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## APPLICATION INSTRUCTIONS

### Verification of a Lot of Record

This instruction sheet explains application requirements for requests to verify a lot of record. More information and a fee schedule for permits can be found on the "Building Permits, Land Use, and Zoning Procedures" handout available from the Eureka Town Clerk at 952-469-3736 or [eurekatn@frontiernet.net](mailto:eurekatn@frontiernet.net) or from the Eureka Township website at <http://eurekatownship-mn.us/permits.html>.

#### **General Requirements**

A lot of record is defined in Eureka Township Ordinances as "Any lot which is one unit of a plat heretofore duly approved, one unit of an Auditor's Subdivision or a Registered Land Survey, or is separately described in a deed, contract for deed, or other legally sufficient instrument of conveyance, and which is filed in the Office of the Dakota County Recorder on or before April 12, 1982. Also to be considered as a lot of record shall be any parcel delineated on a certificate of survey prepared by a Minnesota-licensed land surveyor, and which was filed in the Dakota County Surveyor's Office on or before April 12, 1982" (Eureka Township Ordinance 1, Ch. 4). You can get a copy of the Eureka Zoning Ordinance from the town clerk or from the Eureka Township website at <http://eurekatownship-mn.us/permits.html>.

Not all tax lots are lots of record. A lot or parcel created solely by a tax lot segregation or consolidation because of an assessor's roll change or for the convenience of the assessor does not constitute a lot of record, unless it meets the definition cited above.

#### **Documents Required for a Complete Application**

To be considered complete, an application for verification of a lot of record requires all of the following, unless waived by the Zoning Administrator:

1. Completed "Lot of Record Verification Request" form, signed by the landowner(s). (If the individual signing the form has power of attorney for the landowner or is acting on behalf of a trust, attach proof that the individual is authorized to act in this capacity).
2. Application fee and escrow, as set forth in Eureka Township Ordinance 7.
3. Proof of Ownership. Parcel ID will be used for verification of ownership; conflicts must be resolved with a proper deed.
4. A copy of the earliest legally recorded deed, contract for deed, or registered land survey (available from the Dakota County Recorder's Office in Hastings), or a copy of the earliest certificate of survey filed with the County Surveyor's Office (available from the Dakota County Surveyor's Office in Apple Valley), that describes the property in its **current configuration**. The document must be accompanied by a letter from the Recorder's Office or Surveyor's Office certifying the date that the document in question was recorded or filed with that office.

NOTE: This may not be a complete list of materials necessary to process your request. Additional information may be requested by township staff after further review.