

LOT SPLIT

APPLICATION FOR LOT SPLIT APPROVAL FOR PROPERTY LOCATED WITHIN THE SUBDIVISION JURISDICTION OF THE CITY OF DERBY, KANSAS

This application for LOT SPLIT approval must be completed and filed with the Department of Community Development at the City Building, 611 Mulberry, Derby, Kansas 67037 **(an incomplete applicant cannot be accepted)**.

1. **Legal Description** for the lot subject to this request:

Lot ____, Block ___ in _____ Addition

2. **General Location** of application area _____

3. **Name of Property Owner** _____

Address: _____ City: _____ State: _____

Phone: _____

4. **Name of Agent** (if applicable) _____

Address: _____ City: _____ State: _____

Phone: _____

5. **General Information:**

a. Gross size of lot being split _____ square feet.

b. What is the application area zoned? _____

c. Number of proposed building sites Old _____ New _____

d. Proposed minimum frontage of new building sites _____

e. Minimum frontage required by Zoning Ordinance _____

f. Proposed minimum area of new building sites in square feet

g. Existing Facilities: (indicate Yes or No)

Paved Street _____

Sidewalk _____

Public Sanitary Sewer _____

Public Water Supply _____

The applicant hereby certifies that they are the owner of the property for which this lot split application has been filed.

Owners Signature

TO BE COMPLETED BY CITY OFFICE PERSONNEL:

DATE APPLICATION RECEIVED: _____ RECEIPT: # _____ FEES: **\$250.00**

DATE TO BE CONSIDERED BY PLANNING COMMISSION: _____

DATE LOT SPLIT FILED WITH REGISTER OF DEEDS: _____

DATE REGISTERED COPY SENT TO APPLICANT: _____

LOT SPLIT INSTRUCTIONS

WITHIN THE SUBDIVISION JURISDICTION OF THE
CITY OF DERBY, KANSAS

APPLICATION PROCEDURE.

Requests for lot split approval shall be made by the owner of the land to the Department of Community Development who shall forward the request to the Planning Commission. The request for approval shall consist of the following:

- (A) A completed lot split application form.
- (B) The filing fee. **\$250.00 per Resolution 4-1997.**
- (C) Four copies of a scaled drawing if the subject lot is not occupied with any structures; and, if structures exist on any part of the lot being split, four copies of a survey, prepared by a licensed land surveyor, of the lot. The scaled drawing or survey shall depict or provide the following:
 - 1. The location of any structures on the lot and the location of any curb cuts or driveway openings that serve the lot;
 - 2. The precise nature, location, dimensions and legal description of the lot which is proposed to be split;
 - 3. Legal description(s) for the proposed new building sites (portions of the original lot);
 - 4. The amount of square footage contained in each portion of the original lot;
 - 5. All existing easements and, if any, access control. If the easements or access control were granted by separate instrument, the recording information shall be indicated;
 - 6. All platted building setbacks;
 - 7. The recording information for all vacation orders for previously vacated easements, building setback lines, access control or public rights-of-way;

8. A certificate of approval as worded in Section 902(C).

In order to facilitate records storage, the lot split drawing or survey shall be drawn on either letter or legal size paper.

- (D) Two copies of a drawing which indicates the location of existing municipal water mains, water meters and sanitary sewer laterals which serve the lot being split.
- (E) A lot grading plan for any lot zoned "R-3", "R-4", "I-1", "B-1", "B-2", "B-3", "B-4", "B-5" or "M-1".

The application, required drawings or survey, and filing fee shall be filed with the Department of Community Development.

revised June, 2000