

*This application and checklist were 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 <u>GIS DEPARTMENT</u> for review and approval for any parcel division, combination, or both. You may do this by email, USPS, or office drop-off.	
Email: <a href="mailto:PropertyAdjustment@co.mower.mn.us">PropertyAdjustment@co.mower.mn.us</a>	Address: 201 1 <sup>st</sup> Street NE, Austin MN 55912 GIS DEPARTMENT: Suite 13

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

	<b>a. Survey/CAD file or an Aerial Map/Photo:</b> If you have had a survey completed for the property adjustment, please attach a copy as well as having the CAD file emailed to the County. If you do not have a survey, 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. Providing a CAD file greatly reduces the review and approval time. Surveyors can send files directly to above email address with the owner's name in the subject line.</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 <a href="https://geospatial-hub-mowercountymn.hub.arcgis.com">https://geospatial-hub-mowercountymn.hub.arcgis.com</a></i>

	<b>b. Deed(s):</b> 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>

	<b>c. You will need to obtain Zoning Certification/Approval before recording the deed.</b>
Note 1	<i>A copy of the application will 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 two 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 the boundary adjustment changes to ensure that there will not be any issues regarding the property adjustment.</i>
Note 2	<i><u>This process may take longer than other review requirements.</u> 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, attorneys, or title companies listed on the application or a party to the application process.</i>

✓	<b>d. Notices/Approvals:</b> 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> Please contact Michael Harvey at 507-437-9441 or via email at <a href="mailto:michaelha@co.mower.mn.us">michaelha@co.mower.mn.us</a> if you should need an estimate of current year property taxes split between each new parcel(s). A five-business day lead time & a \$75 fee is required.
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For questions please contact:

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