

LAND DIVISIONS AND BOUNDARY ADJUSTMENTS

This document was created to help outline the process for creating a new parcel or for a boundary line adjustment in Wabasha County. Please read it and follow the steps outlined to help limit any issues in regards to your desire to create a new parcel or adjust a boundary line. Please remember that any newly created parcel or boundary adjustment requires an application to be submitted to the Wabasha County Zoning Department.

1. **Application.** A Land Division Application (attached) and a detailed map that shows the boundaries of the existing parcel(s) and the location of the new parcel(s) shall be submitted to the Wabasha County Zoning Department. An application that is incomplete or lacks a detailed map will NOT be processed, but will be returned. It is best to have the [Township approval form](#) signed by the Town Board Chair when submitting an application. Application review may take up to 60 days to complete, but once completed a letter will be sent promptly to the applicant that outlines the conditions of approval if the application meets all local and state standards.
2. **Survey.** A survey by a licensed surveyor is required for almost every division or boundary adjustment. The survey is what is used to produce a legal description for a stand alone parcel or to describe the area to be cut off one parcel and combined with another as part of a boundary adjustment. The approval letter will outline whether or not a certificate of survey is required. Once a certificate of survey is completed, it should be sent electronically to the [County GIS Department](#) at least 30 days prior to recording to ensure the legal description is accurate for the deed.
3. **Deed.** The deed is the formal paperwork filed with the County Recorder that describes a new parcel being split off of an existing parcel or describes the area to be cut off one parcel and combined with another as part of a boundary adjustment. Generally an attorney that specializes in real estate matters will draft the deed for recording. The deed is delivered to the County Recorder's Office where a recording fee is collected. The deed will not be recorded until all taxes and fees are paid in full to the Auditor/Treasurer. The Certificate of Survey and Deed Restriction (if required) will be recorded as separate documents and should accompany the transfer document creating the new parcel or parcels at the time of recording
4. **Taxes.** Minnesota state law requires that all property taxes and applicable state transfer fees are paid in full to the County Auditor/Treasurer before any land division or property line adjustment can be recorded. Once all taxes have been paid then the deed will be recorded. The documents are scanned and retained in a digital format by Wabasha County with the original documents being returned to the applicant.

*****QUESTIONS*****

Kevin Krause, Zoning Administrator
(651) 565-3062
kkrause@co.wabasha.mn.us

Denise Anderson, Auditor/Treasurer
(651) 565-2648
danderson@co.wabasha.mn.us

Jeff Aitken, Recorder
(651) 565-3623
jaitken@co.wabasha.mn.us

Wabasha County Land Division & Boundary Adjustment Application

- A detailed map of the proposed split shall be submitted with all applications.
- A completed *Township Approval Form* submitted with your application will help expedite the review process.
- A survey must be submitted for review 30 days before the transfer documents are presented for recording unless the parcel can be described by following the original government survey.
- Certificate of Survey and Deed Restriction (if required) will be recorded as separate documents and should accompany the transfer document creating the new parcel or parcels at the time of recording.

OWNER / APPLICANT INFORMATION

Owner name: _____ Phone number: _____

Owner address: _____

If owner is not completing this application, then also complete the information below.

Applicant's name: _____ Phone number: _____

Applicant's address: _____

EXISTING PARCEL INFORMATION

Parcel Identification number: R____ . _____ . ____ Address number for property: _____

Legal description: ___ ¼ ___ ¼, Sec. _____, T. _____, R. _____, Township of _____

NEW PARCEL INFORMATION

Number of lots being created: _____ Area of each lot (indicate acres or sq. ft.): _____

Please explain why you would like to create a new parcel or the reason for a boundary adjustment: _____

*****[Attach an airphoto of the existing parcel](#) and indicate in detail the boundaries of the new parcel*****

SIGNATURE

I hereby certify that I am the owner of the property or duly authorized to submit an application on behalf of the landowner and all information provided on this application is accurate and complete. Also, I understand that documents recorded to create any new parcel(s) shall match exactly what was proposed by way of this application and shall not differ.

Signature

Date

****RETURN APPLICATION TO THE WABASHA COUNTY ZONING DEPARTMENT****