

**NOTICE OF BUILDING ELIGIBILITY TRANSFER
FOR ZONING PURPOSES**

DATE:

LEGAL DESCRIPTION: See attached Exhibit "A"

The purpose of this document is to execute the transfer of one or more building eligibilities pursuant to the Kandiyohi County Zoning Ordinance.

DEFINITION: Building Eligibility – The eligibility to apply for and be issued a building permit for a single family home under the provisions of the Zoning Ordinance. (NOTE: A building eligibility does not guarantee that a site is suitable for building or that a parcel would meet the standards for permit issuance.)

Building eligibilities may be transferred from one parcel to another in accordance with the following standards:

1. A building eligibility must be available for transfer.
2. The transfer of a building eligibility shall occur only between adjacent quarter-quarter sections or Government Lot.
3. The transfer of an eligibility shall be accomplished by the approval of an application for transfer by the Department. The application shall clearly state the PID and legal description of the sending and receiving parcels; shall bear the notarized signatures of all of the respective owners, and shall clearly state the number of eligibilities both used and unused on each parcel before and after the transfer. Subsequent to approval, a copy of the approved application or other documentation of the transfer shall be recorded by the Zoning Department in the Office of the County Recorder against all affected parcels.
4. Transfers that would result in a violation of the other provisions of the Zoning Ordinance shall not be permitted.
5. A parcel may only send or receive a building eligibility, not both.

6. The maximum number of building eligibilities that may be transferred onto a quarter-quarter section or Government Lot is one (1); therefore limiting each quarter-quarter section or Government Lot to a maximum of two (2) residential dwellings. This number may be increased to a maximum of four (4) residential dwellings per quarter-quarter section or Government Lot through an approved Conditional Use Permit.

The properties described in Exhibit "A" have been labeled "Sending Parcel" and "Receiving Parcel". This document is to notify the deed holder (including contract for deed vendor and vendee), successors and/or assigns, that one or more building eligibilities are being transferred from one parcel (the "sending" parcel) to another parcel (the "receiving" parcel) for zoning purposes. This recorded document is proof that one or more eligibilities have been transferred/received between these two (2) parcels and this action may not occur on the parcels again unless specific approval is provided by the Kandiyohi County Planning and Zoning Department.

The parcel identification numbers involved in the transfer and receipt of a building eligibility (ies) are identified in the attached Exhibit "A":

FOLLOWING IS A SUMMARY OF THE BUILDING ELIGIBILITY TRANSFER AND PARCEL STATUS:

The sending parcel hereby transfers _____ building eligibility (ies) to the receiving parcel

Parcel Eligibility Status **BEFORE** transfer:

Sending Parcel:

had _____ building eligibilities and _____ single family dwelling.

Receiving Parcel:

had _____ building eligibilities and _____ single family dwelling.

Parcel Eligibility Status **AS OF DATE OF** transfer:

Sending Parcel:

has _____ building eligibilities available in addition to _____ single family dwelling.

Receiving Parcel:

has _____ building eligibilities available in addition to _____ single family dwelling.

I (WE) HAVE READ THE PRECEDING DOCUMENT AND UNDERSTAND THE STANDARDS AND PARCEL STATUS CITED HEREIN. I (WE) AGREE WITH THE BUILDING ELIGIBILITY STATUS AND UNDERSTAND THAT THIS DOCUMENT SHALL NOT BE CONSTRUED IN ANY WAY THAT WOULD VIOLATE THE STANDARDS OF THE KANDIYOHI COUNTY ZONING ORDINANCE. THIS DOCUMENT SHALL BE FILED WITH THE KANDIYOHI COUNTY RECORDER AND SHALL BE BINDING ON ALL OWNERS, HEIRS, SUCCESSORS, AND ASSIGNS.

Signature of Record Fee Owner (s) (*Sending Parcel*):

State of Minnesota)
) ss
County of KANDIYOHI)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__.

by _____

Notary Public

Signature of Record Fee Owner (s) (*Receiving Parcel*):

State of Minnesota)
) ss
County of KANDIYOHI)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__.

by _____

Notary Public

State of Minnesota)
) ss
County of KANDIYOHI)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__.

Eric VanDyken
Zoning Administrator

by Eric VanDyken, Zoning Administrator of Kandiyohi County

Notary Public

EXHIBIT A - LEGAL DESCRIPTION

Sending PID# _____

OWNERS: _____

Receiving PID# _____

OWNERS: _____

SENDING PARCEL LEGAL DESCRIPTION:

RECEIVING PARCEL LEGAL DESCRIPTION:

Drafted by: Kandiyohi County Planning & Zoning Department
400 Benson Ave SW
Willmar MN 56201