



Application for Lot Split

Name of Applicant _____

Address _____

Telephone _____

Business Address _____

Business Telephone _____

Please find the attached copy of Chapter 2, Article 4 – Lot Splits and Boundary Shifts

_____ Plot Plan shall be submitted as a Certificate of Survey and sealed by a licensed land surveyor or engineer in Kansas. (4.101.3)

The plot plan shall contain:

_____ Signature and date blocks for Zoning Administrator and the Register of Deeds. (4.102.1)

_____ The location and dimension of existing structures and/or curb cuts on the lot with respect to the existing lot lines. (4.102.2)

_____ Identifies all platted building setbacks. (4.102.3)

_____ The dimensions of the proposed lots. (4.102.4)

_____ The legal description(s) for the proposed lot(s). (4.102.5)

_____ Zoning of the property. (4.102.6)

_____ The total square footage contained in each of the two lots. (4.102.7)

_____ All existing easements and utilities. If the easements were granted by a separate instrument, the certificate of survey must contain a note indicating that these instruments are on file with the Register of Deeds. (4.102.8)

_____ Location and width of access ways, existing and proposed. (4.102.9)

_____ The Surveyor's signature, certificate, and seal. (4.102.10)

_____ The Owner's signature. (4.102.11)

No lot split shall be approved if one or more of the following applies. (Ch. 2, Article 4.104)

_____ A new street or alley is needed or proposed. (4.104.1)

