



Land Resources & Parks

Code Administration Division

127 E. Oak St., Juneau, WI 53039

Email: landresources@co.dodge.wi.us

www.co.dodge.wi.gov

Policy: Sale to Adjacent Landowner Review	Approval Date (Fee): 9/22/2025 (DC LRP Committee) Approval Date (Policy): 9/22/2025 (DCLIO)
Owner: Code Administration	Effective Date: 1/1/2026
Review cycle: Annual	Revision Date(s):

I. **Purpose**

To provide guidance and recommended standards and procedures for reviewing Letter of Intent (LOI) for Sale to Adjoining Landowner (STAL) applications voluntarily submitted to the Dodge County Land Resources and Parks (DCLRP) Department.

II. **Scope**

This policy applies to all LOI STAL applications voluntarily submitted to DCLRP where a landowner seeks to transfer a parcel or a portion thereof to an adjoining property owner.

III. **Definitions**

- A. Sale to Adjoining Landowner – A sale or exchange of parcels of land between owners of adjoining property, as defined in §234.45(2)(am)(3).
- B. Lot – A contiguous and continuous quantity of land owned by the same person or a quantity of land previously created and separated by a CSM or Plat.
- C. Parcel (Tax Parcel) – A tract or plot of land of any size.

IV. **Application Process**

- A. Submissions. A request for STAL review shall be submitted to the County on the prescribed LOI form. Copies of the completed form will be sent to the local municipality for review.
- B. Fee.
 - 1. A non-refundable fee of **\$150** will be charged for each LOI submittal.
 - 2. Payment must be made at the time of submission.
 - 3. The fee covers staff time for review only and does not guarantee approval.
- C. Standards. DCLRP shall review the LOI for compliance with applicable regulations of the Dodge County Land Use Code.
- D. Limitations.
 - 1. Review is limited to identifying requirements for the proposed transfer to ensure compliance with the Dodge County Land Use Code.
 - 2. Review does not cover any additional requirements of local zoning ordinances.
 - 3. Review is not a legal determination of the validity of the pending deed.
 - 4. DCLRP findings shall not be constituted as legal advice.
 - 5. Responsibility for preparation of documents as required by DCLRP rests solely with the preparer, the parties and their representatives.
- E. Approval/Denial. At the conclusion of the review, DCLRP staff will issue written approval or nonapproval to the applicant.

Disclaimer: This policy is intended as guidance only. It does not create any mandatory review obligation on the part of the DCLRP nor does it relieve any party of their responsibility for preparing, executing, and submitting a valid deed. The DCLRP is not obligated to perform this review and may decline requests due to workload, staffing, or other administrative reasons. The DCLRP does not resolve disputes or provide legal advice. For legal guidance, consult an attorney or title professional.



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V. Requirements

- A. All land sales must comply with state laws, administrative codes, and both County and local ordinances.
- B. Survey. When a Plat of Survey is necessary, the survey shall include language such as:
 - 1. "Prepared under s. 236.45(2)(am) for a transfer between adjoining landowners. No new lots are created, and resulting lots meet minimum size requirements per Chapter 236 and applicable zoning regulations."
 - 2. "The sale or exchange does not create additional parcels or lots"
 - 3. "The sale or exchange does not reduce the parcels or lots below the minimum lot size as required by Chapter 236 or other laws, or local zoning standards or ordinances"
 - 4. "The parcel sold or exchanged is intended to be combined with the existing parcel described as follows: *"existing parcel to be described ... by plat, CSM, etc.,"*
- C. Deed.
 - 1. The deed must be recorded at the Dodge County Register of Deeds.
 - 2. The deed must include a statement such as:
 - i. "This is a conveyance between adjoining landowners. The land will be joined with the grantee's existing parcel and no additional lots will be created unless in full compliance with Wisconsin Statutes Chapter 236 and the Dodge County Land Use Code. This restriction runs with the land and is binding on future owners."
 - 3. The ownership must match the parcel being attached to exactly.
- D. If transferring an entire tax parcel, an existing legal description using aliquot parts may be acceptable instead.
- E. Recording without review.
 - 1. A landowner may submit a STAL for County review, however, it is optional.
 - 2. Documents may be recorded without review, provided they meet the statutory minimum requirements for recording.
 - 3. Acceptance of a deed for recording by the Register of Deeds Office does not guarantee the deed is without error nor that the deed does not violate county or local zoning ordinances.

VI. Reservation of Rights

- A. Remnant Parcels.
 - a. If any remnant parcels remain after the transfer, they may be combined into one tax parcel, at the discretion of the DCLRP staff.
- B. Additional Land Combination.
 - a. The transferred land will be combined with the Grantee's current tax parcel whenever possible.
- C. Survey Review. The surveyor may submit a survey to DCLRP for review at a separate cost not covered under this policy. The review does not replace the responsibility of the surveyor to ensure accuracy and compliance with municipal ordinances.

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Sale to Adjoining Landowner (STAL) Frequently Asked Questions (FAQ)

See [Sale to Adjoining Landowner Review Policy](#) for detailed requirements.

1. What is the difference between a Lot and a Tax Parcel?

In simplest terms*, a Lot is a contiguous & continuous quantity of land owned by the same person, whereas a Parcel (commonly referred to as Tax Parcel) is a tract or plot of land of any size. A parcel identification number (PIN) is assigned to a Tax Parcel to uniquely identify that parcel from any other parcel within a given taxing jurisdiction.

	Tax Parcel/PIN	Lot
Definition	A tract or plot of land of any size	A contiguous & continuous quantity of land owned by the same person OR A quantity of land previously created and separated by a CSM or Plat
Purpose	Mechanism for collecting property tax	Compliance of County Land Use Code
How	Taxation districts / legal descriptions	Street frontage, sufficient in size to meet Lot width / frontage, area, etc.

2. I want to sell a PART of my existing lot. Can I:

o ...sell PART to my neighbor?

A sale to adjoining landowner is typically allowed if additional lots are not created and the lots resulting are not reduced below the minimum sizes. The additional land must be attached to the buyer's existing lot.

o ...sell PART to a 3rd party (non-adjoining landowner)?

This would be considered a land division and requires prior approval by all land division authorities (map?) and requires a Certified Survey Map to be recorded. Deeds recorded prior to approval are subject to penalty.

3. I have several adjoining tax parcels. Can I:

o ...sell one to my neighbor?

A sale to adjoining landowner is typically allowed if additional lots are not created and the lots resulting are not reduced below the minimum sizes. The deed should be in the exact same name and additional lands must be attached to the buyer's existing lot.

o ...sell one to a 3rd party (non-adjoining landowner)?

This would be considered a land division and requires prior approval by all land division authorities.

4. I purchased my neighbor's property or already own two lots. Can I have them combined?

This is reviewed on a case-by-case basis, but generally, if you purchased the neighbor's entire lot, a Certified Survey Map will need to be recorded to combine.

- o Note: There are limited circumstances that the County would combine at their discretion without a new Certified Survey Map.



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5. **Do I need a survey?**

Professional land surveyors have the expertise to accurately measure and map property boundaries. They use their determinations to create legal descriptions, which in turn are used on deeds and other legal documents. While an existing description may be acceptable,** it is always a good idea to hire a surveyor, so you know exactly what is being transferred.

6. **I have a survey. What now?**

The surveyor will let you know when the survey is complete. It is highly recommended to work with a real estate attorney and/or title company to work through the next steps. They can help take care of the deed and any other legal documents that need to be updated. These documents should get recorded at the Dodge County Register of Deeds which is how the County is notified of the finalized transaction.

7. **Is County review of a STAL mandatory?**

There is an application process for the County to review a proposed STAL, however, this is NOT mandatory. The application fee is \$150 plus \$25 per extra lot. The review identifies requirements of the proposed transfer to ensure compliance with the Dodge County Land Use Code but does not guarantee approval.

8. **Besides the County, do I need any other approvals?**

Contact your Township to determine if they have any local land division ordinances. If you are working with an attorney or professional land surveyor, they can aid in those communications.