

Parcel Split Guide

Bayfield County

To split a parcel into two or more single parcels, please follow these steps:

1. Check with the Bayfield County Planning and Zoning Department (or the City of Washburn or Bayfield if the parcel lies there) to see if the split will create any potential unconforming issues to avoid any future problems.
2. You will need a new legal description for the new parcels.
 - Most people will need to seek the assistance of an attorney and/or land surveyor in order to have a correct legal description and appropriately file to the WI Dept. of Revenue and to the Register of Deeds office. However, note that putting together a deed is something which anyone can do, just be sure to do your research, have a new correct legal description, and do the proper filing.
 - The complexity to write new legal descriptions for your new parcels varies with each situation. Some can be written up in minutes (such as simple lot/block situations in populated areas, or large square quarter-section parcels in rural areas). More complicated splits of metes and bounds descriptions will require the knowledge of a land surveyor or attorney, and may require a new land survey to be done. The Property Lister does not write legal descriptions; only reads, maps, and lists abbreviated descriptions for listing purposes with limited space. What you see listed in our Novus tax database is not your full legal description – see your deed for that. Contacting a land surveyor or attorney to determine the complexity of the split for your parcels is the recommended way to start.
3. Once you have the new legal descriptions, they simply need to be placed in a new deed, granting to yourself or whoever the land is being given to. A Real Estate Transfer Return (RETR) then needs to be filed to the WI Dept. of Revenue, and then the deed recorded in the Bayfield County Register of Deeds office. It will then go to the office of the Bayfield County Real Property Lister. If the parcel split is in conjunction with a property sale (as the majority are), this will all be done through the process of closing with a title company and/or attorney.
5. The Property Lister will create a new [Parcel Identification Number](#) (PIN) and Tax ID Number for the new parcels. This will be viewable in the [Novus Tax Database](#). The new parcels will also get re-mapped to eventually be updated in the Land Records online [GIS Web Map](#).
6. The final step will be getting the new parcels to the assessor in your municipality (done by the Property Lister). This is done typically in February of each year, and the new values are added on in the spring by the assessor.
7. It's important to note that when a parcel split occurs, the parent parcel (how it was before the split) will receive a tax bill in the year it was changed, and not until the following year will the new parcels receive a tax bill. This is because new assessment information (thus tax information) has not yet been placed on the new parcels.

