

# HENNEPIN COUNTY PARCEL DIVISIONS/COMBINATIONS — OWNER REQUEST 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](mailto:pip@hennepin.us)  
Phone: 612-348-3271

|                        |       |
|------------------------|-------|
| Owner Name             |       |
| Property Address       |       |
| Phone                  | Email |
| Mail Tax Statements To |       |

I hereby make a request to change the assessment on the following described land:

☐ Divide      ☐ Combine      ☐ Other \_\_\_\_\_

|                     |              |
|---------------------|--------------|
| For City Of         | For Tax Year |
| Property ID Numbers |              |
| (1) _____           | (4) _____    |
| (2) _____           | (5) _____    |
| (3) _____           | (6) _____    |
| Additional Remarks  |              |

*(For additional ID numbers, please add an attachment)*

|                 |      |
|-----------------|------|
| Owner Signature | Date |
|-----------------|------|

Was a Survey done for this change? ☐ Yes ☐ No

**\*If yes, please send a copy of the Survey with this form.\***

**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.