



**CITY OF MAPLE GROVE**  
 12800 ARBOR LAKES PARKWAY  
 MAPLE GROVE MN 55369-7064  
 763-494-6040

Office Use Only:
CASE # _____
PLANNER: _____

**ADMINISTRATIVE LOT COMBINATION-DIVISION APPLICATION**

Project Name \_\_\_\_\_

Application is hereby made for an administrative lot combination / division for the following PID#’s:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OWNER: \_\_\_\_\_

CONTACT NAME (PRINT): \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

CITY/ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

CONTACT NAME (PRINT): \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

CITY/ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

The following information is submitted in support of the application:

- \_\_\_\_\_ 1) Completed application for administrative lot combination-division
- \_\_\_\_\_ 2) Application fee of **\$100**
- \_\_\_\_\_ 3) Legal description of each property before and after they are combined or divided
- \_\_\_\_\_ 4) City approval form for tax parcel divisions and combinations (attached)
- \_\_\_\_\_ 5) Hennepin County parcel division or combination owner request form – signed (attached)
- \_\_\_\_\_ 6) 1 sets (8½" X 11") paper copies of map / site survey – showing the combination / division
- \_\_\_\_\_ 7) 2 sets (11" X 17") paper copies of map / site survey – showing the combination / division
- \_\_\_\_\_ 8) Flash drive – pdf of map/s

**I fully understand that all of the above required information must be submitted at least 28 days prior to a City Council meeting to ensure review by the City Council on that date.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Printed Name**

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

HENNEPIN COUNTY PARCEL DIVISIONS/COMBINATIONS — CITY APPROVAL FORM



Property ID and Platting Unit  
 Resident and Real Estate Services  
 A-500 Government Center  
 Minneapolis, MN 55487-0060

Email: [RRES.PropertyIDandPlats@Hennepin.us](mailto:RRES.PropertyIDandPlats@Hennepin.us)  
 Phone: 612-348-3271

City		Date
City Contact Person		Signature
Phone	Email	

The city has reviewed the tax parcel change below and determined the following:

- The Change is Approved     
  The Change Does Not Require Approval\*

Change to Parcel(s):

- Divide     
  Combine     
  Other \_\_\_\_\_

Property ID Numbers	
(1) _____	(5) _____
(2) _____	(6) _____
(3) _____	(7) _____
(4) _____	(8) _____
Property Address(es)	

**\*See MN Statute 462.358 Subd. 4b for certain scenarios when city approval is not required.**

## HENNEPIN COUNTY PARCEL DIVISIONS/COMBINATIONS — CITY APPROVAL FORM

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### Basic Requirements for Divisions/Combinations/Lot Line Adjustments:

1. Payment of Property Taxes
  - a. Includes current year and any delinquent taxes (see note about taxes below)
2. City Documentation
  - a. Option A: Hennepin County Division/Combination City Approval Form
  - b. Option B: Recording of a resolution from the city approving the change
3. Owner Approval
  - a. Option A: Hennepin County Division/Combination Owner Request Form
  - b. Option B: Recording of a deed with the Hennepin County Record/Registrar of Titles
    - i. Deeds resulting in a tax parcel split
    - ii. Deeds containing multiple tax parcels
    - iii. Deeds transferring land to the owner of an adjacent parcel (these are required for lot line adjustments)

### Important Reminders:

- **All new tax parcels will not be finalized until the spring of the following year.**
  - ◇ Property Tax Statements for parcels undergoing a division or combination are not mailed until the process is completed. Typically this occurs between April 1 and June 1 the following year.
  - ◇ Statements postmarked the last week of April or later will have a "Pay-By Date" stamped on the statement to avoid any late payment penalty.
- **Property Taxes:** All current year property taxes and any delinquent taxes must be paid in full by the end of the current tax year to initiate a tax parcel change.
  - ◇ If any portion of the tax parcels are sold during the current tax year, all current year property taxes and any delinquent taxes must be paid in full at the time the deed is recorded with the Hennepin County Recorder/Registrar of Titles (per MN statutes 272.12 and 272.121).
- Do not combine properties if there is a possibility an existing parcel may later be divided off and sold.
- The city in which the land being divided is situated, may refuse future divisions or place other conditions on granting said division.
- If you have a survey, please include it when sending this form and other division paperwork to the Property ID and Platting Unit.
- It is important to keep all lenders or mortgagees aware that you are dividing or combining real property, especially if you escrow your taxes.
  - ◇ Consult your mortgage company as to whether or not they need to issue an amendment to, or a partial release of, any mortgage or other encumbrance of the affected real property as a foreclosure of the affected real property can undo any previously approved division or combination.

HENNEPIN COUNTY PARCEL DIVISIONS/COMBINATIONS — OWNER REQUEST FORM



Property ID and Platting Unit  
 Resident and Real Estate Services  
 A-500 Government Center  
 Minneapolis, MN 55487-0060

Email: [RRES.PropertyIDandPlats@Hennepin.us](mailto:RRES.PropertyIDandPlats@Hennepin.us)  
 Phone: 612-348-3271

Owner Name	
Address	
Phone	Email
Mail Tax Statements To	

I hereby make a request to change the assessment on the following described land:

Divide     
  Combine     
  Other \_\_\_\_\_

For City Of	For Tax Year
Property ID Numbers  (1) _____  (2) _____  (3) _____	(4) _____  (5) _____  (6) _____
Additional Remarks	

*(For additional ID numbers, please add an attachment)*

Owner Signature	Date
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Was a Survey done for this change?   
  Yes   
  No   
 **\*If yes, please send a copy of the Survey with this form.\***

## HENNEPIN COUNTY PARCEL DIVISIONS/COMBINATIONS — OWNER REQUEST FORM

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