

Application for Administrative Subdivision Issuance of Exemption Certificate



INSTRUCTIONS

Before you apply for an Administrative Subdivision Issuance of Exemption Certificate, all property taxes must be current. Please complete this application in full. Incomplete or incorrect applications will be returned to the applicant. The application and required submittal documents may be submitted in person or mailed to:

Mille Lacs County Land Services Office
635 2nd Street SE
Milaca, MN 56353

APPLICANT INFORMATION

Name: _____ Contact Phone: _____

Mailing Address: _____

E-mail Address: _____

Are you purchasing the property on a Contract for Deed? (*check one*) Y N

If yes, please have the Contract Holder sign here: _____

Are you an agent acting on behalf of the landowner? (*check one*) Y N

If yes, please have the landowner sign here: _____

PROPERTY INFORMATION

Property Address: _____

Parcel ID Number: (*e.g. 00-000-0000*) from your tax statement: _____

Is the property located within 1,000 feet of a lake or 300 feet of a river? (*check one*) Y N

APPLICATION SUBMITTAL REQUIREMENTS

- Certificate of Survey (**3 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 to MLC Land Services Staff (ex: Word Document)
- 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

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TERMS AND CONDITIONS

The information in this application and submitted materials are true and correct to the best of my knowledge. I agree that all work will comply with all applicable federal and state regulations and the Mille Lacs County Development Ordinance. I also agree to allow Mille Lacs County staff to enter the property during normal business hours to conduct tests and inspections as may be needed to process the application.

Signature of Applicant/Owner/Contract for Deed Holder

Date

OFFICE USE ONLY

Date Application Received: _____

Taxes Verified as Current: Y N

Zoning District: _____

Any Violations on Property: Y N

Ownership Verified: Y N

Date Staff Approved Application as Complete: _____

Ownership

Setbacks

Road Easements: _____

Floodplain

Septic Notice: _____

Wetlands

Certificate Number: _____

Public Waters

Date Approved: _____

Impervious Surface

Reviewer Initials: _____

Notes:

