

Lot split and Lot Line Adjustment Checklist only to be used for splitting into two parcels: more than one split requires a subdivision application.

A Lot Split and/or Lot Line Adjustment request does not require a public hearing and will be scheduled for a regular City Council meeting as a regular agenda item after Planning and Zoning administrator approval.

Project name:	Applicant:
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All applications are required to contain one copy of the following:

Applicant (√)	Description	Staff (√)
	Completed and signed Commission & Council Review Application.	
	Detailed submittal letter explaining how the project enhances and beautifies the community and types of services the project will provide and/or reason for the lot line adjustment.	
	Legal description of the property: Include a meets & bounds description to the section line of all adjacent roadways stamped & signed by a registered professional land surveyor with a calculated closure sheet & a map showing the boundaries of the legal description. Please provide Block and Lot Number.	
	Proof of ownership—A copy of your deed and Affidavit of Legal Interest (for all interested parties).	
	Proof of taxes current and/or paid	
	8 1/2 x 11 vicinity map showing streets, driveways, property lines, etc.	
	A sketch or map showing the proposed Lot split or lot line adjustment. The sketch or map shall include the following information: <ul style="list-style-type: none"> ◇ Current lot size including dimensions, square footage and street frontage. ◇ Proposed new location of the lot line and new dimensions, square footage and street frontages. ◇ Streets, surrounding land uses, etc. 	

Note: Only one copy of the above items needs to be submitted when applying for multiple applications.

This application shall not be considered complete until staff has received all required information. Once the application is deemed complete, staff will notify the applicant of the fees due, additional copies needed, etc.

