



**It's Better  
in Becker**

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**Fee: \$300.00**

Date Received: \_\_\_\_\_

Permit #: \_\_\_\_\_

**Minor Subdivision – Certificate of Survey Application**

*APPLICANT/AGENT INFORMATION*

APPLICANT/AGENT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

*FEE OWNER INFORMATION, IF DIFFERENT THAN APPLICANT*

FEE OWNER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

*PROJECT SITE INFORMATION*

PROJECT/DEVELOPMENT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER (PIN) \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

\_\_\_\_\_  
\_\_\_\_\_

**Staff Use Only:**  
End of 60 Days: \_\_\_\_\_ Finance Code: 100-3217-324

**PROCEDURE FOR MINOR SUBDIVISION/CERTIFICATE OF SURVEY APPROVAL**

The Administrative Official shall within ten (10) business days review the application and Certificate of Survey to determine if it is in complete with the provisions of the City of Becker’s Ordinance. If the Certificate of Survey is determined to be incomplete with provisions of the Ordinance, then the Administrative Official shall so notify the applicant within ten (10) business days.

Submit six (6) copies of a current Certificate of Survey prepared and signed by a Minnesota registered land surveyor, along with a complete application twenty-four (24) days prior to the Planning Commission meeting for which you wish to be heard. All copies of the Certificate of Survey shall be 11" x 17" in size. The survey shall include the following information: legal description of each parcel, parcel area, easements of record, site improvements including buildings, free standing signs and paved areas, and distances from buildings to ownership and property lines.

The Certificate of Survey shall be signed by the owner(s) of the property.

Except for setbacks along the common ownership line/common wall, all other setbacks and yard and density requirements and building codes shall be met.

Review of Certificate of Survey: The Planning Commission shall review to determine if the Certificate of Survey is in compliance with the provisions of the City of Becker’s Ordinances and make a recommendation to the City Council who will review for approval.

Recording of Certificate of Survey: Upon approval, the Certificate of Survey shall be recorded with Sherburne County. The applicant shall be responsible for filing the Certificate of Survey with the County Recorder’s office and provide a copy of the recorded Certificate of Survey to the Administrative Official.

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.

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Signature of Applicant Date

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Signature of Owner (s) Date