

Application for Lot Split

Legal Description of Property: _____

Name of property owner: _____

Street address: _____

City: _____ State: _____

Zip: _____

Contact person phone number: _____

Name of applicant (if different than owner): _____

Street Address: _____

City: _____ State: _____

Zip: _____

Contact Person Phone Number: _____

Existing Zoning of Property: _____

Existing Number of Lots: _____

Proposed Number of Lots (4 maximum): _____

Size of Proposed Lots in Square Feet: _____

Tract 1: _____ Tract 3: _____

Tract 2: _____ Tract 4: _____

Provide sketch of proposed lot split to scale.

I certify that the above information is correct:

Signature of Owner Date

LOT SPLIT

1. A lot split is the process of resubdividing or splitting a previously platted lot(s) into four or fewer lots (a division of land which creates more than four lots or involves unplatted land is considered a subdivision). No dedication of easements or right-of-way is permitted to the design standards.
2. All of the following must be submitted to the Planning Staff to begin the lot split process:

_____ Completed application form

_____ \$100.00 application fee

_____ Filing fee to record survey with County Clerk (refundable if application is not approved)

_____ Five (5) copies of a survey not exceeding 8-1/2" x 14" in size, 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, 2, 3 and 4;
- date of preparation
- north arrow

3. 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 and Planning at (618) 233-6810, extension 251.