

APPLICATION FOR PARCEL SPLIT (MINOR SUBDIVISION)

Parcels of 5 or less may be split without Planning Commission Approval

Property Owner(s): _____ Telephone #: _____

Address _____ Email: _____

Applicant Name: _____ Telephone #: _____

Parcel(s) location, nearest cross streets: _____

How many lots are being created (≤ 5 lots:) _____ Size of original parcel: _____

Zoning district(s): _____ Primary Street access: _____

How many splits of the original parcel have occurred? _____

Application requirements for lot or parcel consolidation:

1. Application must be accompanied by the following:
 - a. Letter of intent that includes the purpose for the parcel split, proposed development and the names of all parties involved.
 - b. Two (2) copies of a survey and legal description (prepared by a professional surveyor) showing original and proposed dimensions of the parcel and lot splits.
 - c. Two (2) copies of proposed grading, drainage and elevation plan for proposed tract and lots.
 - d. Two (2) sets of legal descriptions for each of the newly created lots, the remaining lot and original tract.
 - e. \$50.00 submittal fee.

Note: Filing fees and cost recovery fees for Engineering review shall also be due and be billed separately to the applicant.

Property Owner's Signature

Date

Applicant's Signature

Date

NOTES AND CONDITIONS OF APPROVAL (STAFF USE ONLY)

Comments or conditions of approval _____