



THE CITY OF ELM SPRINGS

APPLICATION & CHECKLIST
FOR A

LOT SPLIT / PROPERTY LINE ADJUSTMENT

FOR STAFF USE ONLY

Date Application Submitted: _____

Date Accepted as Complete: _____

Planning Commission Mtg. Date: _____

FEES

LSP/PLA \$ 125

Zone: _____

Application:

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be placed on the Planning Commission agenda until the application is completed and required information provided.**

PROJECT NAME: _____

GENERAL INFORMATION:

Project: Lot Split Property Line Adjustment (Informal Plat)

Representative: _____

Address: _____

Day Phone: (____) _____

email: _____

Property Owner: _____

Address: _____

Day Phone: (____) _____

email: _____

(Indicate where correspondence should be sent.)

PROPERTY DESCRIPTION: Attach a brief explanation of project.

Site Address: _____

Acreage: _____

APPLICANT / REPRESENTATIVE: I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

✓ _____ Date: _____

PROPERTY OWNER / AUTHORIZED AGENT: I certify that I am the owner of the property this is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

✓ _____ Date _____

Lot Split / Prop. Line Adjustment cont.

Checklist:

- 1. Payment of the \$125.00 application fee.
- 2. Copy of the warranty deed.
- 3. Survey of the property signed and sealed by a registered Land Surveyor with the State of Arkansas showing the following information:
 - a. Lot configuration including bearings and distances and size for each existing lot.
 - b. Lot configuration including bearings and distances and size for each proposed lot.
 - c. Legal description of parent tract and proposed tracts on plat.
 - d. Dimension of right-of-way from centerline.
 - e. All easements- present and proposed.
 - f. Legend (sidewalks, hydrants, building setbacks, etc.)
 - g. Zoning of property.
 - h. Floodplain note.
 - i. Signature block for City approval.
- 4. Submittal of six (6) copies of the plat of the lot split to the City Administration Office at the time of application along with a digital copy in pdf format. After approval, provide one copy of the signed plat that has been stamped by the County Circuit Clerk for filing.
- 5. Surveys should include a vicinity map (1 mile radius) indicating several north/south streets and several east/west streets as well as a north arrow indication.
- 6. Completed Utility Form signed by each of the utility companies serving the property.

The applicant or the applicant's representative must attend the Planning Commission meeting to present this item. If no one is in attendance, this request will be not be heard.

GENERAL INFORMATION REGARDING LOT SPLITS AND PROPERTY LINE

WHAT IS A LOT SPLIT?

A lot split divides an existing parcel of land, regardless of size, into 2 or more parcels. Technically, a lot split is a waiver of preliminary plat requirements, final plat requirements, and subdivision requirements.

WHAT IS A PROPERTY LINE ADJUSTMENT?

A property line adjustment is a transfer or adjustment of property lines that does not create a new, separate lot. Property line adjustments may be handled administratively by the Mayor or the Mayor's duly authorized representative unless there are questionable boundaries or other issues requiring Planning Commission review. You must submit a survey of all lots involved, showing the existing property lines and the proposed ones. You cannot alter a lot in such a way that would create an illegal situation in terms of setbacks, required lot width, required lot size, or buildable area.

WHO HAS TO APPROVE A LOT SPLIT?

The Planning Commission must approve splits located within the City limits and the planning area. Both the City and County must approve splits of property located outside the city limits but within the planning area.

The Mayor or the Mayor's duly authorized representative may administratively approve a lot split that meets certain lot area requirements.

Subdivision covenants may restrict further splitting of your property. Please check with your Property Owners Association before filing an application.

HOW MUCH WILL A LOT SPLIT OR PROPERTY LINE ADJUSTMENT COST?

The fees for a lot split and property line adjustment are: \$125.00 application fee. You will probably incur other costs too, such as the cost of a survey and the cost of having a new abstract or deed prepared.

In addition to these costs, the Planning Commission may make the lot split contingent on other improvements, such as sidewalks, extensions of city water and sewer lines, and street improvements. Dedication of easements and rights-of-way are also required in most cases.

DO THE LOTS HAVE TO BE A CERTAIN SIZE?

It is important to note that all lots still meet zoning district requirements. For example, in an A-1 agricultural zone you must have a minimum width of 300' and a minimum lot size of 5 acres. In an R-1, Low Density Residential zone, the lot size requirements are one acre minimum area.

DOES THE CITY APPROVE LOTS SPLITS OUTSIDE THE CITY LIMITS?

Yes, if the land is outside Elm Springs City Limits but within the planning area. A map of the planning area is available at the City Administration Office.