



**CITY OF BELLEVILLE, ILLINOIS**  
**ECONOMIC DEVELOPMENT, PLANNING, AND ZONING DEPARTMENT**

**Application for LOT SPLIT**

**Subject Property Address:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Property**

1. Legal Description of Property: \_\_\_\_\_
2. Existing Zoning of Property: \_\_\_\_\_
3. Existing Number of Lots: \_\_\_\_\_
4. Proposed Number of Lots: (4 maximum) \_\_\_\_\_
5. Size of Proposed Lots in Square Feet: \_\_\_\_\_  
    Tract 1: \_\_\_\_\_  
    Tract 2: \_\_\_\_\_

Provide a sketch of the proposed lot split to scale.

I certify that the above information is correct to my best knowledge:

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

## Information for Applicant

A lot split is the process of resubdividing or splitting a previously platted lot into two (2) lots (a division of land which creates more than two lots or involves unplatted land is considered a subdivision). No dedication of easements or right-of-way is permitted to the design standards by a lot split.

All of the following must be submitted to the Planning Staff to begin the lot split process:

- \_\_\_\_\_ Completed application form
- \_\_\_\_\_ \$100.00 application fee
- \_\_\_\_\_ One (1) copy of a survey not exceeding 11" x 17" in size
- \_\_\_\_\_ One (1) copy of a survey not exceeding 24" x 36" in size

Surveys shall be drawn to scale and prepared by a registered surveyor showing the following:

- existing lots and their improvements, easements and adjacent rights-of-way;
- all existing and proposed utilities that will serve each tract;
- dimensions of all of the above;
- proposed property lines shown as dashed lines with dimensions from the existing structures to the adjacent, proposed property line;
- legal descriptions of the proposed lots identified as tracts 1 and 2;
- date of preparation
- north arrow

It is recommended that the applicant discuss their request with the Planning Staff prior to submitting the application. If you have any questions regarding the appropriateness of a request, or the process, please contact the Office of Economic Development, Planning, & Zoning at (618) 233-6810, Ext. 1250.

## Office Contact Information

City of Belleville  
Economic Development, Planning, & Zoning Department  
101 South Illinois Street  
Belleville, IL 62220  
(618) 233-6810 x1250  
Email: [edpz@belleville.net](mailto:edpz@belleville.net)