

Lot Split and Consolidation Checklist

Basics

- Stamped and dated by PS
- Existing Plat(s) with legal description(s) submitted
- Street name(s) given with ROW
- Legal description and plat reference survey pins found or set with size, type, and identification (if applicable)
- Plat identifies all parcels referenced in the legal description
- North Arrow and Scale
- Proposed Plat with legal descriptions for each parcel involved submitted
- Sublot No(s). shown
- Curves, if any, include curve data

Legal Description

- Loop Closes
- Area calculation is correct
- Legal Descriptions matches plat

SHORD

- 15,750 SF for a lot where sanitary sewers are installed and the street is paved
- Minimum frontage of 90' or
 - Exemption due to subdivision having a previously approved plat
- 10' Side Yard Setback, 5' Side Yard only for Garage side, and 5' setback concrete drive to property line
- No accessory structures on lot split.
- The proposed lot split or consolidation does not cause a land lock

Required Signatures

- Owners affected
- Council President
- Clerk of Council
- Planning Commission Chairman (If 5 or more parcels are involved)
- Planning Commission Secretary (If 5 or more parcels are involved)
- Law Director
- City Engineer

Other

- Private utilities do not cross over property lines
- Drainage Problems are not created
- All easements are shown