DODGE COUNTY
LAND RESOURCES AND PARKS DEPARTMENT
127 E OAK STREET • JUNEAU, WI 53039 - **Phone: (920) 386-3700 x2**
E-MAIL: landresources@co.dodge.wi.us

SALE TO ADJACENT LANDOWNER

Sale to adjoining or pursuant to ss 236.45(20(am)

THIS AREA FOR OFFICE USE ONLY	
Activity No.	**Expiration Date**
Application Date:	

Name of Surveyor Performing Project: _____

Optional Review: $150 (Made Payable to Dodge County)

SELLER		BUYER	
Property Owner or Agent (Seller)		**Property Owner or Agent (Buyer)**	
Street Address		Street Address	
City • State • Zip Code		City • State • Zip Code	
Site Address of Property (**DO NOT** Include City/State/Zip Code)		Site Address of Property (**DO NOT** Include City/State/Zip Code)	
Parcel Identification Numbers (PINs):	Acreage:	Parcel Identification Numbers (PINs):	Acreage:
Planned Total Acreage After Transaction:		Planned Total Acreage After Transaction:	

CURRENT USE OF SELLER'S PARCEL	CURRENT USE OF BUYER'S PARCEL
☐ Vacant Property	☐ Vacant Property
☐ Single Family Residential	☐ Single Family Residential
☐ Duplex (Two-Family Residential)	☐ Duplex (Two-Family Residential)
☐ Multi-Family Residential (Number of Units: _____)	☐ Multi-Family Residential (Number of Units: _____)
☐ Active Working Farm Operation	☐ Active Working Farm Operation
☐ Recreational / Wetlands / Wooded Parcel	☐ Recreational / Wetlands / Wooded Parcel
☐ Business / Industrial / Commercial Use	☐ Business / Industrial / Commercial Use
☐ Other (Describe)_____	☐ Other (Describe)_____

PLEASE PROVIDE AN EXPLANATION OF THE REASON BEHIND THE SALE OR EXCHANGE

PROVIDE PARCELS TO BE TRANSFERRED (PIN NUMBERS OF PARCELS):

A SKETCH PLAN SHOWING THE PROPOSED SALE OR EXCHANGE IS REQUIRED TO BE SUBMITTED WITH THIS REVIEW FORM (SEE BELOW)

CERTIFICATE

I, the undersigned, hereby request a **Sale or Exchange of Parcels of Land Between Owners of Adjoining Property** review and certify that all the information both above and attached is true and correct to the best of my knowledge. I hereby authorize members of the Dodge County Land Resources and Parks Department to enter the above-described property for purposes of obtaining information pertinent to my request.

Contact Person (Print) _____ Daytime Contact Phone (_____) _____–_____ Email: _____

Signature _____ Date _____

OFFICE USE ONLY

☐ NO ISSUES IDENTIFIED – COMPLIES WITH DODGE COUNTY LAND USE/SUBDIVISION CODES.

☐ ISSUES IDENTIFIED:_____ RECOMMENDED CHANGES:_____

☐ CODE REVIEWED:

☐ SURVEY REVIEWED:

☐ REAL ESTATE REVIEWED:

Review of your proposal will include checking for any applicable County land use, subdivision code issues. (NOTE: Please check with local town to verify compliance with any town requirements. See the town contact sheet in this packet.)

SKETCH MAP

INSTRUCTIONS

Sketch the proposed sale or exchange in the space provided below or attach a sketch map or aerial photo of the proposed Sale or Exchange to the application. The sketch map or aerial photo shall be at a scale of 1" = 200' or other appropriate scale. This sketch map or aerial photo shall include the following information:

1. North arrow, date and scale;
2. Reference to a section corner or existing lot lines;
3. The location, dimensions and acreage of the existing parcels;
4. The location, dimensions and acreage of the resultant lot(s);
5. The location and dimensions of any existing or proposed easements;
6. The location of any existing buildings, water wells, septic systems, water courses, drainage ditches and other features pertinent to proper division;
7. The location and name of existing roads, easements of record, public access to navigable waters and dedicated areas;
8. The location of existing and proposed driveways;
9. Any other additional information pertinent to this sale or exchange;

(An aerial photo of your site may be available through the Dodge County Planning, Development and Parks Department. Please contact our office for additional information (920) 386-3700)

Width _____ Rear property line or edge of water (north arrow)

Length _____

Length _____

σ Right-of-Way Line of Road/Highway σ

Width _____

τ Center(line) of Road/Highway τ

Name Of Road/Highway _____

Sale to Adjacent Landowner Application Instructions

An applicant may propose to apply for Sale or Exchange of Parcels of Land Between Owners of Adjoining Property approval to help ensure additional lots are not thereby created and the lots resulting are not reduced below the minimum sizes required by this Wis. Stat. 236 or other applicable laws or ordinances.

1. Please use black or blue ink to complete this form or complete in a digital format;
2. Fill in the legal name and mailing address of the applicant and the person, firm, public organization or any other entity that owns the existing parcels;
3. Fill in the Site Address of the existing parcel. If there is no site address at this time, please fill in the name of the road/highway that the proposed lot will have frontage on;
4. Fill in the parcel identification number (PIN) and acreage for the existing parcels. If the properties contains more than one PIN, please list all of the numbers. The PIN is critical in the processing of this form, failure to provide the PIN will delay the review of this form. Your PIN can be found on your tax bill or you can contact our office for assistance in finding the PIN;
5. Complete the "Current Property Use Section" – Check all that apply;
6. Complete the "Explanation" for the request. Use an additional sheets if necessary;
7. Complete the Certification Section with the name, phone number and email of the contact person. The contact person should be the person completely familiar with the proposed land division; then sign and date;
8. **Sketch Map –** Complete the sketch map or attach a sketch map or aerial photo of the proposed Sale or Exchange of Parcels to the application. The sketch map or aerial photo shall be at a scale of 1" = 200' or other appropriate scale. This sketch map or aerial photo shall include the following information:
    1. North arrow, date and scale;
    2. Reference to a section corner or existing lot lines;
    3. The location, dimensions and acreage of the existing parcels;
    4. The location, dimensions and acreage of the resultant lot(s);
    5. The location and dimensions of any existing or proposed easements;
    6. The location of any existing buildings, water wells, septic systems, water courses, drainage ditches and other features pertinent to proper division;
    7. The location and name of existing roads, easements of record, public access to navigable waters and dedicated areas;
    8. The location of existing and proposed driveways;
    9. Any other additional information pertinent to this Sale or Exchange;

    (An aerial photo of your site may be available through the Dodge County Planning, Development and Parks Department. Please contact our office for additional information (920) 386-3700)

9. **Submit the application form, sketch map and the appropriate application fee (payable to Dodge County) to the address listed on the front of this form.**
10. **Staff will evaluate the proposed sale or exchange and advise of the recommended steps and procedures.**

Delinquent Taxes on Split Parcels - Should current or delinquent taxes be owed on the parcels sold or exchanged, Dodge County encourages property owners to make sure those taxes are paid before the sale or exchange is processed and recorded. The original parcel "parent parcel" will most likely be deleted, and new parcels "child parcels" will replace the original. Any delinquent taxes owed on a deleted parent parcel will be transferred to the active child parcels by the Dodge County Treasurer's Office. Any questions on taxes, please contact the Dodge County Treasurer.

Use Value Penalty – The Department of Revenue requires municipal assessors to report changes in use of agricultural lands. Please be aware that any change in use of the land being sold or exchanged may result in a penalty to the person or entity who changed the use of the land.

Additional information regarding Sale or Exchange of Parcels of Land Between Owners of Adjoining Property process can be found in the "Dodge County Land Use Code"

OTHER GOVERNMENTAL CONTACT INFORMATION

The following is a listing of town(ship) representatives and other governmental agencies you should contact for any requirements that they may have — in addition to those Dodge County may require.

NOTE: This list has been provided as an aid and may not list all agencies with authority regarding your proposal. Property owners are responsible for requirements from other governmental agencies.

TOWN CONTACT INFORMATION			
TOWN	**WEBSITE**	**PHONE NUMBER**	**EMAIL**
Ashippun	townofashippun.org	(920) 474-4781	townclerk@townofashippun.org
Beaver Dam	townofbeaverdam.org	(920) 887-0791	townclerk@bdtown.org
Burnett	townofburnett.com	(920) 689-2278	clerk@townofburnett.wi.gov
Calamus	townofcalamus.com	(920) 885-5718	clerk@tn.calamus.wi.gov
Chester	Not Available	(920) 318-9016	chester@townofchesterwi.gov
Clyman	townofclymanwi.gov	(920) 296-8749	clerk@townofclymanwi.gov
Elba	townofelba.com	(920) 728-0269	clerk@townofelba.wi.gov
Emmet	emmettownship.com	(920) 285-3459	clerk@emmettownship.com
Fox Lake	townoffoxlake.org	(920) 763-7910	clerk@townoffoxlake.wi.gov
Herman	townofherman-wi.gov	(920) 387-9322	clerk@townofherman-wi.gov
Hubbard	townofhubbard.com	(920) 349-3223	townofhubbard@gmail.com
Hustisford	townofhustisford.gov	(920) 349-8425	clerk@townofhustisford.gov
Lebanon	lebanondodgewi.gov	(920) 925-3522	clerk@lebanondodgewi.gov
Leroy	townleroy.com	(920) 583-4590	clerk@townofleroywi.gov
Lomira	townoflomira.gov	(920) 583-4011	clerk@townoflomira.gov
Lowell	townoflowell.com	(920) 927-5787	clerk@townoflowell.wi.gov
Oak Grove	Not Available	(920) 382-1927	clerk@tn.oakgrove.wi.gov
Portland	townofportlandwi.org	(920) 478-3724	portlandtownclerk@gmail.com
Rubicon	rubiconwi.gov	(262) 673-3413	clerk@rubiconwi.gov
Shields	townofshields.com	(920) 261-7154	clerk.townofshields@yahoo.com
Theresa	townoftheresawi.gov	(920) 488-4702	clerk@townoftheresawi.gov
Trenton	tn.trenton.wi.gov	(920) 763-4631	clerk@tn.trenton.wi.gov
Westford	townofwestfordwi.gov	(920) 285-0755	gail.white@townofwestfordwi.gov

OTHER CONTACTS		
AGENCY	**CONTACT**	**PHONE NO.**
Wisconsin Department of Natural Resources	Waterways Call Intake	(608) 267-3125
U.S. Army Corps of Engineers	Brookfield Office	(651) 290-5732
U.S. Fish and Wildlife Service	Regional Office	(608) 742-7100
Dodge County Drainage Board	Charles Crave	(920) 285-3812
USDA – United States Dept of Agriculture	Farm Service Agency	(608) 662-4422