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An Ordinance providing for the orderly, economic, and safe development of land and urban services and facilities, and to promote the public health, safety, morals and general welfare, by regulating the subdividing of land in the County of Martin, State of Minnesota.

The Martin County Board ordains:

CHAPTER 1

SHORT TITLE

This Ordinance shall be known, cited, and referred to as the Martin County Subdivision Ordinance, except as referred to herein, where it shall be known as "this Ordinance". The Ordinance is enacted for the purpose of safeguarding the best interests of the public, the homeowner, the subdivider and the investor; encouraging well planned subdivisions by the establishment of adequate standards for design and construction; and in order that new subdivisions will be integrated in the general plans of the community, thereby contributing toward an attractive, orderly, stable, and wholesome community environment with adequate municipal services and safe streets.

CHAPTER 2

RULES AND DEFINITIONS

Subdivision 1. Rules.

- (1) All subdivisions as defined under the jurisdiction of this Ordinance are subject to the provisions of this Ordinance and to the Minnesota Statutes which regulate subdivision.
- (2) No building permit shall be issued for construction until all requirements of the Ordinance have been fully complied with.
- (3) Unless approved as provided herein, no subdivision shall be entitled to be recorded, or have any validity.
- (4) No public improvements are to be installed unless the preliminary plat is approved and service shall not be provided until approval of the final plat is granted and the same has been duly recorded.

Subdivision 2. Definitions. For the purpose of these regulations the following terms, phrases, words, and their definitions shall have the meaning given in this section. When inconsistent with the context, word, used in the present tense shall include the future tense; words used in the singular number shall include the plural, and words in the plural shall include the singular. The masculine gender includes the feminine and neuter genders.

- (1) **Administrator.** The duly appointed person charged with enforcement of this Ordinance.
- (2) **Alley.** A public right-of-way which affords a secondary means of access to abutting property.
- (3) **Attorney.** A person licensed by the State to practice law who has been engaged by the County Board.
- (4) **Block.** An area of land within a subdivision that is entirely bounded by streets or a combination of streets, exterior boundary lines of a subdivision and/or bodies of water.
- (5) **Boulevard.** That portion of a street right-of-way between the curb or curb line.
- (6) **Building Setback.** The minimum horizontal distance from the street right-of-way as prescribed in the Zoning Ordinance.
- (7) **Comprehensive Plan.** A comprehensive development plan prepared by the Planning Commission and adopted by the County Board which indicates the general locations recommended for various functional classes of land uses, places, and structures, and for general physical development of the county and includes any unit or part of such plan separately prepared and any amendment to such plan or parts therein.
- (8) **Collector Street.** A street which serves or is designed to serve as a traffic way for a neighborhood or as a feeder to a major street.

- (9) **Cul-de-sac.** A street or portion of a street with only one vehicular traffic outlet and a turn-around at the other end.
- (10) **Dead End Street.** A street or a portion of a street with only one vehicular traffic outlet.
- (11) **Easement.** Authorization by a property owner for the use by another, and for a specified purpose, of any designated part of his property.
- (12) **Engineer.** The professional engineer engaged by the County Board.
- (13) **Final Plat.** A drawing, in final form, showing a proposed subdivision containing all information and detail required by State Statutes and by this Ordinance to be presented to the Planning Commission for approval, and which, if approved, may be duly filed with the County Recorder.
- (14) **Half Street.** A street designed to provide access to only one side of the right-of-way.
- (15) **Licensed Engineer.** A person licensed as a registered engineer by the State of Minnesota.
- (16) **Lot.** A parcel, piece, or portion of land designated by metes and bounds, registered land survey, auditor's plat, or other means and separated from other parcels or portions by said description for the purpose of sale, lease, or separation thereof.
- (17) **Lot, Butt.** A lot located at the end of a block, excluding the two corner lots.
- (18) **Lot, Corner.** A lot located at the intersection of two streets, having adjacent sides abutting streets; the interior angle of the intersection does not exceed 135 degrees.
- (19) **Lot, Through.** Any lot other than a corner lot which abuts more than one street.
- (20) **Lot Depth.** The mean horizontal distance between the front lot line and the rear lot line.
- (21) **Lot Line.** The property line bounding a lot except that where any portion of a lot extends into the right-of-way or a proposed public right-of-way, the line of such a right-of-way shall be the lot line.
- (22) **Lot Width.** The horizontal distance between the side lot lines of the lot measured parallel to the front line of the lot at the setback line.
- (23) **Major Street or Thoroughfare.** A street which serves or is designed to serve heavy flows of traffic and which is used primarily as a route for traffic between communities and/or other traffic-generating areas.
- (24) **May.** Means permissive.
- (25) **Minor Street.** A street intended to serve primarily as an access to abutting properties.
- (26) **Official Map.** The map established by the County Board in accordance with State Statutes, showing streets, highways, and parks and drainage, both existing and proposed.
- (27) **Owner.** Any individual, firm, association, syndicate, co-partnership, corporation, trust, or any other legal entity having sufficient proprietary interest in the land sought to be subdivided to commence any maintain proceedings to subdivide the same under these regulations.
- (28) **Pedestrian Way.** The right-of-way across or within a block, for use by pedestrian traffic whether designated as a pedestrian way, crosswalk, or however otherwise designated.
- (29) **Person.** An individual, to include both male and female, and shall also extend and be applied to bodies political and corporate and to partnership and other unincorporated associations.
- (30) **Planned Unit Development.** A development which consists of two or more principal structures or uses on a single parcel of land.
- (31) **Planning Commission or Commission.** The duly appointed Commission of the

County Board as constituted and described by Minnesota Statutes.

- (32) **Preliminary Plat.** A drawing clearly marked "preliminary plat" showing the salient features of a proposed subdivision, as specified in Chapter 6, Subdivision 4 6.4 of this Ordinance.
- (33) **Protective Covenant.** A contract entered into between private parties and constituting a restriction on the use of all private property within a subdivision for the benefit of the property owners, and to provide protection against undesirable aspects of development which would impair values.
- (34) **Public Land.** Land owned and/or operated by a governmental unit, including school districts.
- (35) **Publication.** An official notice as prescribed by Minnesota State Statutes.
- (36) **Service Street.** A marginal access street which is generally parallel and adjacent to a major street and provides secondary access to abutting property.
- (37) **Shall.** Means mandatory.
- (38) **Sketch Plan.** The sketch from a proposed subdivision showing the information specified in Chapter 6, Subdivision 2 of this Ordinance.
- (39) **Street or Road.** A public right-of-way which affords the primary means of access to abutting property.
- (40) **Private Street.** A street which is not designated for public use.
- (41) **Street Pavement.** The wearing or exposed surface of the roadway used by vehicular traffic.
- (42) **Street Width.** The width of the right-of-way measured at right angles to the center of the street.
- (43) **Subdivider.** Any person, firm, corporation, partnership, or association, who shall lay out any subdivision or part thereof as defined herein, either for himself or other.
- (44) **Subdivision.** A division of any parcel of land into two or more lots, blocks and/or sites, with or without streets in which the smallest lot, block, or site has an area of less than 10 acres. This definition shall include resubdivision.
- (45) **Surveyor.** A person duly registered as land surveyor by the State or Minnesota.
- (46) **Treasurer.** Means the Martin County Treasurer.
- (47) **Used For.** To indicate the phrases: "arranged for", "designed for", "intended for", "maintain for", and "occupied for".
- (48) **Zoning District.** An area prescribed by the adopted Zoning Ordinance.

CHAPTER 3

SUBDIVISION PROCEDURE

Whenever any subdivision of land is proposed to be made, and before any contract for the sale of, or any offer to sell any lots in such subdivision or any part thereof is made, and before any permit for the creation of a structure in such proposed subdivision shall be granted, the subdivider or his duly authorized agent, shall apply in writing for approval of such proposed subdivision in accordance with the following procedures for minor and major subdivisions.

Subdivision 1. Procedure for Minor Subdivisions.

(1) Procedure for Minor Subdivision.

(A) Whenever any division of a parcel of land involves the sale or exchange of parcels between adjoining lot owners, where such sale or exchange does not create additional building sites as defined by zoning or this Ordinance or reduce the original tract below the requirements of zoning or this Ordinance the proposed division may be submitted to the Administrator of this Ordinance for approval without a plat.

(B) Whenever any division of a parcel of land involves the establishment of private easements of access and lots for agricultural uses including one or more farm dwellings the proposed division may be submitted to the Administrator of this Ordinance for approval without a plat.

(C) Whenever any division of a parcel of land involves the establishments of private easements of access and lots for not more than one non-farm, residence the proposed division may be submitted to the Administrator of this Ordinance for approval without a plat.

(2) If the Administrator is satisfied that such proposed divisions are described in Chapter 3, Subdivision 1-A, B, and C of this Ordinance are not contrary to applicable platting, subdividing zoning, sanitary or official map regulations the Administrator shall have the authority to approve said divisions, subject to the following provisions.

(A) A legal description, survey, and drawing thereof and computation of acreage, prepared by a registered land surveyor, shall be filed with the Administrator.

(B) The Administrator shall review the submitted information for conformity to all existing valid platting, subdividing, zoning, sanitary and official map regulations.

(C) The Administrator shall, within ten working days after submission of the required information, approve or disapprove such proposed division.

(D) In the case of disapprovals the Administrator shall contact the applicant and state the reasons for such disapproval. The reasons for disapproval shall be stated in writing.

- (3) In the case of approvals the Administrator shall indicate that such proposed division:
 - (A) Meets all applicable code provisions and constitutes a valid building site.
 - (B) Does not meet applicable code provisions and does not constitute a valid building site.

Subdivision 2. Procedure for Major Subdivisions. Whenever any division of a parcel of land involves the improvement of one or more parcels of land for residential, commercial or industrial structures or groups of structures requiring the division or allocation of land for the opening, widening or extension of any street, except as regulated in Chapter 3, Subdivision 1 (Procedure for Minor Subdivisions) of this Ordinance the following procedure outlined in Chapter 3, Subdivisions 3 through 6 inclusive shall be followed.

Subdivision 3. Sketch Plan.

- (1) Prior to the subdividing or resubdividing land, the owner of the land shall prepare and submit to the Administrator at least two (2) weeks prior to the regularly scheduled meeting of the Planning Commission, six (6) copies of a sketch plan of the proposed subdivision or resubdivision, which shall comply with the requirements of Chapter 6, Subdivision 2 of this Ordinance, and file an Application for Planning Consideration Form. One copy of the sketch plan shall be referred to the Town Board of the township within which the plat is proposed to be located. Written comments from the Town Board shall be transmitted to the Planning Commission prior to the date of the initial hearing on the plat. Chairman and Clerk of the Town Board shall be notified of the date of the initial hearing.
- (2) The sketch plan will be considered as the basis for discussion between the subdivider and the Planning Commission. Submission of such sketch plan shall not constitute formal filing of a preliminary plat.
- (3) A subdivider, or a duly authorized representative, shall attend the Planning Commission meeting at which his proposal is scheduled for consideration to discuss the requirements which pertain to his proposed subdivision or resubdivision.
- (4) The Planning Commission will review, discuss, and advise the subdivider of the extent to which the proposed subdivision conforms to this and other Ordinances, as well as its conformity to the Comprehensive Plan.
- (5) The Planning Commission shall make specific recommendations and comments about the sketch plan to be incorporated by the applicant in the next submission to the Planning Commission.
- (6) No fee shall be required of the subdivider for the submission of a sketch plan.

Subdivision 4. Preliminary Plat.

- (1) Within six (6) months of the Planning Commission's consideration of a sketch plan, the subdivider shall file with the Administrator an application for consideration and ten (10) copies of the preliminary plat which has been prepared in accordance with the regulations set forth in this Ordinance. Failure to act within the above time limit shall invalidate an approved sketch plan and require that it be resubmitted. At the time of submission of the preliminary plat, the required fee shall be paid by the subdivider. The next filing shall be at least two weeks prior to the next regularly scheduled Planning Commission meeting.
- (2) Upon receipt of the preliminary plat, the Administrator shall refer two (2) copies to the

Planning Commission, one (1) copy to the engineer, one (1) copy to the Town Board, and one (1) copy each to the telephone and utility companies. Each may then submit a report to the Administrator within fifteen (15) days. Failure to submit such a report shall constitute approval of the preliminary plat. The reports permitted in this section shall be forwarded to the Planning Commission for their consideration.

- (3) The Administrator shall notify the secretary of the Planning Commission so that the proposal can be placed on the agenda of the next meeting of the Planning Commission. A public hearing shall be set to be held within forty-five (45) days of the filing date. Notice of this public hearing shall be transmitted to all parties required by law as set forth in M.S.A. 394.26. The Planning Commission meeting may serve as the public hearing provided that the requirements of M.S.A. 394.26 are met.
- (4) The subdivider or a duly authorized representative shall attend the Planning Commission meeting at which his proposal is scheduled for consideration. The Planning Commission shall study the practicability of the preliminary plat taking into consideration the requirements of the County and the best use of the land to be subdivided. Particular attention shall be given to the arrangement, location, and width of streets, their relation to the topography of the land, water supply, sewage disposal, drainage, lot sizes and arrangement, the future development of adjoining lands as yet unsubdivided, and the requirements of the Comprehensive Plan, the Official Map and the Zoning Ordinance.
- (5) At the public hearing all persons interested in the proposed plat shall be heard and the Planning Commission shall within fifteen (15) days of the hearing modify, approve, or disapprove the preliminary plat and submit to the County Board, the applicant, and the Administrator the findings and recommendations.
- (6) The County Board shall act upon the preliminary plat and send written notification of their action to the Planning Commission, Administrator, and the applicant. Failure of the County Board to act within sixty (60) days of the public hearing shall be deemed approval of the preliminary plat.
- (7) Should the subdivider decide to amend the preliminary plat as approved, he shall submit the amended plat following the original procedures set forth, except for the public hearing and fees unless the Planning Commission considers the scope of the revisions to constitute a new plat, then the hearing and fees shall be required.

Subdivision 5. Final Plat. The final plat shall be prepared by a land surveyor duly registered by the State of Minnesota and said plat shall conform to all state and county requirements including this Ordinance.

- (1) Subdivider shall within six (6) months after the approval of the preliminary plat file with the Administrator an Application for Consideration and ten (10) copies of the final plat; the preliminary plat and final plat will be considered void unless an extension is requested in writing by the subdivider and for good cause granted by the Planning Commission and County Board. When required by the Planning Commission, the required construction plan and cost estimate shall be submitted and forwarded to the engineer for his approval and a copy of the engineer's report shall be submitted to the Attorney for the preparation of the contract required in Chapter 3, Subdivision 6 (3) of this Ordinance.
- (2) The procedure and timing for the reports of the Planning Commission, engineer, and action by the County Board are the same as for those of the preliminary plat. Prior to the final approval of the final plat, the financial arrangements required by this Ordinance

shall be met.

- (3) Upon completion of the requirements above and notation to the effect upon the final plat, it shall be deemed to have final approval and shall be properly signed by the Chairman of the Planning Commission and the appropriate official of the County Board and may be filed by the applicant in the County Recorder's Office. Any final plat not so filed and recorded within ninety (90) days of the date upon which such plat is approved or considered approved by reasons of the failure of the County Board to act, shall become null and void, unless the particular circumstances of said applicant warrant the County Board to grant an extension.
- (4) No changes, erasures, modifications, or revisions shall be made in any final plat after approval has been given by the County Board and endorsed in writing on the plat, unless the said plat is first resubmitted to the County Board and such body approves modifications. In the event that any final plat is recorded without complying with this requirement, the same shall be considered null and void, and the County Board shall institute proceedings to have the plat stricken from the records of the County.

Subdivision 6. Required Improvements. Prior to the approval of the final plat, the subdivider shall agree in the manner set forth in this section, to install or pay for the installation in conformity with construction plans approved by the engineer and in conformity with the requirements of this Ordinance.

- (1) **Payment for Improvements.** The required improvements which are listed and described in this Ordinance are to be furnished and installed at the sole expense of the subdivider and at no expense to the County, unless otherwise stated. In the case of an improvement, the cost of which would, by general policy, be assessed only in part to the improved property and the remaining costs paid out of the general tax levy, provision for payment of a portion of the cost by the subdivider and the remaining portion of the cost by the County, and provided further that if any improvement installed within the subdivision would be of substantial benefit to lands beyond its boundaries, the County Board may make provision for causing a portion of the cost of the improvements representing the benefit to such lands to be assessed against the same and in such case the subdivider will be required only to pay for such portion of the whole cost of said improvement as will represent the benefit to the property within a subdivision.
- (2) **Construction Plans.** Construction plans for the required improvements conforming with adopted standards of this Ordinance shall be prepared at the subdivider's expense by a professional engineer with his seal affixed. Such plans together with the quantities of construction material and cost estimates shall be submitted to the engineer for his approval. Upon approval, the plan shall be the basis of the cost portion of the contract required by Chapter 3, Subdivision 6 (3) of this Ordinance. Two prints of the plan shall be submitted and placed on file with the engineer. Plans for the installation of gas and electric facilities shall be submitted to the engineer upon their submission and approval by the appropriate agencies. The appropriate agency shall have final approval of plans prior to approval of the final plat. Financial arrangements for these facilities shall be in accordance with the policies of the County Board.
- (3) **Agreement for Installation of Improvements.** Prior to the installation of any required improvements and prior to approval of the final plat, the subdivider shall enter into a contract in writing with the County Board which shall require the subdivider to furnish and construct the improvements at this sole expense in accordance with plans, specifications, and normal contract conditions approved by the County Board. The

contract shall include provisions for supervision of construction details by the engineer and grant to the engineer authority to coordinate the work to be done under said contract by the subdivider and/or any subcontractor authorized to proceed thereunder and with any other work being done or contracted by the County in the vicinity. The agreement shall require the subdivider to make an escrow deposit or to furnish a performance bond as specified in Chapter 3, Subdivision 6 (4) of this Ordinance.

(4) Financial Guarantee.

(A) Escrow Deposit. An amount equal to 125% of the cost estimate and the costs of inspection of the improvements to be furnished and/or installed by the subdivider per his contract shall be deposited with the treasurer by the subdivider. The County shall be entitled to reimbursement from said deposit for cost and expenses incurred by the County for the inspection of the construction and for the completion of work not approved by the engineer and for any damages sustained by the breach of the contract. Upon completion of the work and termination of any liability, the remaining balance of the escrow deposit shall be refunded to the subdivider.

(B) Performance Bond. The subdivider may, in lieu of Chapter 3, Subdivision 6 (4) A. furnish a public contractor's performance bond as prescribed by Minnesota Statutes with corporate surety and penal sum equal to 125% of the cost estimate for the required improvements to be furnished and/or installed by the subdivider. The performance bond shall be approved by the attorney prior to its acceptance. A certified check shall be submitted by the subdivider for the estimated inspection costs of the required improvements to be furnished and/or installed by the subdivider. Said check is to be submitted at the time of the submission of the performance bond.

(5) Optional Construction Permitted. In lieu of doing the construction work on required improvements, the subdivider may petition the County to do the construction work. Such petition shall include a request that the benefitted property be assessed for the costs of the improvements. The petition shall be presented to the County Board prior to September 1, for construction during the following year. This option may be applied to streets, alleys, curbs, gutters, water and sanitary sewer facilities. In no event shall the construction cost be borne by the general taxpayers, the assessments of Chapter 3, Subdivision 6 (4) may be waived as deemed appropriate by the County Board on those improvements which the County agrees to install.

(6) Completed Improvements. Improvements within a subdivision which have been completed prior to the application for approval of the final plat or execution of the contract for installation of the required improvements shall be accepted as equivalent improvements in compliance with the requirements of this Ordinance only if the engineer shall certify he is satisfied that the existing improvements conform to the applicable standards.

(7) Inspection of Improvements. At least ten (10) days prior to commencing construction of required improvements the subdivider shall pay the required inspection fee as specified in Chapter 3, Subdivision 6 (4) A and B and shall notify the Administrator and engineer in writing of the time when he proposes to commence construction of such improvements so that they may cause inspection to be made to assure that all specifications and requirements shall be met during the construction of required improvements, and to assure the satisfactory completion of improvements and utilities required.

(8) Modification of the Design of Improvements. If at any time before or during the

construction of the required improvement it is demonstrated to the satisfaction of the engineer that unforeseen conditions make it necessary or preferable to modify the location or design of such required improvement, the engineer may, upon approval by a previously delegated member of the Planning Commission authorize modifications provided these modifications are within the spirit and intent of the original approval and do not extend to any waiver of substantial alteration of the function of any improvements required. The engineer shall issue any authorization under this Section in writing and shall transmit a copy of such authorization to the Planning Commission and County Board.

CHAPTER 4

GENERAL REQUIREMENTS

The following general requirements shall be met by the subdivider unless the County Board of Adjustments grants a variance in accord with provisions of this Ordinance.

Subdivision 1. Conformance to Official Map and Comprehensive Plan. All subdivision shall conform to the adopted Official Map and be in harmony with the Comprehensive Plan.

Subdivision 2. Delayed Approval of Subdivisions. Where a proposed park, playground, school site, or other public site as shown in the Comprehensive Plan and/or Official Map is embraced in part or in whole by the boundaries of a proposed subdivision, such public land shall be reserved and no action shall be taken toward approval of a preliminary plat for a period not to exceed six (6) months to allow the opportunity to consider and take action toward acquisition of such land by the appropriate jurisdiction.

Subdivision 3. Conformity to Zoning Ordinance. All subdivisions shall conform to the Zoning Ordinance and its map.

Subdivision 4. Character of the Land. The land to be subdivided shall be of such character that it can be used safely for the building proposed without danger to health or peril from fire, flood, or other menaces.

Subdivision 5. Conveyances of Metes and Bounds. The conveyance of parcels of less than ten (10) acres by metes and bounds shall be prohibited unless the parcel was a separate parcel of record on the date of adoption of this Ordinance or was the subject of a written agreement to convey entered into prior to the adoption of this Ordinance, except as otherwise regulated in Chapter 3, Subdivision 1 of this Ordinance.

Subdivision 6. Established Monuments. For both minor and major subdivisions all international, federal, state, county and other official monuments, bench marks, triangulation points, and stations shall be preserved in their precise location, and it shall be the responsibility of the subdivider to insure that these markers are maintained in good condition during and following construction and development. All section and quarter section corners shall be duly described and tied, and a Certificate of Location thereof shall be filed with the County Recorder.

Subdivision 7. Preservation of Natural Features. The Planning Commission shall establish the natural features which add value to all improvements and to the community, such as trees, or groves, water courses and falls, beaches, historic spots, vistas and similar irreplaceable assets.

Subdivision 8. Prevention of Erosion. Subdividers shall be required to institute measures as determined and directed by the engineer to insure the prevention of wind and water erosion during and upon completion of the construction.

CHAPTER 5

SUBDIVISION DESIGN STANDARDS

The following improvements shall be installed in accord with accepted engineering standards and specification.

Subdivision 1. Street Plan. Streets shall be sufficient width, suitably located and adequately constructed, to conform with the Comprehensive Plan; to accommodate the perspective traffic; afford access for fire fighting, snow removal and other road maintenance equipment; and shall be considered in their relationship to topographic conditions, to drainage and in their relationship to the proposed land uses to be served by such streets. The arrangement of streets shall be such as to cause no undue hardship to adjoining properties and shall be coordinated so as to comprise a convenient system.

(1) Street Arrangement.

(A) The arrangement of streets in the subdivision shall provide for the continuation of principal streets of adjoining subdivisions and for proper projection of principal streets into adjoining properties which are not yet subdivided, in order to make possible necessary fire protection, movement of traffic, and construction or extension, presently or when later required, of needed utilities and public services such as sewer, water, and drainage.

(B) Minor streets shall be arranged so that their use by through traffic will be discouraged.

(2) Blocks.

(A) The acreage within bounding streets shall be such as to accommodate the size of lots required in area by the Zoning Ordinance and to provide for convenient access, circulation, control and safety of street traffic.

(B) Blocks shall not be more than 1,320 feet in length. No block width shall be less than twice the normal lot depth, unless it abutts a railroad right-of-way, a limited access highway, a major or arterial street, a river or park, or topographical restriction.

(C) In blocks exceeding 900 feet in length, the Planning Commission may require a 20 foot wide fenced easement through the block to provide for the crossing of underground utilities and pedestrian traffic where needed or desirable and may further specify, at its discretion, that a five (5) foot wide paved path be included.

(3) Street Alignment.

(A) Street jogs shall have a center line offset of 150 feet or more when applied to minor streets or service streets, in all other cases they shall be prohibited.

(B) All streets shall join each other so that for a distance of at least 100 feet the street is approximately at right angles to the street it joins.

(4) Dead End Streets. The creation of dead end or loop residential streets will be encouraged whenever the Planning Commission finds that such types of development

will not interfere with normal traffic circulation in the area. In the case of dead end streets, where needed or desirable, the Planning Commission may require the reservation of a 20 foot wide easement to provide for continuation of pedestrian traffic and utilities to the next street. Subdivisions containing twenty (20) lots or more shall have at least two street connections with existing public streets, or streets shown on the Official Map, if such exists, or streets on an approved final plat for which a bond has been filed.

- (5) **Service Streets.** Where a subdivision borders on or contains a railroad right-of-way or limited access highway right-of-way, existing or planned, the Planning Commission may require a street approximately parallel to and on each side of such right-of-way, at a distance suitable for the appropriate use of the intervening land (as for park purposes and residential districts, or for commercial or industrial purposes and residential district, or for commercial or industrial purposes in appropriate districts). Such districts shall also be determined with due regard for the requirements of approach grades and future grade separations.
- (6) **Relation to Topography.** The street plan of a proposed subdivision shall bear a logical relationship to the topography of the property, and all streets shall be arranged so as to obtain as many of the building sites as possible at or above the grade of the streets. Grades of streets shall conform as closely as possible to the original topography.
- (7) **Treatment Along Major Streets.** When a subdivision abutts or contains an existing or proposed arterial or major street, the Planning Commission may require marginal access streets, reverse frontage with screen plantings contained in a non-access reservation along the rear property line, deep lots with rear service alleys, or other such treatment as may be necessary for adequate protection of the residential properties and to afford the separation of through and local traffic.
- (9) **Prohibited Plans.** The following are prohibited and shall not be approved:
 - (A) Half Streets
 - (B) Private streets, unless part of an approved planned unit development, in which case the streets shall conform to the approved design criteria of the County, except that private streets or private easements of access may be allowed when they serve minor subdivisions created in accordance with Chapter 3, Subdivision 1 of this Ordinance.
 - (C) Reserve strips controlling access to streets.
 - (D) Intersections with more than four corners.

Subdivision 2. Street Design.

- (1) **Street Improvements.** All streets shall be graded; and in areas provided with sewer and water, the County may require that the streets be improved by surfacing with concrete or plant mix bituminous and/or be provided with concrete curbs and gutters. Such grading and improvement shall be approved as to design and specifications by the engineer. In areas not served by sewer and water, curbs and gutters may not be required; and streets may be of a suitable compacted gravel surface as approved by the engineer.
- (2) **Street Widths.** Streets shall have the following minimum dimensions:

<u>Classification</u>	<u>Right-of-way</u>
Arterial and Major	100 feet
Collector	80 feet
Minor	66 feet
Access	50 feet

All pavement surfaces shall be approved by the County Engineer. Greater widths may be required depending upon anticipated traffic volumes, planned function of the street and character of planned abutting land use.

(3) Street Grades.

(A) Grades of all streets shall conform in general to the terrain, and shall not be less than 0.5% nor more than 5% for arterial or major streets, or 7% for collector streets, or 8% for minor streets in residential zones, 8% for access streets, but in no case more than 3% within fifty (50) feet of any intersection.

(B) All changes in grades shall be connected by vertical curves of such length and radius as meet with the approval of the engineer so that clear visibility shall be provided for a safe distance.

(4) Street Visibility.

(A) A combination of steep grades and curves shall be avoided. In order to provide visibility for traffic safety, that portion of any corner lot (whether at an intersection entirely within a subdivision or of a new street within existing street) shall be cleared of all growth (except isolated trees) and obstructions above the level of three (3) feet higher than the center line of the street for a distance of at least thirty (30) feet from the right-of-way line. If directed, ground shall be excavated to achieve visibility.

(B) Trees and hedges over four (4) feet high shall not be permitted within six (6) feet of the street right-of-way line.

(5) Street Radii.

(A) Curves. Street lines within a block deflecting from each other at any one point by more than ten (10) degrees, shall be connected with a curve, the radius of which for the center line of street shall not be less than 400 feet on arterial and major streets, 200 feet on minor streets, and in no case shall the connecting tangent of two curves be less than 100 feet.

(B) Corners. All roadways at intersections shall be rounded by curves of at least twenty (20) feet radius. Roadways of alley-street intersections shall be rounded by a radius of not less than six (6) feet. The center lines of the intersecting streets shall be as near to 90 degrees as possible and in no case shall the intersection be less than 75 degrees.

(6) Dead End Streets (Cul-de-sac). Where dead end streets are designed they shall not exceed 500 feet in length, and shall terminate in a circular turnabout having a minimum right-of-way radius of 60 feet and a pavement radius of 50 feet. Corners at the entrance to the turnabout portions of cul-de-sac shall have a radius of not less than 15 feet.

(7) Water Courses. Where a water course separates a proposed street from abutting property, provisions shall be made for access to all lots by means of culverts or other structures of design approved by the engineer.

(8) Commercial Areas.

(A) In front of areas designed for commercial use, or where a change of zoning to a zone which permits commercial use is contemplated, the street width shall be increased by such amount on each side as may be deemed necessary by the Planning Commission to assure the free flow of through traffic without interference by parked or parking vehicles, and to provide adequate and safe parking space for such commercial or business districts.

(B) Paved rear service streets of a width approved by the engineer in width, or in lieu thereof, adequate loading space, suitably surfaced, shall be provided in connection with lots designed for commercial use.

Subdivision 3. Street Names.

- (1) All street names shall be approved by the Planning Commission and shall conform to any established numbering and naming system.
- (2) Proposed street names shall be substantially different so as not to be confused in sound or spelling with present names except that streets that join or are in alignment with streets of an abutting or neighboring subdivision may bear the same name.
- (3) The subdivider shall install street signs as required and approved by the engineer.

Subdivision 4. Utilities (When Applicable).

(1) Water Utilities.

(A) Where connection with a public sewer system is feasible, that system shall be utilized and service shall be provided to each lot.

(B) House service for water shall be of a type approved by the engineer in conformance with accepted engineering practices.

(C) All water mains shall be of a material and design approved by the engineer. Over-sized mains may be required with the additional costs to be borne by the benefitted properties.

(D) When a public water system is not available, individual wells are permitted in accordance with Chapter 5, Subdivision 4 (8) of this Ordinance and all other applicable state and local requirements.

(E) Fire hydrants of a type approved by the engineer shall be installed in accordance with accepted standards.

(2) Sanitary Sewer.

(A) Where connection with sanitary sewer trunk lines is feasible, the subdivider shall install approved sanitary sewer and make the connection with the trunk lines so as to provide service to each lot.

(B) House service for sanitary sewer shall be of a type approved by the engineer in conformance with accepted engineering practices.

(C) All sanitary sewer lines shall be of a material and design approved by the engineer. Over-size sewer lines may be required with the additional costs to be borne by the benefitted properties.

(D) When main trunk lines are not accessible, internal trunk sewers together with all accessory service connections extending from the main to three feet beyond the curb or curb line shall be installed and capped for future connection.

(E) All installations shall be approved by the engineer.

(F) On-site disposal system may be permitted provided they conform to Chapter 5, Subdivision 4 (8) of this Ordinance and all other applicable local and state requirements.

(3) Storm Sewer/Drainage.

(A) All surface and underground drainage systems shall be installed to adequately remove all natural drainage that accumulates in the developed property. All such systems shall be in conformity to the drainage plans and all piping shall provide complete removal and a permanent solution for the removal of drainage water.

(B) Where connection with an existing storm sewer system is feasible, that system shall be utilized so as to provide complete drainage of the subdivision.

(C) Drainage facilities shall be located in the street right-of-way where feasible, or in perpetual unobstructed easements of appropriate width.

(D) In the absence of an existing storm sewer system, the subdivision shall be designed so as to completely be drained by a system of open ditches, culverts, pipes, and/or catch basins.

(E) All drainage systems shall be approved by the engineer.

(F) The drainage system shall be designed large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the subdivision. The drainage shall be based on conditions of total potential development permitted by the Zoning Ordinance in the watershed. Over-sized sewer lines may be required with the additional costs to be borne by the benefitted properties.

(4) Electrical.

(A) Electrical utilities whenever feasible, shall be installed underground and completed prior to street surfacing.

(B) When overhead power lines are utilized, the poles shall be placed in a rear lot easement and positioned so as to provide individual service to each lot.

(5) Street Lighting. Street lighting shall be in conformance with street lighting plans. Such light standards and fixtures shall be installed after approval by the appropriate power company and the authorization of the engineer.

(6) Gas. When natural gas is to be utilized, the lines shall be installed by the appropriate gas company and be completed prior to street surfacing.

(7) Telephone.

(A) Telephone facilities, whenever feasible, shall be installed underground and completed prior to street surfacing.

(B) When overhead telephone lines are utilized, the pole shall be placed in a rear easement and positioned so as to provide individual service to each lot.

(8) Onsite Utilities.

(A) In areas which are not served by public water and sanitary sewer, no residential lot shall be developed unless it contains sufficient surface area for the existing subsurface soil conditions so as to prevent possible pollution problems.

(B) All individual wells and onsite sewage disposal systems shall conform to the applicable state and local requirements.

(C) The required plumbing shall be provided to permit connection to sanitary sewer mains when they become available.

(9) Easements.

(A) Easements at least 20 feet wide, centered on rear and other lot lines as required, shall be provided for utilities where necessary. The easements shall have continuity of alignment from block to block; and at deflection points, easements for poleline anchors shall be provided where necessary. Easements may be required along property lines from utility easements on rear lot lines to right-of-ways.

(B) Easements shall be provided along each side of the center line of any water course or drainage channel whether or not shown in the Comprehensive Plan, to a sufficient width to provide proper maintenance and protection and to provide for water run-off and installation and maintenance of storm sewer.

(C) Where a subdivision is traversed by a watercourse, drainageway, channel or stream, there shall be provided a storm sewer easement or drainage right-of-way as required by the engineer, and in no case less than 20 feet in width.

(D) Easements shall be dedicated for the required use.

Subdivision 5. Lots.

- (1) The lot arrangement shall be such that in constructing a building in compliance with the Zoning Ordinance, there will be no foreseeable difficulties for reasons of topography or other natural conditions. Lots should not be of such width as to encourage the later creation of a second building lot at the front or rear.
- (2) All side lines of a lot shall be at right angles to straight street lines and radial to curved street lines, unless a variance from this rule will give better street or lot plan.
- (3) The lot dimensions shall not be less than the minimum required to secure the minimum lot area specified in the Zoning Ordinance. Corner lots shall have extra width to permit appropriate building setbacks from both streets.
- (4) Lots abutting upon a watercourse, drainageway, channel, stream or water body shall have additional depth or width, as required to assure that house sites are not subject to flooding.
- (5) In the subdividing of any land, regard shall be shown for all natural features, such as trees, watercourses and bodies, which, if preserved, will add attractiveness to the proposed development.
- (6) Where a proposed plat is adjacent to a limited access highway, major highway or thoroughfare, there shall be no direct vehicular access from individual lots to such roads. A temporary entrance may be granted for single tracts until neighboring land is subdivided and the required access can be feasibly provided.

Subdivision 6. Parks, Open -space and Natural Features.

- (1) In all new major subdivision, seven percent (7%) of the gross area shall be dedicated for public recreation space, school sites or other public use with such percentage being in addition to property dedicated for streets, alleys, easements, or other public ways. When a subdivision is too small for the practical dedication of public land or if no land in the subdivision is suitable for such use, the subdivider may be required to pay a designated fee per lot created or ten (10) percent of the land value prior to its subdivisions (the market value shall be determined by utilization of assessment record and formulas that apply thereto).

CHAPTER 6

DOCUMENTS TO BE FILED

Subdivision 1. Application for Consideration. The Application for Consideration shall be designed by the Planning Commission, made available by the Administrator and shall contain the following information: date of application, name and signature of applicant, property location and owner, type, description and reasons for request, fee information, case number, date for consideration, and chronology of application.

Subdivision 2. Sketch Plan. The Sketch Plan to be submitted shall be based upon an accurate base map which enables the entire tract to be shown on one sheet. The Sketch Plan shall contain the following information:

- (1) The location of that portion which is to be subdivided in relation to the entire tract, and the existing street pattern.
- (2) All existing structures, wooded areas, streams and other significant physical features, within the portion to be subdivided and within 500 feet thereof. All bench marks shall be referenced to USGS datum and shown on the plat.
- (3) The name of the owner and of all adjoining property owners as disclosed by the most recent tax records.
- (4) All utilities available, and all streets which are either proposed, mapped or built.
- (5) The proposed pattern of lots, street layout, recreation areas, systems of drainage, sewerage, and water supply within the subdivided area.
- (6) All existing restrictions on the use of the land including easements, or zoning lines.

Subdivision 3. Planning Commission Recommendation. The following information shall be contained on all recommendations submitted by the Planning Commission: Case number, date of consideration, name of petitioner, requested action, planning consideration, and recommendations of the Planning Commission.

Subdivision 4. Preliminary Plat. The following information shall be submitted for the consideration of a preliminary plat, and shall be either placed directly on the plat or be attached to the plat. The preliminary plat shall be on a sheet 20 inches wide and 30 inches long and shall be drawn to a scale of one inch equaling 100 feet, or a scale approved by the Administrator. Where necessary, the preliminary plat may be on several sheets provided they are numbered and a key map is presented on the sheets showing the entire subdivision.

- (1) **Identification.** The date, northpoint, map scale, name and address of: owner, subdivider, surveyor, engineer, and designer, including their license numbers and seals, the name of the subdivision and all subdivisions immediately adjacent, a list indicating the names and addresses of property owners of record within 350 feet of the exterior boundary lines of the proposed plat.

- (2) **Description.** An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distance, made and certified by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked by substantial monuments of such size and type as approved by the engineer, and be referred and tied to the public land survey corner and shall be shown on the preliminary plat. The total acreage of the subdivision and the proposed subdivision name, which shall not duplicate or be alike in pronunciation of any plat theretofore recorded.
- (3) **Existing Conditions.**
- (A) Zoning District, including boundary lines of the district, if more than one district, and any proposed changes in the zoning district lines.
 - (B) Topographic data referred to USGS data, if such data is within one-half (1/2) mile of the nearest benchmark elevation, watercourses, lakes, marshes, wooded areas, rock outcrops, power transportation lines and poles, gas lines, single trees with a diameter of eight (8) inches or more as measured three (3) feet above the base of the trunk, and other significant existing features for the proposed subdivision and adjacent property.
 - (C) The location, right-of-way width and names of existing or platted streets or other public ways. Parks and other public lands, permanent buildings, and structures, easements, section and corporate lines within the subdivision and to a distance 100 feet beyond.
 - (D) The location, size, grade and direction of flow of existing sewers, water mains, culverts, drains and underground facilities on the property and to a distance of 100 feet beyond. Such elevations and locations of catch basins, inverts, manholes, hydrants and street pavement widths and type.
 - (E) When on-site sewer and water facilities are to be utilized, soil tests shall be required.
- (4) **Design Features.** Layout of proposed streets, alleys, pedestrianways and easements showing right-of-way widths, gradients and proposed street names. Areas other than streets intended to be dedicated or reserved for public use, including their size in areas. Number of residential lots, typical lot sizes plus information about all proposed uses within the subdivision. Minimum front and side building setback lines. Location, size and gradients of proposed sanitary sewers, water mains, and plans for surface drainage and flood control.
- (5) **Development Proposals (When Applicable).**
- (A) Plans and cross-sections showing the proposed location and type of street lighting standards, street trees, curbs, water mains, sanitary sewers, and storm drains, and the size and type thereof, the character, width and depth of pavements and sub-base, the location of manholes, basins and underground conduits.
 - (B) The approximate location and size of all proposed water lines, valves, hydrants and sewer lines, and fire alarm boxes. Connection to existing lines or alternate means of water supply or sewer disposal and treatment as provided in public health standards. Profiles of all proposed water and sewer lines. Storm drainage plan indicating the approximate location and size of proposed lines and their profiles. Connection to existing lines or alternate means of disposal. Preliminary designs of any bridges or culverts which may be required.
 - (C) The width, location, grades and street profiles of all streets or public ways proposed by the developer in the subdivision.
 - (D) All on-site sanitation and water supply facilities shall be designed to meet the minimum specifications of the State Department of Health, and a note to this

effect, including an estimate of the costs for such facilities shall be stated on the plat and signed by a licensed engineer.

(E) All parcels of land proposed to be dedicated to public use and the conditions of such dedications. A copy of all proposed private restrictions.

(F) An approximate grading plan if the natural contours are to be changed more than two (2) feet.

(G) If the application covers only a part of the subdivider's entire holding, a map of the entire tract, drawn at a scale of not less than 400 feet to the inch showing an outline of the platted area with its proposed streets and indication of the probable future street system with its grades and drainage in the remaining portion of the tract and the probable future drainage layout of the entire tract shall be submitted. The part of the subdivider's entire holding submitted shall be considered in the light of the entire holdings.

Subdivision 5. Final Plat. The final plat shall be on a sheet 20 inches wide and 30 inches long and shall be drawn to scale. The Final Plat shall comply with the requirements of M.S.A. 505. Where necessary, the Final Plat may be on several sheets provided they are numbered and a key map is presented on the sheets showing the entire subdivision. The final plat shall have incorporated all changes or modifications required and in all other respects conform to the approved preliminary plat. It may constitute only that portion of the approved preliminary plat which the subdivider proposed to record and develop, provided that such portion conforms with all the requirements of this Ordinance.

- (1) **Information Required.** The information which is required for the preliminary plat shall be that required by M.S.A. 505, plus additional requirements when such requirements do not conflict with M.S.A. 505.
 - (A) Site data such as number of lots, typical lot size, park acreage.
 - (B) Sites, if any for multi-family dwellings, shopping center, industry or other non-public uses exclusive of that information about subdivision's own land use classification.
- (2) **Official Form.** The final plat shall have the official form required for the granting of approval of the Planning Commission, and County, and shall be drawn on a bar scale.

Subdivision 6. Supplemental Documents.

- (1) **Tax Certification.** Certifications showing that all taxes and assessments due on the property to be subdivided have been paid in full
- (2) **Attorney's Opinion.** An attorney's opinion of title showing title or control of the property to be subdivided.

CHAPTER 7

SUBDIVISION ADMINISTRATION

Subdivision 1. Enforcing Officer. This Ordinance shall be administered and enforced by an Administrator. The Zoning Administrator is hereby designated the Administrator of this Ordinance.

Subdivision 2. Duties of the Administrator.

- (1) The Administrator is charged with the enforcement of this Ordinance and the regulations contained therein.
- (2) The Administrator shall receive and forward to the Planning Commission all application materials and information governed by the regulations contained in this Ordinance.

Subdivision 3. Variances. Where the County Board of Adjustment finds that extraordinary and unnecessary hardships may result from strict compliance with this Ordinance, it may vary the regulations so that the general intent may be preserved and the public interest protected provided that such variations will not have the effect of nullifying the intent and purpose of the Comprehensive Plan, the Official Map, or the Zoning Ordinance.

- (1) Where the County Board of Adjustment finds that due to the special circumstances of a particular plat, the provision of certain required improvements is not requisite in the interest of the public health, safety and general welfare or is inappropriate because of the inadequacy or lack of connecting facilities adjacent or in proximity to the proposed subdivision, it may vary such requirements subject to appropriate conditions.
- (2) Application for a variance shall be made in writing by the subdivider and shall state all facts relied upon by the applicant and be supplemented with maps, plans and other additional data. The plans for variances shall include such covenants and other provisions necessary to guarantee the full achievement of the plan.
- (3) In the granting of variances from this Ordinance, the County Board of Adjustment shall require such conditions as will, in its judgement, secure substantially the objectives of the standards or requirements so varied.
- (4) Any variance granted shall be made by resolution and entered into the minutes setting forth the reasons which justify the resolution.

Subdivision 4. Variances Permitted. Where the County Board of Adjustment finds that extraordinary and unnecessary hardships result from strict compliance with this Ordinance, variances may be granted provided such variances will not have the effect of nullifying the intent and purpose of the Comprehensive Plan, Official Map, or the Zoning Ordinance.

- (1) **Exceptional Topography.** A variance may be granted where the subdivider can show

that by reason of exceptional topography or other physical conditions the strict compliance with this Ordinance would cause undue hardship on the enjoyment of a substantial property right.

- (2) **Complete Neighborhood.** A variance may be granted in a case where a subdivision that is large enough to constitute a self-contained neighborhood provided the County Board of Adjustment receives adequate safeguards to assure the development is according to a plan.
- (3) **Planned Unit Development.** To provide flexibility for new land planning and land development techniques and concepts variances may be granted for Planned Unit Development. Complete and detailed plans shall be submitted showing the information required in Chapter 6 of this Ordinance with the addition of all proposed structures, uses, sidewalks, landscaping, off-street parking and other features and facilities.

Subdivision 5. County Board of Adjustment.

- (1) **Powers.** The Board of Adjustment shall have the authority to order the issuance of variances, hear and decide appeals from and review any order, requirement, decision, or determination made by any administrative official charged with enforcing any Ordinance adopted pursuant to the provisions of Minnesota Statutes, Section 394.21 to 394.37.
- (2) **Procedure.** The Board of Adjustment shall follow applicable state laws and county Ordinances in reviewing appeals from Ordinances adopted pursuant to the provisions of Minnesota Statutes, Section 394.21 to 394.37. The procedure for review by the County is outlined in Ordinance # 1, the Martin County Zoning Ordinance.

Subdivision 6. Amendments to the Subdivision Ordinance. The procedure for amending this Ordinance is the same prescribed for its adoption.

Subdivision 7. Fees. The amounts of all fees to be paid under the provisions of this Ordinance shall be set by the County Board by resolution.

Subdivision 8. Penalties. Any subdivider who violates, omits, neglects, or refuses to comply with the provisions or the enforcement of this Ordinance, or who sells, offers for sale or lease any lot or block of land which is in violation of this Ordinance, shall be guilty of a misdemeanor. Each lot in violation and each day of violation shall be deemed a separate offense.

CHAPTER 8

SEPARABILITY, REPEAL AND EFFECTIVE DATE

Subdivision 1. Separability. It is hereby declared to be the intention that the several provisions of this Ordinance are separable in accordance with the following:

- (1) If any court of competent jurisdiction shall adjudge any provision of this Ordinance to be invalid, such judgment shall not affect any other provisions of this Ordinance and specifically included in said judgment.
- (2) If any court of competent jurisdiction shall adjudge invalid the application of any provisions of this Ordinance to a particular property, building, or other structure, such judgement shall not affect the application of said provision to any other property, building or structure not specifically included in said judgment.

Subdivision 2. Repeal. Ordinance # 3, entitled, Martin County Subdivision Ordinance adopted October 1, 1976, is hereby repealed.

Subdivision 3. Effective Date.

This Ordinance is deemed effective the 3rd day of July, 1979.

Attest: _____
County Auditor

Chairman, Martin County
Board of Commissioners

Chapter 4, Subdivision 6 amended this 18th day of September, 1984.

Attest: _____
County Auditor

Chairman, Martin County
Board of Commissioners

ADOPTION

Adopted Subdivision Ordinance July 3, 1979

AMENDMENTS

General Amendment September 18, 1984

APPENDIX A

The following forms and instructions have been prepared to aid the subdivider in gaining approval of Minor Subdivision. They are not adopted as part of the Martin County Subdivision Ordinance.

APPENDIX A MINOR SUBDIVISION PROCEDURE (Forms and Instructions)

1. When a division of land is proposed in accordance with Chapter 3, Subdivision 1 (1) of the Martin County Subdivision Ordinance the applicant may request the approval of said division without preparing a plat subject to the requirements of the Martin County Subdivision Ordinance.
2. The applicant shall complete an “Application for Consideration of a Minor Subdivision”.
 - A. This application is available in the Martin County Courthouse, Martin County Planning and Zoning Office.
3. The applicant shall provide to the Administrator of the Martin County Subdivision Ordinance:
 - A. A legal description of the proposed division.
 - B. A survey and 8 ½” x 14” drawing thereof (the drawing may be of another size if appropriate).
 - C. A computation of the acreage in the proposed division.
 - D. Items A, B and C shall be prepared by a registered land surveyor.
4. The Administrator shall have ten working days from the time that the Application is submitted to review the proposed division for conformity to all existing, valid platting, subdividing, zoning, sanitary and official map regulations.
5. Within ten working days after submission of the required information the Administrator shall approve or disapprove the proposed division.
 - A. If the Administrator disapproves the application, the reasons for disapproval shall be stated in writing to the applicant.
6. If the proposed division is approved the Administrator shall indicate:
 - A. That it meets all applicable code provisions and constitutes a valid building site, or;
 - B. That it does not meet all applicable code provisions and does not constitute a valid building site.
7. After receiving approval from the Administrator the applicant may then proceed with the recording process.

APPLICATION FOR CONSIDERATION OF A MINOR SUBDIVISION

Date: _____

1. Name of Applicant _____ Phone _____

Address _____
(Zip Code)

2. Name of Local Agent _____ Phone _____

Address _____
(Zip Code)

3. Owner of Record _____ Phone _____

Address _____
(Zip Code)

4. Land Surveyor _____ Phone _____

Address _____
(Zip Code)

5. Attorney _____ Phone _____

Address _____
(Zip Code)

6. Location of Subdivision _____

7. Acreage of Subdivision _____

Acreage of Residue _____

8. Zoning Classification _____

9. Proposed use for the parcel and reason for subdividing _____
