

LOT SPLIT APPLICATION

Return this form to:

City Clerk
P.O. Box 447
Carl Junction, MO 64834
417-649-7237
Fax 417-649-6843

For Office Use Only:

Date Submitted: _____

Date of Meeting: _____

Filing Fee: _____

Case No: _____

Attachments Required:

- * Four copies of scale drawing
- * Legal Description of lots to be created
- * The location of any structure(s) on the lot or lots thereon, together with the precise nature, location and dimensions
- * Name, signature, and seal of the Registered Land Surveyor who prepared the lot split or minor subdivision plat.

Applicant:

	Owner
Name _____	_____
Address _____ _____	_____
Phone _____	_____

Request:

As provided by the Subdivision Regulations of the City of Carl Junction, Missouri, a lot split of Lot _____, Block _____, in the _____ Addition to the City of Carl Junction is hereby requested. The lot is generally described as:

Lot Split Requirements

The lot split is sought to provide for the issuance of building permits in lots divided into two (2) but not more than four (4) lots without having to replat said lot, and no right-of-way is required.

This lot split plat application meets the following requirements:

	Yes	No
1. No new street or alley or other public improvements are needed prooposed	_____	_____
2. No vaacation of streets, alleys, setback lines, access control or easments are required or proposed	_____	_____
3. The lot split will not result in significant increases in service requirements (i.e. utilities, schools, traffic control, streets, etc.); or will not interfere with maintaining existing service level (e.g. additional curb suts, repaving, etc.)	_____	_____
4. There is sufficient street right-of-way as required by these regulations or the Comprehensive Plan	_____	_____
5. All easement requirements have been satisfied	_____	_____
6. The split wil not result in a tract without direct access to a public street	_____	_____
7. No substandard-sized lot or parcel will be created	_____	_____
8. The lot has not been previously split in accordance with these regulations.	_____	_____

APPLICANT'S SIGNATURE:

OWNER'S SIGNATURE:

Date: _____

Date: _____

City Engineer Report

Public Works Report

City Clerk

City Administrator

PROCEDURES SUMMARY AND FORMS

MINOR SUBDIVISION/LOT SPLIT

When specified conditions occur, one existing parcel of land may be divided into two lots using a simplified procedure instead of a formal plat. This procedure, known as a lot split, is faster and less costly to follow but can only be used if all the criteria specified in the subdivision regulations are followed.

The applicant shall meet with the City Clerk to receive an explanation of the lot split procedure, including its requirements and limitations.

The lot split application shall be completed filled out and returned to the City Clerk with the appropriate fee. As a part of the application, four copies of a scale drawing shall be submitted showing the boundaries of the existing parcel; the location of all structure; the precise nature of the proposed split; the legal description of the lots to be formed; and the name, signature, and seal of the licensed engineer or the registered land surveyor who prepared the drawing. An application shall not be processed until it has been fully completed, the appropriate fee paid, and all requested information submitted.

Approval Guidelines: Approval of a minor subdivision/lot split shall be given based on a finding that **none** of the following conditions exist: a new street or alley is needed or proposed; access control or easements are required or proposed; such action results in significant increases in service requirements; all easements requirements have not been satisfied; a substandard-sized lot will be created; the lot has been previously split in accordance with these regulations.

The City Engineer shall review the proposed lot split at a regular scheduled meeting based on the criteria specified in the adopted subdivision regulations.

The City Engineer shall, within thirty days of application, in writing, ratify or not ratify, or continue for cause those applications which, in his opinion, do not comply with the guidelines set forth for a minor subdivision or a lot split.

No building permit shall be issued for any site which contains a division of a platted lot of record, unless such division has been ratified in the manner provided in the subdivision regulations.