



Property Adjustment Application

Updated June 20, 2023

This property adjustment application and checklist was developed to ensure a taxpayer's land record is accurate, and that everything needed to make such a determination is submitted for review prior to recording. Timely review is dependent on a complete application along with the necessary, attached documents.

Mower County requires that a Property Adjustment Application be filled out and presented to the GIS DEPARTMENT for review and approval for any parcel division, combination, or both. You may do this by email, USPS, or office drop-off.	
Email: PropertyAdjustment@co.mower.mn.us	Address: 201 1 st Street NE, Austin MN 55912 GIS DEPARTMENT: Suite 13

BE SURE TO SUBMIT a, b, AND THE APPLICATION, (PAGE 2) OF THIS DOCUMENT

	a. Survey or an Aerial Map/Photo: If you have had a survey completed for the property adjustment, please attach a copy. If you do not have a survey, please provide a map of the changes on an aerial photo.
Note 1	<i>A survey is not required by the County to divide or adjust a boundary; however, it is strongly recommended to ensure positional accuracy of the legal description and where that lies upon the ground.</i>
Note 2	<i>An option to obtain an aerial photograph can be obtained by using the Online Mapping Applications that can be found at https://geospatial-hub-mowercountymn.hub.arcgis.com</i>

	b. Deed(s): Attach the deed(s) that will be used to divide, combine (or both divide and combine) OR adjust the parcel boundary.
Note 1	<i>A deed is a legal document, crafted in a specific way for recording, is signed, notarized, and conveys property rights.</i>
Note 2	<i>The deed will not be recorded until all current and prior year's taxes and recording fees are paid in full to Mower County. (See Minn. Stat. §272.121)</i>

	c. You will need to obtain Zoning Certification/Approval before recording the deed.
Note 1	<i>When you submit a Property Adjustment Application to the GIS DEPARTMENT, a copy of the application will automatically be forwarded to the appropriate local governmental unit (LGU) for review. Mower County will review applications outside of municipalities. The City of Austin will review applications within the City of Austin or within 2-miles outside their municipal boundary, as allowed by law. Other municipalities do not require approval; however, it is recommended that you notify the City Clerk of this boundary adjustment changes to ensure that there will not be any issues regarding the property adjustment.</i>
Note 2	<i>This process may take longer than other review requirements. You may want to begin the review process with Environmental Services as early in the process as possible. You may want to visit with Environmental Services regarding your plans before beginning the Property Adjustment Application process to avoid zoning issues.</i>
Note 3	<i>Environmental Services will correspond with the person who provided the email address on the application, or attorneys, or title companies listed on the application or party to the application process.</i>

✓	d. Notices/Approvals: Applicants will be notified in writing of issues or questions regarding the application or its intent, and when the application is approved.
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	Optional: <u>Current Tax Year Split Estimate:</u> If you need an estimate of taxes due, as a result of the split, a \$50.00 processing fee is required. Please contact Joy Kanne at 507-437-9442 or via email joyk@co.mower.mn.us in the Land Records Office. A 48-hr lead time is required.
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RETURN APPLICATION TO GIS FOR REVIEW OR EMAIL TO: PropertyAdjustment@co.mower.mn.us
Please allow 30 days to process.

For questions please contact:

GIS Property Adjustment	City of Austin Zoning	Mower Co. Environmental Services
507-437-9553 or 507-437-9584	507-437-9952	507-437-7718

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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