

**EXEMPTION CERTIFICATE APPLICATION
PURSUANT TO CHAPTER §520**

Information required from the Owner and/or Applicant pursuant to Chapter §520.2 of the Ford Township Land Use Ordinance (to be completed by the Owner and/or Applicant):

a) **Street Location of the Lot and/or Parcel:**

b) **Address of the Lot and/or Parcel:**

c) **Name, Address, Phone Number of:**

Owner Information (Required):

Name of the Owner(s) of the Lot and/or Parcel () Phone Number

Street Address City State Zip Code

Applicant Information (Optional):

Name of the Applicant(s) () Phone Number

Street Address City State Zip Code

d) **Legal Description of Lot and/or Parcel (attach additional sheets as necessary):**

e) **All existing and proposed easements (attach additional pages if necessary):**

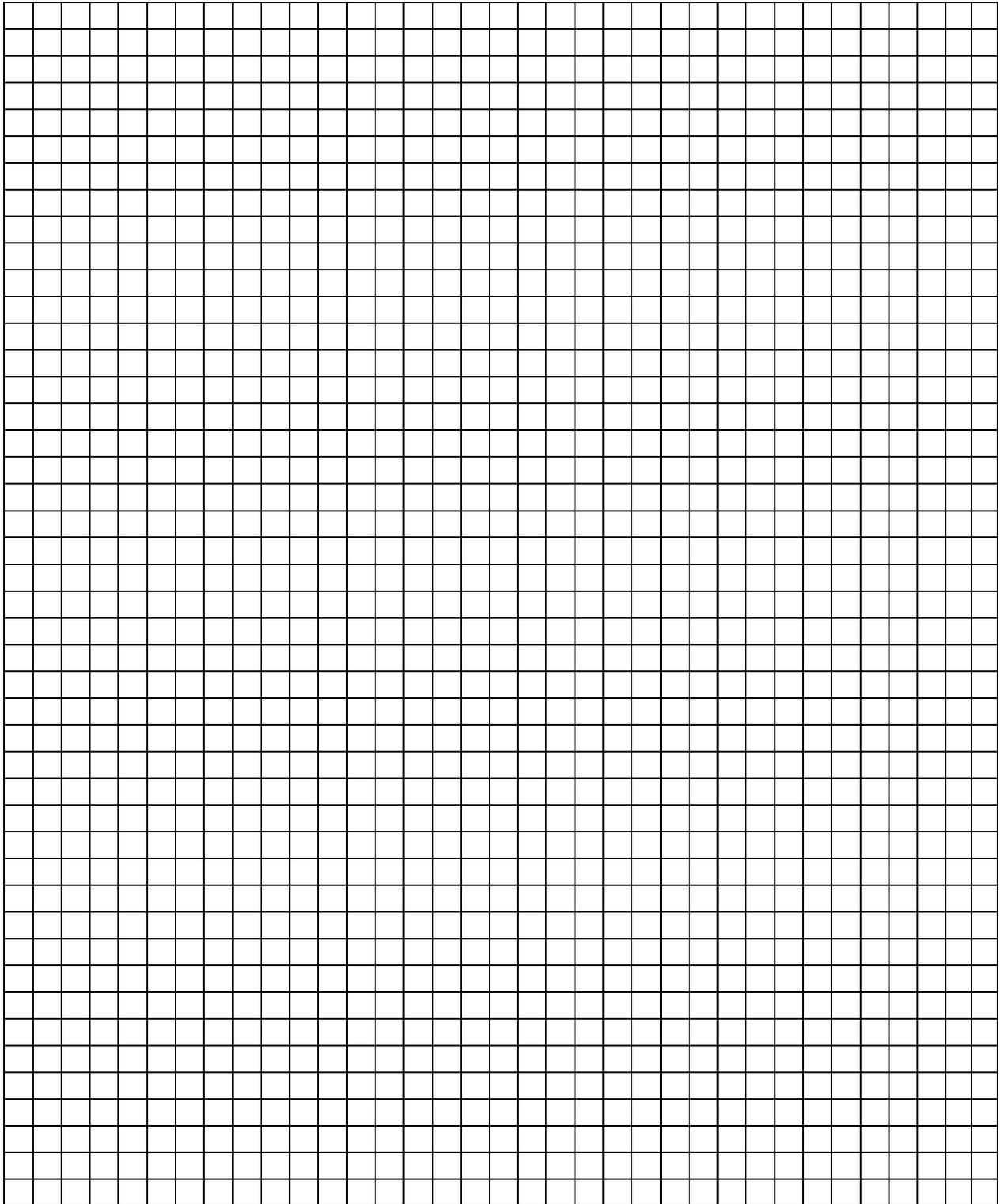
f) **Gross Acreage of the Lot and/or Parcel:** _____

Additional Requirements of Owner and/or Applicant:	Check If Submitted:
g) Site plan drawn to a minimum scale of 1" = 100 feet or other scale to be approved by the Zoning Administrator showing the Lot and/or Parcel and Building dimensions, including square footage, with accurate measurements and location of all existing and proposed Buildings and improvements on the Lot and/or Parcel together with all Setbacks from the Lot Lines and Public Road Right-of-Way.*	<input type="checkbox"/>
h) Driveways, Access Roads, Parking Spaces, Off-Street Parking and Loading Areas.*	<input type="checkbox"/>
i) Unless a Certificate of Survey is required by the Zoning Administrator, the Applicant shall provide a dimensioned map or sketch showing:*	
1) Existing Legal Description of the Lot and/or Parcel to be subdivided	<input type="checkbox"/>
<u>NOTE:</u> A digital copy of the existing Legal Description or typed copy of the existing Legal Description must be submitted with this Application;	<input type="checkbox"/>
2) All contiguous Lots and/or Parcels and all nearby Streets and their proper names;	<input type="checkbox"/>
3) Proposed new Lot Lines with dimensions noted;	<input type="checkbox"/>
4) Proposed Driveway location and location of existing Driveways on the same side of the Street as the Lot and/or Parcel to be subdivided;	<input type="checkbox"/>
5) Proposed Legal Description of the Lots and/or Parcels to be created;	<input type="checkbox"/>
<u>NOTE:</u> A digital copy of the Lots and/or Parcels to be created or typed copies of each Lot and/or Parcel to be created must be submitted with this Application on a separate sheet of paper for each Lot and/or Parcel to be created.	<input type="checkbox"/>
6) General location, purpose and dimensions of all existing Buildings, Structures and Fences on the Lot and/or Parcel. Location shall note distance of those Buildings, Structures and Fences closest to Lot Lines from the existing and proposed Lot Lines;	<input type="checkbox"/>
7) General location of any existing tile lines, abandoned wells or drainage ways;	<input type="checkbox"/>
8) Location of existing septic tank(s), drain field(s) and mound systems.	<input type="checkbox"/>
j) If the Legal Description is to be described by a Metes and Bounds Description, a Certificate of Description of the proposed Lot and/or Parcel by a Licensed Land Surveyor.	<input type="checkbox"/>
k) Legal Descriptions of Street, utility and drainage easements to be granted to either the Town or Kanabec County for Streets abutting the Lot and/or Parcel.	<input type="checkbox"/>
<u>NOTE:</u> A digital copy of the Street, utility and drainage easements to be granted or typed copies of each Street, utility and drainage easements to be granted must be submitted with this Application on a separate sheet of paper for each Street, utility and drainage easements to be granted.	<input type="checkbox"/>

* If a survey is not required by the Zoning Administrator or by the Ford Township Ordinance or if all the information required above is not shown on the survey, please use the graph on the following page to complete your sketch of the information required pursuant to paragraphs (g), (h) and (i) above.

NOTE: In addition to the information as provided in paragraphs (g), (h) and (i) above, the North arrow must be included on your sketch together with the adjacent Lots and/or Parcels Zoning District classification.

Please use this page for your complete sketch



Affirmation and Acknowledgement: I(We) hereby represent and affirm that all the information contained in the Exemption Certificate Application and the attachments are true and correct. I(We) further understand and acknowledge that it is solely my(our) responsibility to record any granted Exemption Certificate with the Kanabec County Recorder's Office within sixty (60) days of the issuance thereof. I(We) understand and acknowledge that my(our) failure to record an Exemption Certificate within the timeframe provided herein shall render the Exemption Certificate null and void and, in such event, I(we) shall be required to reapply and resubmit the required fee before a replacement Exemption Certificate may be issued.

Wetland Conservation Waiver

Pursuant to Minn. Stat. §103G.2212, an agent or employee of another may not drain, excavate or fill a wetland, wholly or partially unless the work meets an exemption or a replacement plan has been approved by Kanabec County. **Work in violation of Minn. Stat. §§103G.2212 to 103G.237 is a misdemeanor punishable by up to a \$1,000.00 fine and 90 days in jail.**

I(We) acknowledge that I(we) have reviewed and understand the above statements.

Date **Signature of Owner(s)**

Date **Signature of Owner(s)**

Date **Signature of Applicant(s)**

Date **Signature of Applicant(s)**

Date and time of meeting with
Ford Township Zoning
Administrator and Applicant(s): _____ _____ :

Applicant(s) Initials: _____

NOTE: All required information must be submitted at the time of Application. Incomplete Exemption Certificate Applications will not be accepted; completeness includes full payment of all required fees. Incomplete Exemption Certificate Applications will be returned with all materials, including fees, with a letter explaining what has caused the Application to be incomplete. Three (3) copies of the complete Exemption Certificate Application together with any and all site plans and any other supporting documentation shall be submitted to the Zoning Administrator. The Owner/Applicant shall further provide any oversized plans to the Zoning Administrator in a folded form and submit three (3) additional copies of any such oversized plans in a size not to exceed 11 x 17.

**CONTACT FORD TOWNSHIP ZONING ADMINISTRATOR TO
SUBMIT EXEMPTION CERTIFICATE APPLICATION**

FOR FORD TOWNSHIP ZONING ADMINISTRATOR USE ONLY | **Sixty Day Rule Date:**

Within fifteen (15) days of submission of the Exemption Certificate Application verify that the following information has been submitted by the Owner and/or Applicant (Section 520.2)	Submitted:	Not Required:
a) Street location of the Lot and/or Parcel.	<input type="checkbox"/>	<input type="checkbox"/>
b) Address of the Lot and/or Parcel.	<input type="checkbox"/>	<input type="checkbox"/>
c) Name, address, phone number of the Owner and Applicant.	<input type="checkbox"/>	<input type="checkbox"/>
d) Legal Description of the Lot and/or Parcel.	<input type="checkbox"/>	<input type="checkbox"/>
e) Existing and proposed easements.	<input type="checkbox"/>	<input type="checkbox"/>
f) Gross Acreage of the Lot and/or Parcel.	<input type="checkbox"/>	<input type="checkbox"/>
g) Site plan drawn to a minimum scale of 1" = 100 feet or other scale to be approved by the Zoning Administrator showing the Lot and/or Parcel and Building dimensions, including square footage, with accurate measurements and location of all existing and proposed Buildings and improvements on the Lot and/or Parcel together with all Setbacks from the Lot Lines and Public Road Right-of-Way.	<input type="checkbox"/>	<input type="checkbox"/>
h) Description of Driveways, Access Roads, Parking Spaces, Off-Street and Loading Areas.	<input type="checkbox"/>	<input type="checkbox"/>
i) Unless a Certificate of Survey is required by the Zoning Administrator, the Applicant has provided a dimensional map or sketch showing:		
1) Existing Legal Description of the Lot and/or Parcel to be subdivided;	<input type="checkbox"/>	<input type="checkbox"/>
Note: A digital copy of the existing Legal Description or typed copy of the existing Legal Description has been submitted with the Application;	<input type="checkbox"/>	<input type="checkbox"/>
2) All contiguous Lots and/or Parcels and all nearby Streets and their proper names;	<input type="checkbox"/>	<input type="checkbox"/>
3) Proposed new Lot Lines with dimensions noted;	<input type="checkbox"/>	<input type="checkbox"/>
4) Proposed Driveway location and location of existing Driveways on the same side of the Street as the Lot and/or Parcel to be subdivided;	<input type="checkbox"/>	<input type="checkbox"/>
5) Proposed Legal Description of the Lots and/or Parcels to be created;	<input type="checkbox"/>	<input type="checkbox"/>
Note: A digital copy of the Lots and/or Parcels to be created or typed copies of each Lot and/or Parcel to be created has been submitted with this Application on a separate sheet of paper for each Lot and/or Parcel to be created.	<input type="checkbox"/>	<input type="checkbox"/>

	Submitted:	Not Required:
6) General location, purpose and dimensions of all existing Buildings, Structures and Fences on the Lot and/or Parcel. Location shall note distance of those Buildings, Structures and Fences closest to Lot Lines from the existing proposed Lot Lines;	<input type="checkbox"/>	<input type="checkbox"/>
7) General location of any existing tile lines, abandoned wells or drainage ways;	<input type="checkbox"/>	<input type="checkbox"/>
8) Location of existing septic tank(s), drain field(s) and mound systems.	<input type="checkbox"/>	<input type="checkbox"/>
j) If the Legal Description is to be described by a Metes and Bounds Description, a Certificate of Description of the proposed Lot and/or Parcel prepared by a Licensed Land Surveyor.	<input type="checkbox"/>	<input type="checkbox"/>
k) Legal Descriptions of Street, utility and drainage easements to be granted to either the Town or Kanabec County for Streets abutting the Lot and/or Parcel.	<input type="checkbox"/>	<input type="checkbox"/>
Note: A digital copy of the Street, utility and drainage easements to be granted or typed copies of each Street, utility and drainage easements to be granted has been submitted with this Application on a separate sheet of paper for each Street, utility and drainage easements to be granted.	<input type="checkbox"/>	<input type="checkbox"/>
Fee Paid by Owner and/or Applicant: \$ _____	<input type="checkbox"/>	
Three (3) copies of the complete Exemption Certificate Application together with any and all site plans and supporting documentation. All oversized plans are folded and three (3) additional smaller copies of the oversized plans are submitted.	<input type="checkbox"/>	
	Yes	No
Is the Exemption Certificate Application Complete?	<input type="checkbox"/>	<input type="checkbox"/>
If the Exemption Certificate Application is not complete, was a request for the missing information sent to Applicant? Date sent/delivered: _____ Method of delivery: _____	<input type="checkbox"/>	<input type="checkbox"/>
** Copy of request for additional information sent to Applicant/Owner was retained for Township Records.	<input type="checkbox"/>	

The Exemption Certificate Application has been reviewed by the Zoning Administrator. If information is missing I have notified the Owner and/or Applicant within 15 days of the Date of Submission of this Exemption Certificate Application.

Date **Signature of Zoning Administrator**

FOR FORD TOWNSHIP ZONING ADMINISTRATOR USE ONLY		Sixty Day Rule Date:		
Determination by the Zoning Administrator (Section 520.3(d))		Yes	No	N/A
<p>Within sixty (60) days of the submission of a completed Exemption Certificate Application, or within sixty (60) days of resubmission of an Exemption Certificate Application by the Applicant to the Zoning Administrator if further information was requested pursuant to Section 520.3(c) of the Ordinance, the Zoning Administrator has determined the following:</p>				
1)	The proposed Subdivision complies with all of the objectives and provisions of the Comprehensive Plan and Ordinance;	<input type="checkbox"/>	<input type="checkbox"/>	
2)	The Lot and/or Parcel to be divided will result in: <ul style="list-style-type: none"> Two (2) Lots and/or Parcels per Quarter Quarter in R-1 Zoning District (210.2); Four (4) or fewer Lots and/or Parcels per Quarter Quarter in R-2 Zoning District (211.2), C-1 Zoning District (220.6(a)(1)) and the C-2 Zoning District (221.6(a)(1)); 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	The Lot and/or Parcel to be divided will not require creation of a Public Road for purposes of gaining access to the subdivided Lot and/or Parcel;	<input type="checkbox"/>	<input type="checkbox"/>	
4)	The Lot and/or Parcel complies with the required Lot Width and Buildable Area requirements and Minimum Lot Standard; <ul style="list-style-type: none"> R-1 Zoning District: see 210.2, 210.3 and Chapter 302; R-2 Zoning District: see 211.2, 211.3 and Chapter 302; C-1 Zoning District: see 220.6 and Chapter 302; C-2 Zoning District: see 221.6 and Chapter 302; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	All new Lots and/or Parcels to be subdivided will not require the creation of a new Public Road for purposes of gaining access to the subdivided Lot and/or Parcel or adhering to the Lot Width;	<input type="checkbox"/>	<input type="checkbox"/>	
6)	No additional Public Roads are constructed;	<input type="checkbox"/>	<input type="checkbox"/>	
7)	A Licensed Land Surveyor's Description or Certificate of Survey is required pursuant to this Ordinance;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	An inspection of the Lot(s) and/or Parcel(s) is required to ensure compliance with the provisions of this Ordinance; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)	Additional information is necessary to properly consider the Exemption Certificate Application as may be requested of the Applicant. <ul style="list-style-type: none"> Does the Application need to be reviewed by other agencies (i.e. MN DOT or Kanabec County) Other Requirements: <ul style="list-style-type: none"> _____ _____ _____ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

I certify that have reviewed the Exemption Certificate Application to determine whether it meets the requirements as provided above.

Date _____ Signature of Zoning Administrator _____

520.4(e) Extension of time by Zoning Administrator (Optional)	Yes	No	N/A
1. Is an extension of time required to determine whether to approve or disapprove the Exemption Certificate Application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If extension of time is required, state reason for extension: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If extension of time required, written notice of extension was sent to Applicant together with stated reasons for extension (<i>extension of time shall not exceed 60 days without written approval of Applicant</i>).	<input type="checkbox"/>		<input type="checkbox"/>
4. If extension of time required, what <u>date</u> was written notice of extension sent to Applicant: Date notice of extension sent: _____ Method notice was sent: _____			
<u>** Copy of Notice sent to Applicant/Owner was retained for Township Records.</u>	<input type="checkbox"/>		

I certify that if notice was required pursuant to 520.3(e), that provided notice as provided above.

Date Signature of Zoning Administrator

FORD TOWNSHIP ZONING ADMINISTRATOR USE ONLY	Sixty Day Rule Date:
Required Approval Documentation 520.4 – Complete this page and documents as referenced only if Application is APPROVED.	Date Set / Completed:
1. Zoning Administrator has prepared a document in a format similar to that attached hereto as Schedule A to be executed by the Owner conveying Street easements to the Town and/or Kanabec County utilizing the Legal Descriptions provided by the Applicant and approved by the Zoning Administrator. 2. The Owner has executed said easement conveyance document.	_____ _____

I certify that the above-referenced Ordinance Requirements have been completed.

_____ **Date** **Signature of Zoning Administrator**

	Yes	No
Has the Exemption Certificate Form as attached hereto as Exhibit B been ISSUED?	<input type="checkbox"/>	<input type="checkbox"/>

I certify that all of the above-referenced Ordinance Requirements have been completed and the Exemption Certificate has been issued accordingly.

_____ **Date** **Signature of Zoning Administrator**

FORD TOWNSHIP CLERK USE ONLY	Sixty Day Rule Date:
Easement Recording Procedure (520.4)	Date Set / Completed:
Any and all Street easements conveyed to the Town and/or Kanabec County utilizing the Legal Descriptions provided by the Applicant and approved by the Zoning Administrator resulting from the Exemption Certificate approval have been recorded with the Kanabec County Recorder.	_____

I certify that I have completed the above-referenced Ordinance Requirements.

Date Signature of Town Clerk

FORD TOWNSHIP CLERK USE ONLY	Sixty Day Rule Date:
Exemption Certificate Form Recording Procedure (520.5)	Date Set / Completed:
The Exemption Certificate Form has recorded with the County Recorder's Office.	_____

I certify that I have completed the above-referenced Ordinance Requirements.

Date Signature of Town Clerk