



APPLICATION FOR MINOR REPLAT (LOT SPLIT) / RECONFIGURATION / COMBO

- ☐ Lot Line Reconfiguration ☐ Review of non-permitted subdividing
☐ Minor Replat Approval (split one lot into two) ☐ Lot Combining

The following conditions must exist in order to subdivide a parcel under this process:

- Created parcels must have frontage on a road (*20' of frontage for each lot*) or on a legally created access easement.
- Newly created parcels must meet all zoning requirements, including minimum buildable lot area above the 100 yr. flood prone elevation, lot width, etc.
- Existing structures must meet the minimum setback requirements after the split without need of a variance.
- Must be a lot of record meaning the lot has not been split since July 13, 1993.

For a Minor Replat (Lot Split) or Lot Line Reconfiguration submit the following:

- Application and Fee \$250.00
- A complete survey (including structures) and legal description for each parcel(s)
- A statement indicating whether water and sanitary sewer service is available to the property
- Owner's affidavit and, if applicable, an agent's affidavit
- If applicable: Copy of recorded access easement documentation if not on a public road.
- If property is flood prone: Topographical Survey signed and sealed by an authorized land surveyor may be required based on the amount of property that lies within the 100 yr. Flood Plain as determined by FEMA maps

For combining property submit the following:

- Application / No Fee
- An overall survey and legal description showing the properties combined.

SITE INFORMATION

Parcel ID# _____
Parcel ID# _____
Property Address _____
Current Zoning _____ Total Parcel Acres _____



OWNER INFORMATION

Name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____ Email _____

APPLICANT INFORMATION

Name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____ Email _____

Signature _____ Print _____

Date _____