



Boundary Line Adjustments

Submittal Requirements

- ☐ Certificate of Survey (See reverse side for requirements)
- ☐ Certificate of Location of Government Corner or Written Notice/Agreement
- ☐ Existing recorded deed(s) or Certificate(s) of Title evidencing existing legal description
- ☐ Authorized agent form, if applicable.
- ☐ Fee \$100

Certificate of Survey Checklist

1. Existing Legal Description

- ☐ Existing description matches deed or certificate of title
- ☐ Describes one unique parcel- unambiguous
- ☐ Does not gap or overlap with adjoining

2. Proposed Parcel Descriptions

- ☐ Do not gap or overlap outer boundary and adjoining parcels
- ☐ Clear and without ambiguity
- ☐ Basis of bearing called out and matches drawing
- ☐ Spelling and punctuation

3. Survey Drawing

- ☐ Existing parcel lines and their dimensions
- ☐ Proposed parcel lines and their dimensions
- ☐ Existing parcel description(s), including section, township, and range.
- ☐ Lot #, Block #, Plat Name (if platted)
- ☐ PLS Fraction (If metes and bounds)
- ☐ Proposed parcel description(s), including section, township, and range.
- ☐ Existing structures/improvements and their dimensions/areas
- ☐ Proposed structures/additions and their dimensions/areas
- ☐ Existing and proposed structure setbacks between structures/improvements and existing and proposed property boundary lines, including those located on adjacent properties within 50 feet.
- ☐ Existing parcel id numbers,
- ☐ Existing well/subsurface sewage treatment system components within or adjacent to any affected lots.
- ☐ Land use classification
- ☐ Roads, right of ways within or adjacent to any affected lots.
- ☐ Parcel(s) area(s) existing & proposed.
- ☐ O.H.W./Shoreline (Riparian)
- ☐ Owners name, address

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Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

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