

How Do I Apply for an Administrative Subdivision to Subdivide My Property?

Property owners may request administrative approval to subdivide their property. Applications for administrative approvals are reviewed and approved by staff and do not need review and approval from the Planning Commission and the County Board.

INSTRUCTIONS

Before applying for an Administrative Subdivision to subdivide property, the following steps need to be completed:

1. If the property is mortgaged or subject to a Contract for Deed, obtain written approval from the Mortgage Company or Contract Holder. If there is no mortgage or Contract for Deed, proceed to Step 2. If consent from the Mortgage Company or Contract Holder cannot be obtained, you cannot submit an application for an Administrative Subdivision.
2. Hire a Registered Land Surveyor to
 - a. Complete a Certificate of Survey.
 - b. Provide the full written legal descriptions of the property as currently described, the parcel to be created, the remaining parcel and any required highway easements.

APPLICATION STEPS

1. Obtain the appropriate application form and application submittal requirements, including
 - Certificate of Survey (2 full-scale copies) prepared by a Registered Land Surveyor
 - Corner monuments should be recorded/provided at time of application, if applicable
 - Property legal descriptions prepared by a Registered Land Surveyor
 - Full legal descriptions are required, no abbreviations
 - Legal descriptions must be provided electronically
 - Township road easement legal descriptions prepared by a Registered Land Surveyor
 - Easement descriptions for parcel access, if applicable
 - Approval to subdivide from Mortgage Holder, if applicable
 - Fee of \$300.00 payable by cash, check, or credit card for each lot or parcel created
2. Complete the application.
3. Submit the completed application and application submittal requirements.

COUNTY REVIEW PROCESS

1. County staff that includes the County Surveyor, Deputy Auditor and Land Services Director will review the application and application submittal requirements for compliance with all applicable Federal, State and local regulations.
2. The review may include a site visit.
3. The Land Services Director or assigned staff person will prepare and provide to the applicant:
 - a. Exemption Certificate
 - b. Highway Easements to the Township, as applicable
 - c. Septic System Notice

How Do I Apply for an Administrative Subdivision to Subdivide My Property?



The Land Services Director or assigned staff person will contact the applicant when the documents in Step 3 are prepared. The applicant will sign the Exemption Certificate. The applicant then takes the prepared documents and completes the steps in the Post Approval Process.

POST APPROVAL PROCESS

1. The applicant will take the prepared documents from the County to a Real Estate Professional (attorney, title company, or similar) to prepare a deed (warranty, quit claim or other as appropriate) for filing.
2. The applicant will complete an eCRV (electronic Certificate of Real Estate Value) on transactions of \$3,000 or more. Completion of an eCRV must be done online through the Minnesota Department of Revenue. The website is <http://www.revenue.state.mn.us/CRV/Pages/eCRV.aspx>. Once completed, the applicant will receive an eCRV number from the website; the number should be applied to the prepared deed in the space provided.
3. The applicant will bring or mail the prepared documents to the County Courthouse for filing/recording. The prepared documents will include:
 - a. Deed, with the original Exemption Certificate and a full-scale copy of Certificate of Survey attached,
 - b. Highway Easements to the Township, as applicable, and
 - c. Septic System Notice
 - d. Fees for State Deed Tax and Recording, check with County Staff as to the amount due and to whom.
4. In the event that the applicant brings the prepared documents to the Historic Courthouse for recording, the applicant:
 - a. Goes to the Auditor/Treasurer's Office to have the subdivision entered into the Tax System. This will require payment of State Deed Tax. State Deed Tax is calculated at .0033 times the total purchase amount. Minimum State Deed Tax is \$1.65. Payment shall be made to the Mille Lacs County Auditor/Treasurer by cash or check. Current year property taxes must also be paid in full.
 - b. Next, the applicant goes to the Recorder's Office to record the documents. Documents shall be recorded in the following order and with the following fees:
 - i. Highway Easement – no charge.
 - ii. Deed with the Exemption Certificate and Survey as attachments - \$46.00.
 - iii. Septic Notice – no charge.Payment shall be made to the Mille Lacs County Recorder by cash, check or credit card - \$1.95 processing fee applies to credit card transactions.