

## PRELIMINARY PLAT MEETING REQUEST

1. NAME of APPLICANT(s): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
2<sup>nd</sup> ADDRESS: \_\_\_\_\_  
Email: \_\_\_\_\_  
PHONE (w) \_\_\_\_\_ (h) \_\_\_\_\_  
Cell \_\_\_\_\_ FAX \_\_\_\_\_  
PARCEL(s) #: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY PROPOSING TO PLAT:

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

PROPOSED PLAT NAME: \_\_\_\_\_

Lakeshore:  yes      Body of Water and classification \_\_\_\_\_  
 no

Acreage: \_\_\_\_\_      Number of Proposed Lots: \_\_\_\_\_

Township: \_\_\_\_\_      Copy of Deed: \_\_\_\_\_

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Request to be submitted to ESD office for scheduling.

- Please submit a rough sketch of proposed plat with this request form. Sketch required to schedule meeting date.



Date submitted: _____
Date of requested Preliminary hearing: _____

## PLATTING PERMIT APPLICATION

2. NAME of APPLICANT(s): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
2<sup>nd</sup> ADDRESS: \_\_\_\_\_  
PHONE (w) \_\_\_\_\_ (h) \_\_\_\_\_  
Cell \_\_\_\_\_ FAX \_\_\_\_\_  
PARCEL(s)#'s: \_\_\_\_\_

PROPOSED PLAT NAME: \_\_\_\_\_

Lakeshore:  yes      Body of Water and classification \_\_\_\_\_  
 no

Acreage: \_\_\_\_\_      Number of Proposed Lots: \_\_\_\_\_

Township: \_\_\_\_\_      Copy of Deed: \_\_\_\_\_

Road Agreement: \_\_\_\_\_      Township letter of review/approval: \_\_\_\_\_

Title Opinion:       Legal Description: \_\_\_\_\_

**OR**

Title Insurance:

3. The survey must include as follows:
- a.) Surface water features as required by Minnesota Statutes Section 505.02, Subd. 1 AND regulated wetlands, features and boundaries, to be shown on the preliminary plat obtained from the United States Geological Survey quadrangle topographic maps and National Wetland Inventory.
  - b.) Soils, classifications and hydric soils listed from Beltrami County Soils Survey properly identified and located on survey.
  - c.) Topographic elevation contours taken from the U.S. Geographical mapping.
  - d.) All regulated wetlands on the proposed plat shall be identified with a wetland delineation, and the boundaries shown on preliminary plat.

3. The following survey attachments must be included with the platting permit application:
- a.) Thirty (30) 22 x 36 copies of the completed plat survey.
  - b.) one 8 1/2 x 11 copy
  - c.) one electronic copy. Can be e-mailed to GIS Dept: [kevin.trappe@co.beltrami.mn.us](mailto:kevin.trappe@co.beltrami.mn.us)

4. Completed Beltrami County Environmental Questionnaire.
5. Minnesota Pollution Control Agency General Stormwater Permit for Construction Activity required when disturbing more than one (1) acre of land.  
<http://www.pca.state.mn.us/water/stormwater/stormwater-c.html>
6. Aerial Photo of proposed plat (scale: four inches=one mile) and description of vegetation.
  - All plats must follow Minnesota Statutes 505 PLATS; COORDINATES; SURVEYS
  - Beltrami County reserves the right to request additional information as needed.

Beltrami County Environmental Services Department Use only

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Check # \_\_\_\_\_

Receipt # \_\_\_\_\_

**Preliminary Hearing Date:** \_\_\_\_\_

Comments:

Stipulations:

Preliminary hearing APPROVED: YES  NO

**Final Hearing Date:** \_\_\_\_\_

Comments:

Stipulations:

Final hearing APPROVED: YES  NO

**Recording Date:** \_\_\_\_\_

Recording

Fee collected: \_\_\_\_\_