



LOT SPLIT # _____
APPLICATION FEE OF \$40.00
PAYED: _____

## LOT SPLIT APPLICATION

Owner Name (s): \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Legal Description:

---

---

Explain your requested lot split:

---

---

---

---

---

Names and Addresses: All property owners adjacent to the proposed property to be lot split.

---

---

---

---

---

Application Procedure:

Four copies of a drawing to scale of the lots involved if there are no structures on the lot shall accompany the application or four copies of the survey if there are structures on the lot showing the precise location of structures thereon. Each drawing or survey shall show the location, dimensions and legal description of the proposed lot split; the square footage contained in each

portion of the original lot: all existing easements including public reservations such as building setback lines or access control and a certificate of approval that accompanies this permit.

**Approval Guidelines:**

Approval or disapproval of lot splits shall be made based on the following guidelines:

- A. No lot split shall be approved if:
  - 1. A new street or alley is needed or proposed.
  - 2. A vacation of streets, alley setback lines, access control or easements is required and has not been satisfied.
  - 3. Such action will result in significant increases in service requirements.
  - 4. There is less street right of way than required by the zoning regulations.
  - 5. All easements requirements have not been satisfied.
  - 6. Such split will result in a lot without direct access from its frontage to an opened public street.
  - 7. A substandard sized lot will be created or an existing structure will not be able to meet setback requirements according to the zoning regulations.
  - 8. The lot is subject to periodic flooding which cannot be feasibly corrected by fill.
  - 9. The lot has been previously split without replatting.
- B. The planning commission may make such additional requirements as deemed necessary to carry out the intent and purpose of existing land development regulations and governing body policy. Requirements may include, but not be limited to, the installation of public facilities, water supply and sewage disposal and/or the dedication of right of way and easements.
- C. The planning commission shall, in writing either approve with or without conditions or disapprove the lot split within thirty (30) days of hearing the request. If approved, and after all conditions have been met, the chairperson of the planning commission shall sign acknowledgement of the certificate of approval as required on the lot split drawing or survey. Acknowledgement of the certificate may be made by a notary public or by the county clerk, register of deeds, mayor or clerk.