



MERGER FILING PROCEDURES

To file for a Merger, the following items must be submitted together to the Planning and Zoning Office located in the Linn County Courthouse Annex. All items listed must be submitted together to be considered a completed application.

Legal Description	Proper legal description merging the properties into one description, prepared by a licensed land surveyor, unless the description can be described by aliquot parts, which can be written by a licensed land surveyor or an attorney; must be on attorney letterhead or have surveyor stamp, <u>must be an original</u>
Easement	Proper documentation vacating easements or other encumbrances along merged or previous common boundary line, prepared by attorney or title company, <u>must be an original</u>
New deed	new deed merging the properties, including the following statement: this tract of land cannot be hereafter split, divided, or sold as individual lots or tracts without following the proper Linn County subdivision lot split regulations
Application	a completed Merger Application provided by the Planning and Zoning office or online at linncountyks.com
Fees	two checks; one to Linn County Treasurer in the amount of \$100 (merger fee); one to Register of Deeds in an amount to be determined by number of pages recorded

Once the completed application packet is received by Planning and Zoning, it is sent to the main Courthouse for approval by the mapping department, sent back to Planning and Zoning to await approval, and then sent to the Register of Deeds' office for submission.

THE PROCESS FOR A MERGER CAN TAKE UP TO TWO WEEKS TO FINISH ONCE A COMPLETED APPLICATION PACKET HAS BEEN RECEIVED BY PLANNING/ZONING.