

# LOT SPLIT

## What is a Lot Split?

A Lot Split subdivides a piece of property into two pieces of properties. This is achieved through approval by the Planning Commission.

## Step 1: Submit Application

- Application should be filled out completely. Four (4) copies of a scale drawing of the lot(s) involved should be included. If structures are present on the lot, they should be located on the drawings.

## Step 2: City Staff Review Application, Alert Surrounding Property Owners of Planning Commission Meeting

Surrounding property owners within 200 ft. of the lot(s) to be split must be notified of the upcoming public meeting in writing before they can review the application. The recipients have 14 days to respond with objections or concerns. The 14 day waiting period may be waived, if written statements of no objection from those to be notified are received with the application

## Step 3: Planning Commission Review and Issue Decision

- A public Meeting will be scheduled ( Usually the First Tuesday of the Month.
- The Planning Commission will review the application at the meeting and issue a decision
- Applicant will receive notice of decision from the Planning Commission
- A Certificate will be sent to the County Register of Deeds