



SPLIT INV # \_\_\_\_\_

RECEIPT # \_\_\_\_\_

## COMBINE PARCELS APPLICATION FORM

### Instructions

1. Combining adjoining parcels requires approval before recording with Todd County Recorder's Office.
2. Complete information for Property Owner.
3. Attach a site drawing that includes existing buildings and septic systems
4. **ALL** landowners must sign and date application (Page 3).
5. Complete page 2 at the Auditor/Treasurer's office. Property taxes must be paid in full for all parcels related to the application.
6. Submit completed packet to Planning and Zoning.
7. Fee \$50.00.

<b>Property Owner (Please Print Name):</b>	
<b>Mailing Address:</b>	
<b>City:</b>	<b>State:            ZIP:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Parcel #</b>	<b>Parcel #</b>
<b>Parcel #</b>	<b>Parcel #</b>
<b>Parcel #</b>	<b>Parcel #</b>
<b>Current Zoning</b>	<i>Circle: AF1 / AF2 / R-10 / R-2 / UG / RT / C / LMI / Shoreland</i>
<b>If Shoreland, Circle Lake/River class</b>	<i>GD / RD / NE / RDL / River</i>
<b>If Shoreland, Print Lake/River name</b>	
<b>Property Title</b>	Abstract Title: _____ Torrens Title: _____ (platted)

- Need notification when approved by Planning & Zoning? (Circle One) Phone or Email

**Will taxes be paid at closing?**

- If yes, provide your title agency and contact info: \_\_\_\_\_
  - Request will not be finalized until taxes are paid in full.
- If not, have the form below completed at the Aud./Treas.'s office

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**Todd County Auditor/Treasurer's  
Certification of Tax Status for  
Tax Parcel Change  
(For office use only)**

Dated: \_\_\_\_\_

<b>Taxpayer's Name</b>	
Parcel #	
Parcel #	
Parcel #	

*MS 272.12 & MS 272.121 require that all taxes (delinquent & current)  
must be paid in full before a tax parcel and be split.*

**The Office of the Todd County Auditor-Treasurer hereby certifies that:**

\_\_\_\_\_ the current Real Estate taxes for the above tax parcel(s) are paid in full.

\_\_\_\_\_ the current Real Estate taxes for the above tax parcel(s) are not paid &

amount due is \$ \_\_\_\_\_

\_\_\_\_\_ there are no special assessments on the parcel(s)

\_\_\_\_\_ the special assessment(s) are paid in full.

\_\_\_\_\_ the balance due for special assessment:      Code: \_\_\_\_\_ \$ \_\_\_\_\_  
Code: \_\_\_\_\_ \$ \_\_\_\_\_  
Code: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_

Denise Gaida, Todd County Auditor-Treasurer

By: \_\_\_\_\_  
Chief Deputy / Deputy.

**Applicants Signature:** \_\_\_\_\_  
*Signature attests to accuracy of submitted drawings.*

**Date:** \_\_\_\_\_

**Property Owner(s)** (if Applicant is not the landowner)

\_\_\_\_\_  
**Print** **Signature**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Print** **Signature**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Print** **Signature**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Print** **Signature**

**Date:** \_\_\_\_\_

# COMBINE PARCELS APPLICATION

**Application Checklist:**

**P&Z Staff will work through the Planning and Zoning Criteria questions below.**

**Please read through them prior to submitting your application.**

- If answers to any of the questions below are NO the proposal will be deemed not ready for recording as it is presented.
- Work with Planning staff to determine what options are available for an alternative proposal or approach.
- When all criteria are met and the proposed Administrative Split is approved by Planning staff the application can be presented for recording with the county if all taxes on the parcel are paid.

**Office Use Only**

<b>Planning and Zoning Ordinance Criteria</b>	<b>Meets Ordinance</b>	<b>Notes:</b>
Application and Property Information Complete? Including signature of landowners?	<b>Yes / No</b>	
Site drawing or survey showing location of all buildings, septic, etc. and proposed property lines for all parcels?	<b>Yes / No</b>	Necessary to evaluate proposal.
Are parcels involved clear of open violations?	<b>Yes / No</b>	Consult Planning and Zoning Office
Will combining parcels make the resulting parcel(s) compliant?	<b>Yes / No</b>	Consult Tables
Legal description for original, new, and residual parcel(s) included?	<b>Yes / No</b>	Necessary for legal recording.
Will all parcels meet the road frontage requirement for this zone?	<b>Yes/ No</b>	Consult tables
<u>If existing parcel does NOT meet the road frontage requirement:</u> Do all parcels have a recorded legal access to a public road?	<b>Yes/ No</b>	Consult tables

**Proposed combining of these parcels: \_\_\_\_\_ (Approved / Denied)**

**Planning and Zoning Staff: \_\_\_\_\_ Date: \_\_\_\_\_**