

**BEMIDJI TOWNSHIP**  
**Application for Lot Division**

**OFFICE USE ONLY**

Date Rec'd \_\_\_\_\_  
Payment Rec'd \_\_\_\_\_  
Zoning District \_\_\_\_\_  
Date Field Checked \_\_\_\_\_  
Date Approved \_\_\_\_\_  
Comments \_\_\_\_\_  
Permit Number \_\_\_\_\_

Please complete this application carefully (PRINT) and completely according to the instructions. Failure to fill in all of the required information may result in a delay of processing your application.

A fee of \$ \_\_\_\_\_ made payable to **BEMIDJI TOWNSHIP** must accompany this application.

**CURRENT PROPERTY INFORMATION**

Name of Applicant \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: Work \_\_\_\_\_ Home \_\_\_\_\_  
Contractor Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Existing Address: \_\_\_\_\_ NONE: Y/N \_\_\_\_\_  
Parcel Number(s) \_\_\_\_\_  
Existing legal description (from deed or abstract) \_\_\_\_\_  
\_\_\_\_\_

Will you apply for a new address? Y/N \_\_\_\_\_

**NEW LOT(S) INFORMATION**

**Use Reverse or attach extra sheet for Legal Descriptions if needed.**

**PROPOSED LOT A (REMAINDER) LEGAL DESCRIPTION:**

Lot Size \_\_\_\_\_ sq/ft acres Width \_\_\_\_\_ ft Depth \_\_\_\_\_ ft Road Frontage \_\_\_\_\_ ft  
Will this parcel keep the original address? Y/N \_\_\_\_\_

**PROPOSED LOT B LEGAL DESCRIPTION:**

Lot Size \_\_\_\_\_ sq/ft acres Width \_\_\_\_\_ ft Depth \_\_\_\_\_ ft Road Frontage \_\_\_\_\_ ft

Are there any buildings on the new lots being formed?  Yes  No (If yes, include them on the Certificate of Survey for each lot)

Are there wetlands or shorelands on any lots?  Yes  No (Include them in the Certificate of Survey)

Do you intend to fill?  Yes  No Is your property within shoreland?  Yes  No (within 1000 feet)

Have there been any Variances or Conditional Use Permits granted for this property?  Yes  No (They should be included on the original property abstract – provide copies)

Are the taxes Current on the original property?  Yes  No

Are there current assessments or other charges against the original property?  Yes  No

**ALL APPLICANTS MUST SIGN BELOW**

**AGREEMENT:** I (We) the undersigned, hereby make application for the division(s) described and located as shown herein. I certify that the information contained herein is correct and agree to abide by the provisions of Bemidji Township Ordinances and State of Minnesota Codes. I (We) further agree that any dimensions or drawings submitted herewith are accurate and shall become part of the application and subsequent approval.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**PLEASE ALLOW A MINIMUM OF 10 BUSINESS DAYS TO COMPLETE RESEARCH.**

**RETURN THIS APPLICATION TO:**

**BEMIDJI TOWNSHIP TOWN HALL  
148 Carr Lake Rd SW  
Bemidji, MN 56601**

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Are there current special assessments charges against the parcel?      Yes      No  
(Reviewed by \_\_\_\_)

If yes, show amount \$\_\_\_\_\_ Will assessments be paid?      Yes      No

Comments:

Conforms to Land Use Code Requirements.      Yes      No (Reviewed by \_\_\_\_)

Comments:

Will change affect parcel number(s)?      Yes      No (Reviewed by \_\_\_\_)

Comments:

**LOT DIVISION / LINE ADJUSTMENT APPLICATION CHECKLIST**

**1. \_\_\_\_\_ Complete application including:**

- a. Proof of ownership/standing
- b. Complete legal description from title/deed
- c. Application fee
- d. Application filled out in complete detail

**2. \_\_\_\_\_ Certificate of Survey by Registered Land Surveyor (RLS) including:**

- a. All existing and proposed property lines w/dimensions
- b. All existing permanent and temporary structures on property
- c. All septic systems showing tanks and drain field locations
- d. All permanent structures on adjacent property within 20 ft. of property lines of existing property
- e. All driveways and impervious surface improvements
- f. All easements and rights of way (ROW)
- g. OHW line & 2 ft. contour lines with on-site grade elevation changes of 25 ft. or more (required only for lake shore riparian lots)

