

PRELIMINARY DIVISION REQUEST FORM



DATE: \_\_\_\_\_

RECEIVED \_\_\_\_\_

OWNER OF PARCEL BEING DIVIDED: \_\_\_\_\_

TAX PARCEL NUMBER OR NUMBERS TO BE DIVIDED: \_\_\_\_\_

EXPLAIN THE PURPOSE OF THIS DIVISION:

\_\_\_\_\_

NUMBER OF NEW PARCELS BEING CREATED: \_\_\_\_\_

PARCEL NUMBER THE LAND IS BEING COMBINED TO: \_\_\_\_\_

IF PARCEL IS WITHIN 1000 FEET OF LAKESHORE OR 500 FEET OF THE MISSISSIPPI RIVER A REGISTERED LAND SURVEY MUST BE SUBMITTED WITH THIS REQUEST.

LAKE SHORE: YES NO IF YES, WHAT BODY OF WATER: \_\_\_\_\_

LOCATION OF PROPERTY: IF THE PROPERTY IS LOCATED WITHIN ONE OF THE FOLLOWING TOWNSHIPS AN ORIGINAL SIGNED LETTER FROM THE TOWNSHIP MUST BE SUBMITTED WITH THIS REQUEST.

TOWNSHIPS WITH ZONING:

ALASKA, BEMIDJI, FROHN, MAPLE RIDGE, MINNIE, ROOSEVELT, SUGAR BUSH, TEN LAKE, TURTLE LAKE, TURTLE RIVER

REQUESTER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER OR E-MAIL: \_\_\_\_\_

COUNTY USE

APPROVED: YES

NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\$125.00 DIVISION FEE PER SPLIT

\$50.00 PER SPLIT SUBMITTED WITH PRELIMINARY REQUEST (NON-REFUNDABLE) \_\_\_\_\_

\$75.00 DIVISION FEE PER SPLIT AT TIME OF DEED RECORDING

CURRENT YEAR'S TAXES MUST TO BE PAID IN FULL BEFORE THE DEED TO DIVIDE THE PARCEL CAN BE RECORDED.

PLEASE BRING THIS APPROVAL WHEN YOU RECORD YOUR DEED

IF A SURVEY IS REQUIRED IT MUST BE SIGNED BY A REGISTERED LAND SURVEYOR AND SUBMITTED WITH DIVISION REQUEST

**ORIGINAL LEGAL DESCRIPTION OF PARCEL TO BE SPLT:**

A. **DESCRIPTION OF PARCEL TO BE CONVEYED.** \_\_\_\_\_ACRES

NEW PARCEL: Land only \_\_\_\_\_ (yes or no)

Structures \_\_\_\_\_ (yes or no)

(If yes, what type: house, barn, shed, etc.) \_\_\_\_\_

**NEW PROPERTY ADDRESS VERIFICATION:**

Is there an existing E-911 Address? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what is the Address? \_\_\_\_\_

If no, will you be applying for an e-911 Address for this parcel? YES \_\_\_\_\_ NO \_\_\_\_\_

B. **DESCRIPTION OF REMAINDER PARCEL.** \_\_\_\_\_ACRES

REMAINDER: Land only \_\_\_\_\_ (yes or no)

Structures \_\_\_\_\_ (yes or no)

(If yes, what type: house, barn, shed, ect.) \_\_\_\_\_

**REMAINDER PROPERTY ADDRESS VERIFICATION:**

Will remainder parcel keep the original address? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what is the address? \_\_\_\_\_