



PLANNING & ZONING DIVISION
500 CENTER AVENUE, PO BOX 779
MOORHEAD, MINNESOTA 56561-0779
PHONE: 218-299-5370
EMAIL: planning@cityofmoorhead.com

ADMINISTRATIVE SUBDIVISION APPLICATION

- Boundary Line Adjustment¹ (\$100)
 Single Parcel Split² (\$100)

- Lot Combination⁴ (No Fee)

REASON FOR REQUEST: _____

IS THE PROPERTY PART OF A TOWNHOUSE / CONDO ASSOCIATION*? _____

EXISTING PROPERTY DESCRIPTION(S): _____

PROPOSED PROPERTY DESCRIPTION(S): _____

EXISTING PARCEL NUMBER(S): _____

PROPERTY ADDRESS(ES): _____

PROPERTY OWNER: _____

OWNER ADDRESS: _____

OWNER / CONTACT PHONE NUMBER: _____

*If the property is part of a townhouse/condo association, check which one of the following will be presented to the Clay County Recorder's Office with this Certificate of Subdivision Approval:

- ____ Recorded copy of Declaration/Covenants;
____ Original Declaration/Covenants in recordable form; or
____ Document number of recorded Declaration/Covenants.

I/We hereby certify that I/we own the lots or parcels of land described in this application.

_____/_____
Signature of Property Owner Printed Name of Property Owner Date _____

_____/_____
Signature of Property Owner Printed Name of Property Owner Date _____

_____/_____
Signature of Property Owner Printed Name of Property Owner Date _____

COMPLETED BY CITY

Planning & Zoning Authorization

Date
Expiration Date: _____
(90 days from authorization date)

1. Relocates a property line between adjoining parcels. Multiple adjustments on the same survey - no additional cost.
2. Divides an existing platted lot to accommodate the separate ownership of two units in a single-family attached building. Multiple adjustments on the same survey - no additional cost.
3. Combines two (2) or more contiguous tax parcels into one parcel of record.