

APPLICATION FOR PARCEL SPLIT (MINOR SUBDIVISION)

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

Property Owner(s): _____ Phone: _____
Address: _____ Email: _____
Applicant Name: _____ Phone: _____
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 billed separately to the applicant.

Property Owner's Signature _____	Date _____	Applicant's Signature _____	Date _____

NOTES & CONDITIONS OF APPROVAL [staff use only]

Comments or conditions of approval: _____

