of this Ordinance. If the Certificate of Survey or Certificate of Compliance are determined to be incomplete or not in compliance with the provisions of this Ordinance, then the Administrative Official shall so notify the applicant within five (5) working days.

Action on Certificate of Survey: If the Certificate of Survey and Certificate of Compliance are determined to be complete and in compliance with the provisions of this Ordinance, then they shall be finally approved within ten (10) working days.

Recording of Certificate of Survey: The Certificate of Survey and Certificate of Compliance shall be recorded with the appropriate county. The applicant shall be responsible for filing the Certificate of Survey with the County Recorder's office and provide a copy of the recorded Certificate of Survey and Certificate of Compliance to the Administrative Official.

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.

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Signature of Applicant Date

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Signature of Owner (s) Date

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The form of approval by the City for a Certificate of Survey shall be as follows and noted on the Certificate of Survey, or on a separate document recorded with the Certificate of Survey.