

City of Watertown
309 Lewis Avenue South
Watertown, MN 55388
952-955-2681

MINOR SUBDIVISION

Applicant: _____

Applicant Address: _____

Property Address: _____

Telephone Day Number (____) _____ PID Number _____

Legal Description: _____

Land is presently zoned: _____

Total amount of land involved: _____ acres

Explain Proposal: _____

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.

Attachments Required:

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 along with a completed application, the required fees, and an attorney and/or platting officer to show that the applicant has sufficient ownership or control of the land to make application. A legal description shall be provided for the portion of the original lot to be conveyed, along with a legal description for the remaining portion of the parcel.

Signature

Date