



City of Nevis
P.O. Box 108, 104 Main Street West
Nevis, MN 56467
218-652-3866, neviscty@gmail.com

MINOR SUBDIVISION

- Required Attachments: Letter explaining request and any unique circumstances
1 Copy of current deed with legal description
1 Copy of deeds to be recorded showing proposed legal descriptions and proposed easements
1 Copy of Certificate of Survey (24 x 36 preferable)

*****Have ALL materials to the City Office no later than 2 weeks prior to a Planning and Zoning meeting.*****

Property Owner listed on Deed: _____

Phone: _____ Email: _____

Address: _____

Existing Zoning of property to be divided: _____

Explain the planned uses of each lot created: _____

Proposed Lot Sizes: Lot 1 _____ Lot 2 _____ Lot 3 _____

Will all parcels have roadway access? If not, explanation:

Signature of Property Owner

Date

Agreement: By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of the City of Nevis. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved. Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid. I authorize City of Nevis staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release the City of Nevis and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the applications or any related plans, the issuance of any resulting permit or the

subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

On approval, the City of Nevis will record the documents and send the land owner a copy.

This application expires 60 days from the date of issuance.

Cost: \$225.00 + \$25.00 per lot Paid: _____

Escrow: \$500.00 Paid: _____

Public Works:

Is there Water and Sewer running to these properties? _____

Will there be a need for Water or Sewer Extension? _____

Will there be a need for removal of any part of the water or sewer system? _____

Public Works Director Signature

Date

Office Staff Section:

All documentation was received with application: _____ if not, what was missing _____

If not, what date did you notify the applicant that they needed to provide more information: _____

Full application received date: _____

The Nevis Planning and Zoning Commission met on: _____ and voted to (approve deny) your application.

If denied, reason(s): _____

Land Owner was notified on: _____