

# Helga Township Subdivision Process

Established (9/27/2022)

Helga Township  
Hubbard County Minnesota

## **Board of Supervisors**

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## **Administrative Subdivision Process (< 4 Lots):**

Note: Applicants are strongly recommended to notify the Helga Township Land Use Administrator of any proposed subdivisions prior to submitting any applications (Township or County).

1. Applicant notifies Helga Land Use Administrator of proposed subdivision.
2. If Land Use Administrator concurs the proposed subdivision may be processed as an Administrative Subdivision, the Applicant proceeds as follows:
  - a. Prior to submitting any forms to Hubbard County, complete and submit a complete "DRAFT" of Hubbard County's "Administrative Subdivision Application" to Helga Township Land Use Administrator.
  - b. Download form here:  
[http://www.co.hubbard.mn.us/departments/environmental\\_services/document\\_center.php#revize\\_document\\_center\\_rz371](http://www.co.hubbard.mn.us/departments/environmental_services/document_center.php#revize_document_center_rz371)
3. The Land Use Administrator has the authority to approve/deny the application, or may also choose to have the Board review and make the decision, if deemed appropriate.
  - a. If approved, an approval notice will be provided indicating the Town's support of the subdivision which the Applicant should include with the Hubbard County Application.
  - b. If denied, a written statement of reasons for the denial will be provided to the Applicant.

## **Minor Subdivision Process (< 8 Lots):**

- Applicant notifies Helga Land Use Administrator of proposed subdivision.
- If Land Use Administrator concurs the proposed subdivision may be processed as a Minor Subdivision, the Applicant proceeds as follows:
  1. Prior to submitting any forms to Hubbard County, complete and submit a complete “DRAFT” of Hubbard County’s “Minor Subdivision Application” to Helga Township Land Use Administrator.  
Note: application must be received the month prior to the regular Town meeting (I.E. Application received in August will be reviewed in September)
    - a. Download form here:  
[http://www.co.hubbard.mn.us/departments/environmental\\_services/document\\_center.php#revize\\_document\\_center\\_rz371](http://www.co.hubbard.mn.us/departments/environmental_services/document_center.php#revize_document_center_rz371)
  2. The Land Use Administrator shall distribute the application to the Helga Planning Commission for review and the Commission will set a date/time for a meeting to review the application. (Typically prior to regular board meeting, but Commission may choose otherwise, if appropriate) and develop a recommendation to the Board of Supervisors.
  3. Planning Commission will present application to the Board of Advisors with one of the following recommendations:
    - a. Recommend approval
    - b. Recommend approval with modifications
    - c. Recommend denial
  4. Board will make final decision. If approved, an approval notice will be provided indicating the Town’s support of the subdivision (and any applicable modifications) which the Applicant should include with the Hubbard County Application. If denied, a written statement of reasons for the denial will be provided to the Applicant.

## **Platted Subdivision Process (More than 8 Lots):**

### **Preliminary Plat**

- Applicant notifies Helga Land Use Administrator of proposed subdivision.
- If Land Use Administrator concurs the proposed subdivision may be processed as a Platted Subdivision, the Applicant proceeds as follows:
  1. Prior to submitting any forms to Hubbard County, complete and submit a complete “DRAFT” of Hubbard County’s “Preliminary Plat Application” to Helga Township Land Use Administrator. Note: application must be received the month prior to the regular Town meeting (I.E. Application received in August will be reviewed in September)
    - a. Download form here:  
[http://www.co.hubbard.mn.us/departments/environmental\\_services/document\\_center.php#revize\\_document\\_center\\_rz371](http://www.co.hubbard.mn.us/departments/environmental_services/document_center.php#revize_document_center_rz371)
  2. The Land Use Administrator shall distribute the application to the Helga Planning Commission for review and the Commission will set a date/time for a meeting to review the application. (Typically prior to regular board meeting, but Commission may choose otherwise, if appropriate) and develop a recommendation to the Board of Supervisors.
  3. Board of Supervisors has the authority to require a public hearing prior to issuing a decision, if determined appropriate. If so, the hearing will be set and public notices will be distributed as required.
    - a. If public hearing is held, Planning Commission will host meeting to present the subdivision and receive public comments for consideration.
  4. Planning Commission will present application to the Board of Advisors with one of the following recommendations:
    - a. Recommend approval
    - b. Recommend approval with modifications
    - c. Recommend denial
  5. Board will make final decision. If approved, an approval notice will be provided indicating the Town’s support of the preliminary plat (and any applicable modifications) which the Applicant should include with the Hubbard County Application. If denied, a written statement of reasons for the denial will be provided to the Applicant.
  6. If approved by Town, Applicant may then submit application and Town’s approval letter to County for processing.

## Final Plat

- If County approves Preliminary Plat;
1. Prior to submitting any forms to Hubbard County, complete and submit a complete “DRAFT” of Hubbard County’s “Final Plat Application” to Helga Township Land Use Administrator.  
Note: application must be received the month prior to the regular Town meeting (I.E. Application received in August will be reviewed in September)
    - a. Download form here:  
[http://www.co.hubbard.mn.us/departments/environmental\\_services/document\\_center.php#revize\\_document\\_center\\_rz371](http://www.co.hubbard.mn.us/departments/environmental_services/document_center.php#revize_document_center_rz371)
  2. The Land Use Administrator shall distribute the application to the Helga Planning Commission for review and the Commission will set a date/time for a meeting to review the application. (Typically prior to regular board meeting, but Commission may choose otherwise, if appropriate) and develop a recommendation to the Board of Supervisors.
  3. Board of Supervisors has the authority to require a (second) public hearing prior to issuing a decision, if determined appropriate. If so, the hearing will be set and public notices will be distributed as required.
    - a. If public hearing is held, Planning Commission will host meeting to present the subdivision and receive public comments for consideration.
  4. Planning Commission will present application to the Board of Advisors with one of the following recommendations:
    - a. Recommend approval
    - b. Recommend approval with modifications
    - c. Recommend denial
  5. Board will make final decision. If approved, an approval notice will be provided indicating the Town’s support of the final plat (and any applicable modifications) which the Applicant should include with the Hubbard County Application. If denied, a written statement of reasons for the denial will be provided to the Applicant.
  6. If approved by Town, Applicant may then submit application and Town’s approval letter to County for processing.