

Mower County requires that a Property Adjustment Application be filled out and presented to the Auditor-Treasurer's office to review for any parcel division or combination that is requested for property within Mower County. Please read and follow the checklist and instructions below in order to help limit any issues in regards to processing the requests.

This application was developed with the goal of helping to ensure that everything regarding the taxpayer's records is as accurate and correct as possible.

Checklist

- ___ 1. **Fill Out an Application:** The Mower County Property Adjustment Application, on page 2 of this document.
- ___ 2. **Attach the Deed:** Attach the deed that will be submitted for recording to the County Recorder that will be used to divide and/or adjust the parcel boundary.
 - a. The deed is the formal paperwork to be filed with the County Recorder that describes the property being divided and/or adjusted. The deed will be submitted to the County Recorder's Office where a recording fee is collected. The deed will not be recorded until all current and prior year's taxes and fees are paid in full to Mower County. (see Minn. Stat. §272.121)
- ___ 3. **Attach a Survey or an Aerial Photo:** If you have had a survey done on the property, please attach a copy with the application, or depict intent of changes on aerial photo.
 - a. A survey is currently not required by Mower County in order to divide or adjust a boundary. However, it is recommended that you do so. A survey by a licensed land surveyor is used to produce a legal description, and to ensure the positional accuracy of the legal description to what exists on the ground.
 - b. An option to obtain an aerial photograph can be obtained at www.co.mower.mn.us/gis.html if you do not currently have one.

**Bring application to Auditor-Treasurer or
email to: PropertyAdjustment@co.mower.mn.us**

The application that is submitted to the County will be forwarded to the Planning and Zoning Department, GIS Department, and the Assessor's Department for their review and processing. The applicant will be notified of any potential issues, or if the County has any questions regarding the application and its intent.

Please allow up to 30 days in order to process.

For questions please contact:

Auditor-Treasurer - (507) 437-9456
Planning & Zoning - (507) 437-7718

Recorder - (507) 437-9446
GIS - (507) 437-9527

**RETURN APPLICATION TO COUNTY AUDITOR-TREASURER FOR REVIEW OR EMAIL TO:
PropertyAdjustment@co.mower.mn.us**



**Property Adjustment
Application**

OWNER / APPLICANT INFORMATION

Type of Request: Division Combination

Owner(s) Name: _____ Phone #: _____

Owner(s) Address: _____ Email: _____

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

Applicant's Name: _____ Phone #: _____

Applicant's Address: _____ Email: _____

EXISTING PARCEL INFORMATION

<u>PIN(s)</u>	<u>Physical Address of Property</u>	<u>Notes</u>
_____ . _____ . _____	_____	_____
_____ . _____ . _____	_____	_____

Location

Legal Description: ___ ¼ ___ ¼, Sec ___, Twp ___, Rng ___, Township of: _____

Subdivision: _____ Block: _____ Lot(s): _____

RESULTING PARCEL INFORMATION

<u>Resulting Parcels</u>	<u>Acres</u>	<u>New Owner's Name and Phone #</u>
<input type="checkbox"/> New <input type="checkbox"/> Existing	_____	_____
<input type="checkbox"/> New <input type="checkbox"/> Existing	_____	_____
<input type="checkbox"/> New <input type="checkbox"/> Existing	_____	_____

(Attach copy of each parcel's legal description)

Explain reason why you would like to divide, combine or adjust the boundary of parcel(s): *(This will help us assist you with addressing any items up front with the changes being requested)*

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 to be recorded to create any new parcel(s) shall match exactly what was proposed by way of this application and shall not differ.

Signature

Date

Office use only

Taxes Paid TAG's Legal Parties Legal Desc.

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