

# LOT SPLIT INFORMATION

*Our mission is to deliver quality public services to the citizens in an effective, professional, and efficient manner*



PO Box 3000, 303 Minnesota Avenue, Walker, MN 56484-3000  
Phone: 218-547-7296 Facsimile: 218-547-7278 TDD: 218-547-1424  
E-Mail: [mike.little@co.cass.mn.us](mailto:mike.little@co.cass.mn.us) Web site: [www.co.cass.mn.us](http://www.co.cass.mn.us)

When recording a deed for a property split, because of limitations of the number of people allowed at our Auditor-Treasurer counter at one time, and the amount of time it takes to review the documents for the split, please contact Mike Little in our Cass County Auditor-Treasurer department to **set up and appointment (218)-547-7296**.

**Please note that some properties may have different requirements, but this guideline of requirements should be reviewed before scheduling an appointment**

Please review the following requirements to help simplify your parcel subdivision process:

- Your parcel will need the current year's property tax, including any delinquent tax, and special assessments to be paid in full **before** any split can occur.
- Township or City approval:
  - Townships Bungo & Maple have their own approval process, please contact them for their approval process.
  - East Gull Lake, Lake Shore, & Pillager must have city approval.
    - All other city splits should be review with the city clerk for approval.
- How many splits have been created from your parcel after August 15, 2002?
  - The number of lots created from any one existing parcel as of August 15, 2002 cannot exceed four, including the residual. Anything more will require a minor subdivision or plat process. Please contact the Environmental Service department at (218)-547-7241.
    - [http://cms4.revize.com/revize/casscounty/document\\_center/ordinances/200604\\_subplat.pdf](http://cms4.revize.com/revize/casscounty/document_center/ordinances/200604_subplat.pdf) **page 7**
- Find out what zone your parcel is in:
  - Each zone has classification requirements for each new lot being created. You can use our Cass County interactive map and turn on the "Zoning" under Basic Layers (located in the Legend).
    - See the link below for Cass County Lot Standard Classifications.
      - [http://cms1files.revize.com/revize/casscounty/document\\_center/ordinances/FINAL%20Land%20Use%202020-01.pdf](http://cms1files.revize.com/revize/casscounty/document_center/ordinances/FINAL%20Land%20Use%202020-01.pdf) **pages 84**
    - If you need to reclass the zone for you proposed parcel split, you will need to contact our Environmental Services department for that process.
- How to know if your proposed property split will meet the zone requirements:
  - Information on how Cass County measures the width, total & buildable square footage.
    - [http://cms1files.revize.com/revize/casscounty/document\\_center/ordinances/FINAL%20Land%20Use%202020-01.pdf](http://cms1files.revize.com/revize/casscounty/document_center/ordinances/FINAL%20Land%20Use%202020-01.pdf) **Page 105**
  - **Note:** If we cannot determine if a parcel can be split, a Certificate of Survey will need to prove that the proposed new lot will meet the zone requirements.
- For any parcel being created under 10 acres, you will need the following:
  - Site evaluation for two septic site locations (this can be done by any license septic installer).
  - Wetland determination, (contact any certified wetland specialist).

- Septic disclosure:
  - Septic Compliance is required if the house tract being split has a purchase agreement of \$3,000.00 or more.
  - If the split is vacant land and is 10 acres or more, a Sworn Affidavit of no Individual Sewage Treatment System on subject property is required. This is also required for any lot adjustment that is not creating a new parcel, see link below:
    - [http://cms4.revize.com/revize/casscounty/document\\_center/esd/ApplicationPermitForms/ISTS\\_Sworn\\_Affidavit\\_No\\_ISTS\\_on\\_Subject\\_Property.pdf](http://cms4.revize.com/revize/casscounty/document_center/esd/ApplicationPermitForms/ISTS_Sworn_Affidavit_No_ISTS_on_Subject_Property.pdf)
- Fractional description splits:
  - Any split that can be fractional described and is 5 acres or more, does not need a Certificate of Survey.
    - Example the N1/2 of the E1/2 of the E1/2 of the NE1/4 of the NE1/4.
    - Anything smaller than 5 acres requires a Certificate of Survey.
- All new lots will need a 33' wide access easement to a public road.
  - This easement should be included on the on the Certificate of Survey and the deed being recorded. The Certificate of Survey alone will not record the easement and can only be recorded by a deed.
- Subdivision of Torrens properties.
  - If the property is Torrens, a registered land survey, minor subdivision, or platting process will be required if not a simple fractional.
    - If Torrens, please contact our Cass County Recorder's office and Environmental Service Department.
    - Torrens property can be split using a Certificate of Survey if it is a simple fractional description.
- Split & plat set up fees are as follows for the Auditor-Treasurers department:
  - \$75.00 with a Certificate of Survey.
  - \$150.00 without a Certificate of Survey.
  - \$35.00 Separation of an existing lot.
  - \$100.00 for plat set up and \$20.00 per additional lots.
  - No split fee is required if within any city, Bungo or Maple township
- ESD minor subdivision and plat application, and fee schedule:
  - [http://www.co.cass.mn.us/services/application\\_permit\\_forms/index.php#revize\\_document\\_center\\_rz468](http://www.co.cass.mn.us/services/application_permit_forms/index.php#revize_document_center_rz468)
- Lot adjustment, not creating a new lot of record but adjusting the boundary line between lots.
  - Non-buildable lot will require Restrictive Language on the deed and survey to be recorded.
    - Example "the above described property is not considered to be a buildable lot on its own and is attached to and indivisible from that parcel described in Document #\_\_\_\_\_, filed in the office of the Cass County Recorder, located in Walker, Minnesota."
  - Sworn Affidavit of no Individual Sewage Treatment System on subject property being conveyed.
  - Cannot make a Conforming lot of record less Non-Conforming to the lot standard zone requirements.