



APPLICATION FOR LOT SPLIT APPROVAL

File No. L/S _____ - _____

This is an application for processing a lot split in accordance with the City Subdivision Regulations. All property proposed to be split must have been previously platted and recorded. The application must be completed, accompanied by the fee of **\$50** and filed with the Subdivision Administrator at least 15 days prior to a regular meeting date of the Planning Commission. **(AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED)**

Name of Subdivision _____

Block _____ Lot _____ General Location _____

_____ Inside City _____ To be Annexed _____

Name & Address of Landowner _____

Email Address _____ Telephone _____

Name of Sub divider/Agent _____

Email Address _____ Telephone _____

Name of Licensed Land Surveyor _____

Email Address _____ Telephone _____

Lot Split Information

1. Dimensions of existing lot _____

2. Frontage of new lots _____

3. Existing zoning _____ District _____

4. **Existing Facilities**

Description/Status

Street _____

Alley _____

Sidewalk _____

Storm drainage _____

Water supply _____

Sewage disposal _____

Gas service _____

5. Can electric and telephone service be provided from existing easement?

Electric Service (circle one) Yes No

Telephone Service (circle one) Yes No

6. Width of street right-of-way from the centerline _____ feet

7. If there are structures on the lot, are they to remain? Yes _____ No _____

8. Is any portion of the lot in an identified floodplain area? (circle one) Yes No

Applicant must submit a current list of names, mailing addresses and zip codes of all real property owners within 200 feet of the exterior boundary of the area in the City described in the application. For property that is adjacent to the city limits, the ownership list, in addition to the 200 feet inside the city limits, shall provide similar information extending 1,000 feet into the unincorporated area. (See Article 12 Section D of the Zoning Regulations). Addresses must be obtained from a **Certified Title Company**.

The landowner herein agrees to comply with the City Subdivision Regulations and all other related ordinances, policies and standards of the City and statues of the State of Kansas. It is further agreed that all costs of recording the lot split drawing with the Register of Deeds together with any supplemental documents required in its approval such as dedications or petitions or guarantees for specific improvement, will be paid by the landowner. The undersigned further states that he/she is the owner of the land proposed to be split and, when requested, will permit officials of the City to inspect the land as may be necessary for proper plat review.

_____	_____	_____	_____
Landowner	Date	Applicant/Agent (if any)	Date

OFFICE USE ONLY

Four copies of a drawing to scale received _____

Structure properly located by survey _____

List of adjacent landowners with addresses _____

This application was received by the Subdivision Administrator on this _____ day of _____ 20_____. IT has been checked and found to be accompanied by the required information and the fee of \$_____ paid to the City Clerk.

Subdivision Administrator

Cc: Applicant