



INSTRUCTIONS

LOT SPLIT APPLICATION

1. The applicant/agent shall fill out the attached application. The attached application form must be completely filled in before it can be filed. Portions of the form that are not applicable shall be marked N/A. All applications must be signed by the owner.
2. The applicant/agent should review the lot split provisions of the Subdivision Regulations to assure a complete understanding of the requirements.
3. The application shall be accompanied by one (1) copy of the required drawing or survey.
4. The filing fee for lot split shall be \$25.



Section No. _____

Lot Split No. _____

Township No. _____

Date Filed _____

Range No. _____

LOT SPLIT APPLICATION

Name of Property Owner _____

Mailing Address _____

Email _____ Phone _____

Name of Agent _____

Mailing Address _____

Email _____ Phone _____

Name of Surveyor or Engineer _____

Mailing Address _____

Email _____ Phone _____

LOT SPLIT INFORMATION:

1. General Location _____

2. Parcel ID Number _____

3. Legal Description _____

4. Gross Acreage _____

5. Minimum Lot Frontage _____

6. Minimum Lot Area _____



7. Existing Zoning _____

8. Proposed Zoning _____

9. Public Water Supply (Yes, No) _____

10. Public Sanitary Sewer (Yes, No) _____

11. Environmental Division Approval where applicable (Yes, No) _____

12. Road Right-of-Way Width _____

13. Sidewalks (Yes, No) _____



The owner herein agrees to comply with the Subdivision Regulations for Reno County, as amended, and all other pertinent resolutions of Reno County, and statutes of the State of Kansas. It is agreed that all costs of recording the lot split and supplemental documents thereto with the Register of Deeds shall be assumed and paid by the owner at the time of filing. The undersigned further states that he is the owner of the property proposed for the lot split.

Owner's Signature _____

Agent (if any) _____

OFFICE USE ONLY:

Received by the Zoning Administrator, at _____ (A.M.)(P.M.) on this ____ day of _____, 20____, together with the appropriate fee of \$25.

Name and Title

Approved by _____
Environmental Division

Denied by _____
Environmental Division

Comments _____

Approved by _____
Zoning Administrator

Denied by _____
Zoning Administrator

Comments _____



LOT SPLIT CHECK LIST

Application No. _____ Date _____

Name of Owner _____

Name of Surveyor _____

Signature of Person who Completed this Check-List _____

INSTRUCTIONS

The following check-list is to be completed by the Zoning Administrator or his/her designee. If the answer to any of the questions is "No", a written explanation should accompany this check-list.

	<u>Yes</u>	<u>No</u>
A. Have signed statements from each owner on the ownership list been submitted?	_____	_____
B. Have required copies of the survey or drawing been submitted?	_____	_____
C. Does the application comply with the "Approval Guidelines" set out in Article 3, Lot Splits?	_____	_____
D. Are any additional requirements necessary? N/A_____		
1. Installation of water lines?	_____	_____
2. Installation of sanitary sewer?	_____	_____
3. Installation of storm sewer?	_____	_____
4. Road pavement?	_____	_____
5. Dedication of street right-of-way?	_____	_____
6. Dedication of easements?	_____	_____
7. Submission of deed restrictions?	_____	_____
E. How has installation been guaranteed?		
1. Actual construction.	_____	_____
2. Bond.	_____	_____
3. Petition.	_____	_____
4. Other. _____		
F. Has the filing fee of \$_____ been submitted?	_____	_____



In order for the lot split/boundary adjustment to be approved, either a space must be provided for a stamp stating the following, or the following language has been included on the lot split drawing:

I, _____, Zoning Administrator of Reno County, Kansas, do hereby certify under the authority granted me by the Subdivision Regulations of Reno County, Kansas, that the lot split to which my signature below is given has been approved as being in conformance with the provisions of the Reno County Subdivision Regulations. Given under my hand this _____ day of _____, 20____.

Zoning Administrator

Zoning Administrator Comments _____

