



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 adjoiners

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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