



APP # _____
Date _____
Fee _____
Check # _____
(for office use only)

**CITY OF LONG PRAIRIE
BOUNDARY LINE ADJUSTMENT**

Applicant Name: _____ Date: _____

Site Address: _____ Telephone: _____

Parcel Zoning: _____ Property PID(s): _____

General Information & Qualifications:

- A boundary or lot line adjustment is a procedure for changes in property lines through the attachment of land to a contiguous lot, tract or parcel. It is intended to modify or correct the location of a boundary or lot line to remedy adverse topographical features or encroachments of structures. A boundary line adjustment may be allowed within any zoning district, with the administrator approval, provided any residual tract or any existing structure does not become noncompliant with the provisions of this code. The application for a boundary line adjustment will not be considered complete until all fees and items are submitted.
- The length of the process may vary, usually it takes about two-three weeks.
- The boundary line adjustment shall not:
 - Replat, amend, alter or vacate a plat;
 - Create any additional lot, tract, parcel or division;
 - Result in a lot, parcel, site or division which does not meet the minimum requirements of this code for setbacks, lot standards and access; or
 - Increase the nonconforming aspect of an existing nonconforming lot.

Submittal Requirements:

- Original and two (2) copies of a certificate of survey by a state registered land surveyor for all affected lots or tracts, showing the following:
 - The proposed lines for affected lots, indicated by heavy solid lines;
 - The existing lot lines for all affected lots proposed to be changed, indicated by heavy broken lines;
 - The location and dimension of all structures/improvements existing upon the affected lots and the distances between structures/improvements and the proposed boundary lines;
 - The area and dimensions of each lot following the proposed adjustment;
 - The original legal description of the entire property, together with new separated legal descriptions for each parcel;
 - All parcel numbers of affected lots; and
 - The location and dimension of any drain field, easements or rights of way existing within or adjacent to any affected lots.

Upon submittal of all required documents, the administrator shall review the proposed boundary line adjustment application for compliance with the requirements of this section and all other applicable code provisions. If the adjustment is in compliance, it shall require filing a certificate of transfer of subdivided property with the office of the recorder or register of deeds, or the registrar of titles of Todd County. The auditor's office will require the following: evidence that the current year and delinquent taxes are paid in full; and a deed of attachment be filed that states that the property as described is for the purpose of attachment.

We, the undersigned, owners of property, as shown on the attached diagram, pursuant to the applicable statutes of Minnesota, state that to the best of their knowledge, it is in the best interests of the City and the abutting property owners that said property be adjusted as proposed. In consideration of the boundary line adjustment, the undersigned severally waives and releases the City from any and all claims, demands, actions or causes of action of every kind and nature for damages to their real estate arising out of, resulting from, or incidental to the said boundary line adjustment.

*Signature of
Property Owner(s)*

Property Owner Signature

Date

Property Owner Signature

Date

CONTACT INFORMATION:

City of Long Prairie
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Long Prairie, MN 56347
(320) 732 - 2167