

# BOUNDARY LINE ADJUSTMENT TO CONSOLIDATE MULTIPLE PARCELS INTO ONE

## APPLICATION PACKET ADMINISTRATIVE OFFICER APPROVAL REQUIRED

### GENERAL APPLICATION INSTRUCTIONS

Effective Date: July 1, 2010  
Last amended: October 2, 2017

**PURPOSE:** The approval to consolidate two or more parcels into one. A boundary line adjustment to consolidate multiple parcels must comply with the requirements established by the Cerro Gordo County Auditor's office and the Zoning and Building Code regulations of the City of Mason City. If you want to sever a piece of one parcel and attach it to an abutting parcel, please complete the standard boundary line adjustment application.

**FEE:** \$25.00 to be paid at the time of application.

#### APPLICATION PROCESS:

Please fill out the attached *Application Form* and the County's *Request to Combine Parcels for Real Estate Tax Administration Purposes* and submit **both forms** to the Development Services Department for administrative review and decision.

#### APPROVAL PROCESS:

The Administrative Officer shall approve or deny the request based on the application and other relevant information.

If approved, the parcels must be combined onto one deed and recorded in the Cerro Gordo County Recorder's Office. The Administrative Officer will also notify the Cerro Gordo County Auditor that the lot consolidation has been approved.

If denied, the decision can be appealed to the Zoning Board of Adjustment.

**If you need assistance completing this application or have questions about the application process, please contact the Development Services Department at 641-421-3626 or visit the office in person on the 3<sup>rd</sup> floor of City Hall, 10 First St. NW, Mason City.**

# BOUNDARY LINE ADJUSTMENT FOR LOT CONSOLIDATION APPLICATION

Please print or type

## PROPERTY OWNER:

Owner's Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ eMail \_\_\_\_\_

## PARCEL NUMBERS TO BE COMBINED:

Parcel 1: \_\_\_\_\_ Parcel 3: \_\_\_\_\_

Parcel 2: \_\_\_\_\_ Parcel 4: \_\_\_\_\_

*I/We, the undersigned owner(s) of the land identified above, request that the City of Mason City approve a boundary line adjustment pursuant to Title 11-3-2 of the Mason City Municipal Code, and declare this application is made with the free consent and in accordance with the desire of the owner(s). The undersigned further acknowledge(s) that the approval and recording of this document does not establish new title lines. Further, I/We have also been notified to execute and record a deed consistent with this boundary line adjustment that combines all parcels identified onto one deed which must then be recorded with the Cerro Gordo County Recorder.*

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Purpose of the boundary line adjustment:

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

## Attach the following documentation:

☐ Deed documenting ownership of all parcels to be combined.

☐ Completed Cerro Gordo County Request to Combine Parcels for Real Estate Tax Administration Purposes

Rcv'd on: \_\_\_\_\_ By: \_\_\_\_\_ DRC? \_\_\_\_\_ DRC date: \_\_\_\_\_



**County Auditor  
Cerro Gordo County Courthouse**

220 N Washington Ave  
Adam Wedmore, Auditor  
www.cerrogordoauditor.org

Mason City, IA 50401-3254

(641) 421-3028  
FAX (641) 421-3139

**REQUEST TO COMBINE PARCELS**

Please complete this form and forward to the address listed above or email [hjones@cgcounty.org](mailto:hjones@cgcounty.org). If you have questions regarding the status of your request, please call 641-421-3028.

Parcel # \_\_\_\_\_ Parcel # \_\_\_\_\_

Parcel # \_\_\_\_\_ Parcel # \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

*I have received verbal confirmation from the property owner that they wish to combine these parcels.*

\_\_\_\_\_  
City or County Staff Signature

\_\_\_\_\_  
Confirmation given by  
(property owner name)

\_\_\_\_\_  
Date

**INTERNAL COUNTY REVIEW**

<b>Auditor</b>		<b>County Planning &amp; Zoning</b>		<b>Assessor</b>	
Tax District	Y N	Meets Zoning Guidelines	Y N	Exempt Status Reviewed	Y N
TIF District	Y N				
Property Class	Y N				
Ownership	Y N				
Comments:		Comments:		Comments:	
Initials		Initials:		Initials:	