

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 3rd 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. 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		
Auditor	County Planning & Zoning	Assessor
Tax District	Meets Zoning Guidelines	Exempt Status Reviewed
Y N	Y N	Y N
TIF District		
Y N		
Property Class		
Y N		
Ownership		
Y N		
Taxes Paid		
Y N		
Owned As		
Comments: JT, TC, ____	Comments:	Comments:
Initials	Initials:	Initials: