



# BOUNDARY LINE ADJUSTMENT

## Boundary Line Adjustment from Start to Finish

### What is a Boundary Line Adjustment?

A procedure for changes in property lines through the attachment of land to a continuous lot, tract, or parcel. A boundary line adjustment is intended to modify or correct the location of a boundary line or to remedy adverse topographical features or encroachments. A boundary line adjustment may be allowed provided any residual tract of land or any existing structures does not become noncompliant with the provisions of the Crow Wing County Land Use Ordinance and does not create a new parcel.

Boundary Line Adjustments that are located within Crow Wing County's Land Use Authority under Article 9 of the Land Use Ordinance must be authorized by Crow Wing County to ensure they meet ordinance requirements and typically proceed as follows:

### Step 1. Obtain Authorization for your Boundary Line Adjustment

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

- What will my surveyor do? – They will prepare a certificate of survey depicting both the old and new boundary lines of your and your neighbor's parcels. This survey will also include a narrative legal description of the new property lines of all of the parcels involved in 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 Boundary Line Adjustment? – Your survey will need to be reviewed and signed as "authorized" by the county. Your surveyor will submit the survey, authorized agent form, existing deeds or certificates of title of record, and the required fee on your behalf to the Land Services Department. The application fee for a boundary line adjustment approval is \$100.00. Once your 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.
- What is a legal description? – A description of the property you own describing the locations of the boundary lines of your parcel. Typically, the existing legal description of your property is listed on your deed or certificate of title.

### Step 2. Record the New Legal Descriptions

You and your neighbor will need to record the conveyance(s) of the property being transferred to the new owner using the legal description(s) prepared by your surveyor that were approved by Crow Wing County.

- What is a conveyance? - The legal process of transferring property from one owner to another. 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 between the two parties.
- 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.



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

- 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 Boundary Line Adjustment. 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 a Boundary Line Adjustment 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 remap your parcels in the interactive GIS map and assign you 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 BLA 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 doing a boundary line adjustment. 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 a boundary line adjustment but I received Truth-in-Taxation/Proposed Tax Statements in the fall that don't reflect our changes in acreage?

- Boundary line adjustments, property splits, 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, both yours and your neighbors – 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 boundary line adjustment at 218-824-1010.