

Mower County requires that a Property Adjustment Application be filled out and presented to the Recorder'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.

- ___ 1. **Check with your local jurisdiction :** Contact your jurisdiction's planning or zoning office to check applicable requirements for land divisions. Mower County Planning and Zoning should be contacted for land not residing within city limits.
- ___ 2. **Fill Out an Application:** The Mower County Property Adjustment Application, on page 2 of this document.
- ___ 3. **Attach the Deed:** Attach the deed 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 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).
- ___ 4. **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 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.
- ___ 5. **Current Tax Year Split Estimate:** If you are in need of an estimate of the taxes due to the split, a \$50 processing fee will be required upon estimate paid to: Mower County Assessor's Office. A 48 hour lead time on all estimates is required.

**Bring application to Recorder 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:

Recorder - (507) 437-9446
GIS - (507) 437-9584

Planning and Zoning - (507) 437-7718

**RETURN APPLICATION TO COUNTY RECORDER 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

PIN(s) Physical Address of Property Notes
Location
Legal Description: ___ 1/4 ___ 1/4, Sec ___, Twp ___, Rng ___, Township of: _____
Subdivision: _____ Block: _____ Lot(s): _____

RESULTING PARCEL INFORMATION

Resulting Parcels Acres New Owner's Name and Phone #
New [] Existing _____
New [] Existing _____
New [] 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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