



Castle Rock Township

Since 1858

Dakota County, Minnesota

2537 240th Street West, Farmington, MN 55024 castlerocktownship.com

Parcel Split Process Checklist

Parcel Identification Number:		
Applicant Name:		Applicant Phone Number:
Applicant Address:		Applicant Email Address:
Fee Owner:		
Date Requested:		
	PROCESS for PARCEL SPLIT:	Date Done
	Property (Fee) Owner Must Submit & Sign Parcel Split Application Form	
	Request to get on the Planning Commission Agenda, Meeting Date: _____ <ul style="list-style-type: none"> ○ Bring completed application (one for each parcel) ○ Explanation of what the intensions are with the Parcel Split 	
	Request to get on Board of Supervisors Agenda, Meeting Date: _____ <ul style="list-style-type: none"> ○ Bring completed Application (one for each parcel) ○ Survey with New Legal Description 	
	Once Application Approved: <ul style="list-style-type: none"> ○ Submit payment ~ \$250.00 per parcel 	
	RESIDENT REQUIREMENTS FOR DAKOTA COUNTY:	
	** It is the Owners responsibility to get the documents filed at Dakota County	
	Township Approval ~ note on survey w/ approval explanation, date & signature of Board of Supervisors member	
	Legible copy of survey with New Legal Description	
	Dakota County Lot Split Approval Form ~ this must be signed by owner if they do not have a Transfer Document such as Deed (which is obtained at Closing) is presented	
	Lot Split Fee ~ per each New Parcel (currently \$53.00 each)	
	Current Year and Delinquent Taxes Must Be Paid in Full for Current Year	
	If in Green Acres ~ Recoupment Report Fee (for 3 year recoupment ~ currently \$57.00) ~ Call County @651.438.4381 to complete this report prior to going there	
	AG Preserve ~this is reviewed by the County Assessor Department once received by Property Records Department	
	CLERK DUTIES:	
	Add Resident to Planning Commission Agenda, Meeting Date: _____	
	Add Resident to Board of Supervisors Agenda, Meeting Date: _____	
	Collect Application Payment of \$250.00 Per Parcel	
	Be sure resident has copy of Township Approval ~ note on survey w/ approval explanation, date & signature of Board of Supervisors member	
	Review Required Documents and Have Owner Complete Dakota County Parcel Split Form if they Don't Have a Transfer Document like a Deed	
	Save Documents on Computer: Parcel Split Originals & those Emailed from Dakota County	