



CARVER COUNTY LAND RECORDS & VITALS DEPARTMENT

SUBDIVISION POLICY

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Statement and Purpose

Carver County Land Records & Vitals Department is responsible for the integrity of maintaining land records. In order to maintain the integrity of land records for taxation purposes, this policy has been created to provide a fair and standardized way to subdivide tax parcels located in Carver County.

Policy

Carver County Land Records & Vitals Department will approve the subdivision of tax parcels as long as all requirements are met and approved by Land Records Department.

Procedure

Deeds received to record after January 1, 2021, Carver County Land Records Department require the following:

- **Deeds for subdivisions must be submitted in paper form (this is not new).** Due to COVID we are closed to walk-in customers. You can either mail the document or place them in the Tax Payment drop box at the Government Center labeled **Attention Land Records**. Please call to let us know if you place it in the drop box.
- Subdivision approval is granted from the taxing Authority, i.e. the City or Land Management for Township parcels; the designated taxing authority must add an Approval stamp on the Deed and sign it, prior to recording.
- Modified parcel legal descriptions for both the split parcel **and** the remnant parcel must be recorded in Deed form, at the same time, in separate Deeds in the County Recorder's office to allow for the tracking of new parcel legal descriptions for future title searches and for tracking the compliance with zoning ordinances
 - An additional survey is not required by Land Records. In some cases, the prior legal description, by excepting the new surveyed split legal description will be accepted.
 - If a parcel has been split several times previously and there are multiple exceptions, it is recommended that a walk around legal description is updated with the surveyor when creating the new split parcel. However, the new remnant description should be reviewed case by case by the private surveyor to determine the best option.
 - If the split parcel is being combined with an adjacent parcel, both legal descriptions can be included on one deed, with an added notation *this deed is intended to combine the legal descriptions for taxing purposes*. You will also need to submit the Application to Combine parcels.
- MS 272.121 and MS 272.12 Require current year and delinquent taxes be paid in full prior to recording a parcel subdivision.
- If special assessments are not paid on all parcels, the city/township would need to recertify the special assessments to the applicable new parcel(s).
- Call Kaaren, Connie or Kathy in our office, prior to submitting if you have any questions.

Upon approval of the parcel subdivisions/combinations, Carver County Land Records & Vitals Department will:

- Will subdivide and/or combine the legal descriptions of record for parcels being combined.
- Parcel addressing will depend on structure and is assigned by the applicable City, Township or County
- Notify the city/township affected by the subdivision/combination. If applicable, city/township will recertify special assessments
- Notify Carver County Land Management and Assessors Department
- Process subdivisions and combinations received by 12/31 for the following tax year

Carver County Land Records & Vitals Department retains the right to deny a request to uphold the integrity of tax records and will notify the requestor in writing regarding the reason for denial.