

FILE #	
PARCEL #	

Administrative Plat Application

Administrative plats. An Administrative plat is a MS 505 plat which is reviewed and approved by County staff and does not require approval or public hearings from the Planning Commission and County Board if all of the following conditions are met:

- The plat depicts parcels whose purpose is to simplify legal descriptions;
- The plat does not dedicate any interests to the public such as easements or roads;
- The parcels shown on the plat provide for road access for each new division or reconfiguration of land;
- There is no change of zone requested;
- No additional building sites are created other than what would be allowed under the existing zoning designation;

Landowner Information	
Landowner Name	Email
Mailing Address	
Daytime Phone	

Applicant Information (if different than above)	
Applicant Name	Email
Mailing Address	
Daytime Phone	

Township Information	
Township position	Date
Signature	

County Use	
Application Fee	Receipt Number
\$200	Received Date
Initial Reviewed by	
Plat Name	

Request complies with Goodhue County Zoning and Subdivision requirements as attested by me
 _____ the Goodhue County Planner/Zoning Administrator on
 this day _____

Application Procedures:

The Subdivider shall engage a Minnesota Licensed Land Surveyor, Engineer, or Landscape Architect to prepare a **Preliminary Plat** of the area to be subdivided. The Preliminary Plat shall contain:

Identification and Description

- Proof of ownership: A copy of a current Title Commitment, Title Opinion, or Certificate of Title (Torrens property) that covers the property of the proposed plat shall be submitted with the proposed plat.
- The proposed name of the proposed plat, which shall not duplicate or be similar in pronunciation or spelling to the name of any plat heretofore recorded in the County.

Existing conditions: A current Certificate of Survey, which shall be used as the basis for the proposed plat, shall be prepared and executed by a Minnesota Licensed Land Surveyor, depicting the following information:

- Scale of drawing; one (1) inch equals one hundred (100) feet or one (1) inch equals two hundred (200) feet;
- North arrow;
- Date of Survey;
- Legal description of the boundary of the subject parcel(s);
- Sufficient boundary survey data and mathematical information (bearings to the nearest one second of a degree and dimensions to the nearest one hundredth of a foot) to locate and retrace the boundary;
- Total area in square feet or acres of the proposed plat (or tax parcel);
- Existing site improvements within the proposed plat and any existing improvements within 10 feet of the proposed plat boundary, or a notation indicating no site improvements exist;
- All encroachments along the boundary of the proposed plat (or tax parcel), or a notation indicating no evidence of encroachment was found;
- All easements of record, or a notation indicating the there are no easements of record;
- Ponds, lakes, rivers, streams, creeks, wet lands, and other waterways within or adjacent to the proposed plat, or a notation indicating none of these features are within or adjacent to the proposed subdivision. The ordinary high water elevation and 100 year flood elevations shall be shown where applicable. Elevations shall be referenced to an established bench mark with a mean sea level elevation and noted on the proposed plat;
- Location, right of way widths, and names of public roads, other public ways, or railroads within or adjacent to the proposed plat boundary;
- Location of private roads within or adjacent to the proposed plat boundary
- Distance and direction reference ties from the boundary of the proposed plat to a minimum of 2 Public Land Survey corner monuments.
- The structures that are located closest to the proposed tax parcel boundaries along with distances to such boundary.

Application Procedures:

<input type="checkbox"/> The names and addresses of the fee owner, Contract for Deed purchasers, or any agent having control of the land; the Subdivider; the Minnesota Licensed professional preparing the plan.
<input type="checkbox"/> A tabulation of the approximated square footage/acreage and dimensions of each lot or outlot.
<input type="checkbox"/> Vicinity map depicting and labeling the Section, Township, and Range.
<input type="checkbox"/> Upon Approval of this application the Subdivider must submit the final plat along with plat check fee to the Goodhue County Surveyor within 90 days of approval of the administrative plat.
Data for Final Plat (Recording)
<input type="checkbox"/> The proposed plat shall follow the requirements of Minnesota Statute 505.
<input type="checkbox"/> All plat monuments shall be placed in the ground prior to recording of the plat with the County Recorder.
<input type="checkbox"/> Refer to Section 3, Subd. 3 Torrens Properties of the Goodhue County Subdivision Ordinance, for plats that include Torrens parcels.
Number of Preliminary and Final Copies needed:
<input type="checkbox"/> 3 Full sized 24"x36" copies to the Zoning Administrator
<input type="checkbox"/> 1 Digital file legible at 11x 17 (PDF)
<input type="checkbox"/> 1 full sized 24"x36" copy to any city within 2 miles
<input type="checkbox"/> 1 full sized 24"x36 copy to the Township Board
<input type="checkbox"/> 1 full sized 24"x36 copy to SWCD
<input type="checkbox"/> 1 full sized 24"x36 to MnDOT district 6 if proposed plat abuts or is adjacent to state or federal highway