

**ARNA TOWNSHIP**  
**APPLICATION FOR A SUBDIVISION PERMIT**

Please address all of the topics raised by the following underlined items. Also attach a map or drawing of the proposed subdivision showing as much of this information as possible (location of rivers, roads, etc.). Missing or incomplete information may result in this application being rejected. Situations requiring additional information may still exist because the summary information on this application is just that – a summary - and not a substitute for the entire Arna ordinance. If you need help or have questions, please request assistance from either the zoning administrator or township clerk (phone numbers are listed on the last page).

ZONE, SIZE, & PARCEL DENSITY: Certain specific exemptions from this requirement are listed in Section 4.1 of the Arna ordinance. Otherwise, Arna Township has the two following zones. Please explain your subdivision in regard to these zones.

- Zone A is the following parcels in and around the Townsite of Markville (approximately 200 acres): NW 1/4 of SE 1/4, W 1/2 of NE 1/4, SE 1/4 of NE 1/4, and SE 1/4 of NW 1/4, all in Section 26, T42N, R16W.
- Zone B is all of Arna Township that is not in Zone A. Zone B has a maximum parcel density of two (2) parcels for each half of a Quarter-Quarter Section (per nominal 40-acre parcel). The minimum size for one parcel is any Usable Lot (see next item). The other parcel must therefore be all of the remainder of the half Quarter-Quarter Section.

USABLE LOT: is defined as any parcel that meets the following eight criteria (a to h). Your application must show that all lots, including any residual lot, are all usable lots.

- a) New lots must be capable of supporting Mn PCA rules by having a site that meets the soil conditions needed to install a septic system and drainfield, including an alternate drainfield site (Type I system). Existing SSTS's must pass a Compliance Inspection. A person licensed by the Minnesota Pollution Control Agency must perform the tests and soil borings, and sign this certification:

I hereby certify that all parcels in this proposed subdivision(s) have a suitable waste disposal system site for residential use, according to current MPCA regulations. All existing systems have passed a Compliance Inspection.

\_\_\_\_\_  
SIGNATURE OF SYSTEM EVALUATOR

\_\_\_\_\_  
Mn PCA LICENSE NUMBER

- b) Must be capable of supporting a shallow well (i.e., there is space available for a well located at least 100 feet away from the sewer system).
- c) Must have a minimum contiguous 2,000 square foot building site on high ground comprised of soils that do not require any enhancement (e.g., fill) in order to meet normal structural standards for residential construction.
- d) Must contain a minimum yard space of 20,000 square feet or more, in addition to the building site requirement in c) above.

- e) The square footage requirements of c) and d) shall not include any land which is a public road, an easement of any kind (drainage easement, utility easement, access easement, and so forth), or suffers any other similar encumbrance.
- f) The building site is related to the lot's available point of ingress and egress (public road or easement) in such a manner that construction of a driveway would not eliminate more than the minimum wetland area which is available for that site (the wetlands deminimus rules are normally 400 sq. ft. in a shoreland area, and 10,000 sq. ft. elsewhere).
- g) The lot depth to width ratio does not exceed two to one (2:1).
- h) The lot is capable of supporting all other setbacks and dimensions of this ordinance, such as building site setback from roads (50 ft from centerline), public waters (100 or 200 ft depending on which river), side yards (10 ft), and so forth. No foreseeable variance situations shall be created through the granting of this subdivision request.

USE: Indicate the current use of the land (seasonal, residential, recreational, agricultural, commercial, etc.) and if known, the intended use of each parcel after the subdivision is granted.

HAZARDS: Describe any hazards or unusual characteristics about each of the parcels. Is any portion of the land subject to flooding, erosion, unfavorable topography for access, or any other such factors?

ACCESS: All parcels must have access to a public road or private easement. A private easement must be a minimum of 33 feet in width (2 rods), and a maximum of four rods wide (66 ft). For proposed public roads, additional standards also apply (e.g. backsloping, culverts, cul-de-sacs, and gravel - please inquire if you need this information). Any proposed public road must be viewed and accepted by the Arna Town Board before the Planning Commission gives subdivision approval. All roads and easements must be recorded with the Pine County recorder. On this application (or map), show the name and location of any existing roads which abut or go through the property, the location of any recorded easements of any kind already on the property, and how, together with any new roads or easements, every parcel will be legally accessible to the landowner(s).

LEGAL DESCRIPTION: All parcels must have a legal description that accurately reflects the location and number of acres being conveyed. Proportional property descriptions are preferred. An example of a proportional property description is: E 1/2 of NW 1/4 of SW 1/4 of Section X, T42N, R16W, Pine County, Minnesota, 20 acres more or less.

Parcels that are either smaller than five (5) acres, or are of such a size, shape, or other factor which makes the parcel incompatible with the proportional description method, may be divided if the legal description is written by a Minnesota licensed land surveyor as evidenced by his/her registration number below. As applicable:

I the undersigned have written the legal descriptions for these parcel(s):

\_\_\_\_\_  
SIGNATURE OF LAND SURVEYOR

\_\_\_\_\_  
REGISTRATION NUMBER

Legal description of original parcel (or attachment) or parcel ID number from tax statement:

Legal description of new parcel(s) – (or attachment):

Legal description of new easements or roads (if any):

DO NOT FORGET A MAP SHOWING EXISTING ROADS & EASEMENTS, RIVERS, LEGAL ACCESS, BUILDING SITE, WELL SITE, SSTS SITE, WETLAND IMPACTS, ZONE A or B, PARCEL SIZES (dimensions, length/width), PARCEL ACRES, LAND USE, & HAZARDS

Please provide the information where correspondence on this matter should be sent:

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (include area code if not 320)

EMAIL: \_\_\_\_\_ (optional)

In order to process this application, you must be the owner of the land to be divided (attach copy of deed, tax statement, etc.). If there is a Life Estate, you are married, have a Contract for Deed, are Tenants in Common, or any other situation of multiple owners exists, then all interested parties must sign below (attach sheet if necessary). If you are the legal representative for the owner(s), then please also provide that evidence.

I hereby certify that the information contained in this application is true, and the signatures of all landowners are given below:

\_\_\_\_\_  
SIGNATURE OF PRIMARY APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF ADDITIONAL LANDOWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF ADDITIONAL LANDOWNER

\_\_\_\_\_  
DATE

(if more signatures are required, use an attached sheet)

This application will be taken up at a meeting of the Arna Planning Commission, which is normally the first Wednesday of any month, at 7 PM, at the Arna Town Hall in Markville. This application must be received one (1) week prior to that date, or else the matter will be put on the agenda for the next subsequent meeting. Your attendance at this meeting is not mandatory, but should any questions concerning your application arise, approval of your application may be tabled until all questions are answered. If you are unable to attend in person, you may designate any representative of your choosing.

Fee: \$500.00 to accompany this application

**Make checks payable to: Arna Township**

Return to:	Zoning Administrator	(or)	Arna Town Clerk
	47196 Witt Lane		49910 First Ave
	Markville, MN 55072		Markville, MN 55072
Phone:	320-242-3236		320-242-3409

A copy of our ordinance is available at: [www.arna.gov](http://www.arna.gov)