



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 _____

Planning & Zoning Authorization Signature _____ Date _____

Expiration Date _____ (90 days from authorization date)

**Requests can generally be approved the same week they are submitted*

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
- Registered Land Survey showing the proposed boundary line adjustment (electronic or paper version)

Lot Combinations:

- Completed Application (no fee)
- Existing legal description of the parcels

Single Parcel Split for Single-Family Attached Only:

- Completed Application
- Application Fee (\$100)
- Existing legal description of the parcels
- Registered Land Survey showing the proposed parcel split(s) (electronic or paper version)

SUBMIT APPLICATION REQUIREMENTS TO:

Planning & Zoning Division, 500 Center Avenue, Fourth Floor, PO Box 779, Moorhead, MN 56561-0779 or 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 12th Ave S., Moorhead, MN 56560](#) along with the following:
 - If not transferring a deed as a part of this process, you will need to complete a Notarized Affidavit with the owner's name, legal description and the parcel numbers affected. Notify City Staff if this is your plan and they will assist you with this option.
 - If transferring a deed as part of this process, you will not need the Notarized Affidavit but will need to notify City Staff this is your plan.
 - 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