

Application # _____	Date Application Rec'd ___/___/___	Fee Collected \$ _____
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(for office use only)

**CORINNA TOWNSHIP
APPLICATION FOR
ADMINISTRATIVE SUBDIVISION**

Name of Property Owner #1 _____

Parcel # (12 digit # on tax statement): 206-_____ Phone _____

Mailing Address _____

City, State, Zip _____

Property Owner #1 is:	Title Holder of Property #1 (<i>if other than applicant</i>)
Legal Owner <input type="checkbox"/>	_____
Contract Buyer <input type="checkbox"/>	(Name)
Option Holder <input type="checkbox"/>	_____
Agent <input type="checkbox"/>	(Address)
Other _____	_____
	(City, State, Zip)

Name of Property Owner #2 _____

Parcel # (12 digit # on tax statement) 206-_____ Phone _____

Mailing Address _____

City, State, Zip _____

Property Owner #2 is:	Title Holder of Property (<i>if other than applicant</i>)
Legal Owner <input type="checkbox"/>	_____
Contract Buyer <input type="checkbox"/>	(Name)
Option Holder <input type="checkbox"/>	_____
Agent <input type="checkbox"/>	(Address)
Other _____	_____
	(City, State, Zip)

Signature of Property Owner #1 (Title Holder): _____
 By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Property Owner #2 (Title Holder): _____
 (By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

CORINNA TOWNSHIP
ADMINISTRATIVE SUBDIVISION CHECKLIST

APPLICATION:

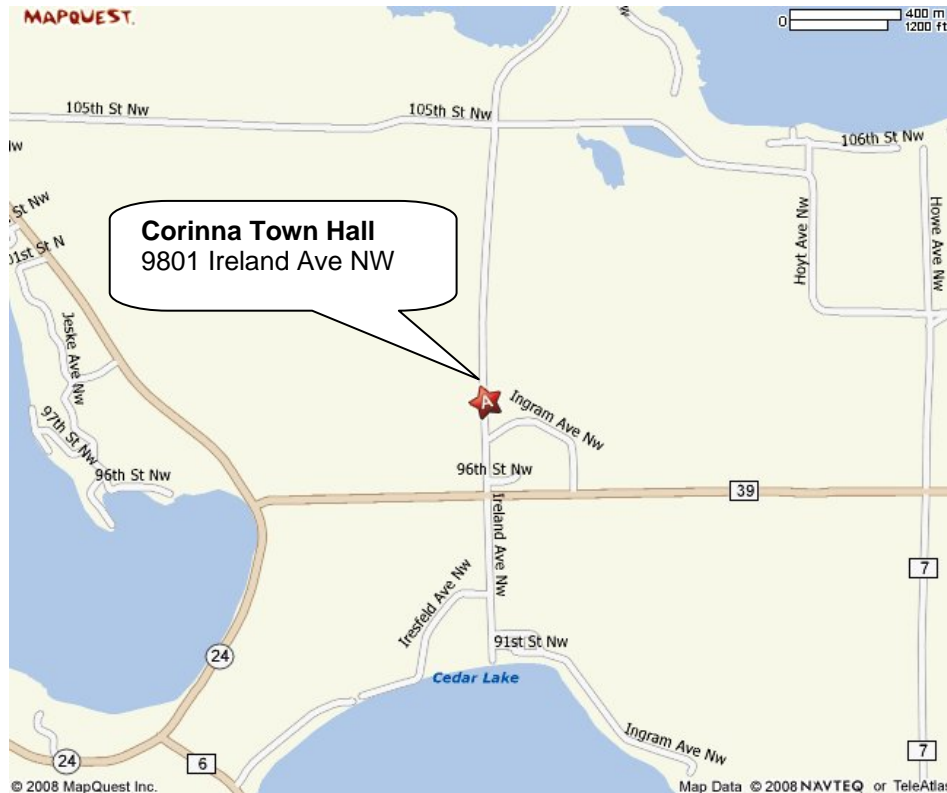
Applicants shall file an application for review and approval by the Township Zoning Administrator according to the following:

Complete Submittal. The complete submittal shall include:

1. A completed application for a Administrative Subdivision on forms available from the Township Zoning Administrator;
2. A \$50 application fee (checks made payable to “Corinna Township”) to cover review costs. ***This fee does not cover any Land Use Permits which may be necessary separately if new structures are requested.***
3. The applicant shall submit, to the Zoning Administrator, a legal description of the existing parcel and proposed legal description of the parcel to be conveyed. When any proposed or existing tract is described by metes and bounds description, the application shall be accompanied by two (2) copies of a certificate of survey, prepared by a Licensed Land Surveyor, one (1) copy of which shall be filed with Wright County. The survey shall include the following information:
 - a. Legal description of each parcel;
 - b. Parcel area;
 - c. Site improvements, including structures; and
 - d. Distances from structures to property lines.
 - e. Location of any existing tile lines, abandoned wells, drainage ways, waterways, watercourses, lakes, wetlands and the toe and top of any bluffs present. When applicable, the ordinary high water level and 100-year flood elevations shall be shown.
 - f. Location of a primary and an alternate site for individual sewage treatment systems (if applicable).
4. When applicable or required by this ordinance, a Declaration of Restriction will need to be prepared (typically prepared by the Zoning Administrator).
5. The Zoning Administrator shall review the proposed Administrative subdivision for compliance with all applicable ordinances. After the review, the Zoning Administrator shall notify the applicant whether the subdivision is approved or denied. If denied, the Zoning Administrator shall provide written reasons for the decision.
6. Unless specifically allowed as an administrative subdivision by this ordinance, any subdivision of land regulated by this Ordinance shall only be approved as a standard plat, Registered Land Survey or Common Interest Community, whichever is applicable.

CORINNA TOWNSHIP CONTACT INFORMATION

Land Use and other Permit Applications can be obtained at www.hometownplanning.com/corinna-township.html or at the Township office. Completed applications should be dropped off at the Town Hall during office hours (8am-3pm, Mon, Tues, Thurs and Fri – closed Wednesday). A drop box is available outside of Town Hall to obtain application forms or drop off completed applications 24 hours per day.



Corinna Township may be reached at:

Corinna Township
9801 Ireland Avenue NW
Annandale, MN 55302
Phone: 320-274-8049
Fax: 320-274-3792
Email: clerk@corinnatownship.com
www.corinnatownship.com

The Township Zoning Administrator is:

Ben Oleson
Hometown Planning
Phone: 888-439-9793
Fax: 888-439-9793
E-mail: oleson@hometownplanning.com
www.hometownplanning.com/corinna-township.html

The Corinna Township Land Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on www.hometownplanning.com/corinna-township.html.