

HENNEPIN COUNTY PARCEL DIVISIONS/COMBINATIONS — CITY APPROVAL FORM



Property ID and Platting Unit
Land Information and Tax Services
300 South Sixth Street, MC-074
Minneapolis, MN 55487-0060

Email: pip@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) _____

New Property Address(es) (if known/applicable)
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***See MN Statute 462.358 Subd. 4b for certain scenarios when city approval is not required.**

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 Recorder/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 late payment penalties.
- **Property Taxes:** All current and prior year property taxes must be paid 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 and prior year property taxes must be paid in full when the deed is recorded with the Hennepin County Recorder/Registrar of Titles (per MN statutes 272.12 and 272.121).
- **Combination Warning:** Do not combine properties if the land may later be divided off and sold.
- **City Authority:** The city in which the land is located may refuse future changes or place conditions on granting any division or combination.
- **Surveys:** If you have a survey, please include it when sending your division paperwork to the Property ID and Platting Unit.
- **Informing Lenders:** Keep all lenders or mortgagees aware that you are dividing or combining real property, especially if you escrow your taxes.
 - ◇ Consult your mortgage company regarding the need to issue an amendment or partial release of any mortgage or other encumbrance affecting the real property. A foreclosure of the affected real property can undo any previously approved division or combination.