



Administrative Subdivision from Start to Finish

What is an Administrative Subdivision (AdminSub)?

A division of land that may occur once every three years and does not require a plat but is subject to department approval meeting the requirements of Article 9.6 of the Crow Wing County Land Use Ordinance that typically proceed as follows:

Step 1. Obtain Authorization for your AdminSub

Work with a Surveyor to survey the properties, prepare new legal descriptions, and apply for county authorization for your AdminSub.

- What will my surveyor do? – They will prepare a certificate of survey depicting both the new boundary lines of the lots you want to create. This survey will also include legal descriptions of the new properties being created by the project. The surveyor will also place new monuments or markers on your property along your new property lines.
- What is required to get authorized for a AdminSub?
 - Submittal Requirements: all of the following items must be submitted to the county before your survey will be reviewed for authorization.
 - Certificate of Survey
 - Certificate of Location of Government Corner or Written Notice/Agreement
 - Existing recorded deed(s) or Certificate(s) of Title evidencing existing legal description
 - Septic Site Suitability Reports – 2 sites for all created parcels
 - Septic Compliance Inspection, current within 3 years, for parcels with existing systems or Installed within the last 5 years.
 - Signed and dated Wetland Delineation submittal and review form or letter stating “No existing wetlands”.
 - Signed winter window agreement in lieu of septic/wetland reports, if applicable.
 - Authorized agent form, if applicable.
 - Fees: \$100 + \$25/Per new parcel
 - Talk to your surveyor and make a plan for who will be responsible for obtaining and submitting each of the above items.
- Once your AdminSub Survey has been authorized by Crow Wing County, your surveyor will return your authorized survey to you showing Crow Wing County's authorization stamp and date and will provide you the county's "next steps".

Step 2. Record the New Legal Descriptions

You will need to record conveyance(s) of all of the new legal descriptions prepared by your surveyor that were authorized by Crow Wing County within **12 months** of the authorization date of your survey, Article 9.6 B#3 of the Land Use Ordinance.

- What is a conveyance? - The legal process of transferring property from one owner to another, one type of conveyance is a deed. Conveyances need to be made “of record” in the county recorder's office of the county where the property is located. Once a conveyance document has been prepared, it can be submitted to the county recorder to be reviewed for statutory recording standards. If the standards for recording have been met, recording fees will be collected, and the document will be recorded and made of record in the county. This is the official transfer of property.



ADMINISTRATIVE SUBDIVISION

Step 2. Record the New Legal Descriptions (Cont.)

- Who can help us with this step? – Title and closing companies, surveyors, and attorneys can assist you with this process and might be a worthwhile resource if your conveyance is complex or requires multiple steps or documents. Conveyances can be drafted by any person, but they must meet the statutory standards for recording.
- What is required at the time of or before the documents can be recorded?
 - Per Crow Wing County Policy, taxes for the full year must be paid for all of the parcels involved in the project at the time of recording. All delinquent taxes on the parcel being split must also be paid per Minnesota State Statute.
 - An authorized certificate of survey for the Administrative Subdivision The county should have this on file to reference internally if you already completed step 1. If no authorized survey can be located, you will be instructed to apply for an Administrative Subdivision authorization, step 1.
 - Recording fees - which will be calculated and collected at the time of recording.

Step 3. Approval and Processing by Land Services

- 1) Our GIS staff will use your new deeds to map the new parcels in the interactive GIS map and assign new parcel numbers. This step will occur after all of the taxes on all of the parcels involved in the project have been paid in full for the entire year in which the conveyances were recorded.
- 2) Once your new parcel numbers are assigned and mapped, the GIS staff will sign off on your AdminSub application as "Approved".
- 3) Lastly, the county assessing team will work to update your property assessment and valuation per your new acreages and parcel areas. This process can be lengthy but will be completed before you receive the new property tax statements the following spring after the split is recorded.

What else Should I Know?

What if I live in a city or other municipality that has its own planning and zoning authority?

- Please contact your city or township office and ask their planning and zoning staff about their process for subdividing properties. Approvals, fees, and processes vary by city and municipality.

When do I get my new parcel number?

- See Step 3.1-2

When can I start applying for permits?

- Once your deeds have been recorded, check with our Environmental Services Specialists how to apply for a permit on a recently split parcel.

What if I recorded an AdminSub but I received Truth-in-Taxation/Proposed Tax Statements in the fall that don't reflect our changes in acreage?

- Administrative Subdivisions, boundary line adjustments, and consolidations are processed on a rolling bases throughout the calendar year in which they are recorded or requested. Your project may still be in queue for our staff to process before the end of the year.
- Check to see if all of the taxes have been paid in full on all of the parcels involved in the project – this is the most common cause for delay in your project being processed.
- Please call Land Services if you would like to check on the status of your AdminSub at 218- 824-1010.