



Application Received: \_\_\_\_\_  
 Fee Received: \_\_\_\_\_  
 Staff Initials: \_\_\_\_\_

## ADMINISTRATIVE SUBDIVISION APPLICATION

**APPLICANT INFORMATION**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION (if different from above)**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**PROPERTY INFORMATION**

Property Address(es): \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Existing Legal Description(s): \_\_\_\_\_

\_\_\_\_\_

**REASON FOR THE REQUEST:**

Boundary Line Adjustment (\$100)     Single Parcel Split (\$100)     Lot Combination (No fee)

Is the property part of a townhouse/condo association? \_\_\_\_\_

I/We hereby certify that I/we own the parcels of land described in this application:

Property Owner Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

*\*\*If you are unable to provide a PDF Digital ID, please print application to provide original signature(s).*

Planning & Zoning Authorization Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Requests can generally be approved the same week they are submitted*      Expiration Date \_\_\_\_\_ (90 days from authorization date)

**PROPERTY REQUEST:**

- **Boundary Line Adjustment** - Relocates a property line between adjoining parcels. No additional cost for multiple adjustments on the same survey.
- **Lot Combination** - Combines two (2) or more contiguous parcels into one parcel of record.
- **Single Parcel Split** - Divides an existing platted lot to accommodate the separate ownership of two units in a single-family attached building. No additional cost for multiple adjustments on the same survey.
- **If the property is part of a townhouse/condo association, one** of the following must be presented to the Clay County Recorder’s Office with the approved Administrative Subdivision application:
  - Recorded copy or document number of recorded Declaration/Covenants
  - Original Declaration/Covenants, in recordable form

**APPLICATION SUBMISSION REQUIREMENTS:**

Boundary Line Adjustments:

- Completed Application
- Application Fee (\$100)
- Existing legal description of the parcels on separate sheet (electronic or Word version)
- 11 x 17 Signed Certificate of Survey showing the proposed boundary line adjustment (electronic or paper version)

Lot Combinations:

- Completed Application (no fee)
- Existing legal description of the parcels on separate sheet (electronic or Word version)

Single Parcel Split for Single-Family Attached Only:

- Completed Application
- Application Fee (\$100)
- Existing legal description of the parcels on separate sheet (electronic or Word version)
- 11 x 17 Signed Certificate of Survey showing the proposed parcel split(s) (electronic or paper version)

**SUBMIT APPLICATION REQUIREMENTS TO:**

Planning & Zoning Division, 403 Center Avenue, 7th Floor, PO Box 779, Moorhead, MN 56561-0779 or [planning@moorheadmn.gov](mailto:planning@moorheadmn.gov)

**NEXT STEPS/RECORDING PROCESS:**

Once the Administrative Subdivision is approved by the City of Moorhead, there are additional steps required by the applicant to complete this action.

- Take approved City form and survey, if required, to Clay County Recorder’s Office, [3510 12<sup>th</sup> Ave S., Moorhead, MN 56560](https://www.moorheadmn.gov/3510-12th-Ave-S-Moorhead-MN-56560) along with the following:
  1. Notarized Affidavit - If property is not transferring ownership as a part of this process, the property owner will need to sign an affidavit that includes owner’s name, legal description and the parcel numbers affected. City Planning Staff can assist in obtaining this affidavit.
  2. Deed - If property is transferring ownership as part of this process, it will be completed upon recording of deed.
- All delinquent and current year taxes must be paid in full before the Administrative Subdivision will be recorded.
- Clay County Recording Fee (\$46)

**Questions? Contact City of Moorhead Planning & Zoning at 218.299.5370 or [planning@moorheadmn.gov](mailto:planning@moorheadmn.gov)**