

City of Ottawa Neighborhood and Community Services Department

101 S. Hickory

Ottawa, KS 66067

Phone: (785) 229-3620 Fax: (785) 229-3625

www.ottawaks.gov

LOT SPLIT APPLICATION

The code addresses Lot Splits in the Subdivision Code, Section 11:

11-101. The objective of this Article is to provide for the division of a tract of land or lot into not more than two buildable lots which meet the minimum size and area requirements for the zoning district in which said lots are located without having to comply with the platting requirements described in Article 6 of these Regulations. The new lots cannot, thereafter, be further subdivided without replatting. The Zoning Administrator may approve or disapprove lot splits in accordance with the requirements of this Article.

Process:

1. Applicants are asked to schedule a preapplication meeting with the City Planner in order to informally review proposals to avoid unnecessary lost time and cost.
2. Submit this checklist together with the attached application to communitydevelopment@ottawaks.gov with the following attachments:
 - Submit one copy of the Survey which must show:**
 - Structures on the property locations, sizes and distances to property lines, and all easements.
 - Legal description of each tract.
 - Legal description of the tract before the lot split
 - County Surveyor** signature needs to be obtained on the survey before submitting survey to the City for approval.
 - Proof of ownership:** Deed or Title Report
 - Notarized written Consent from any property owners in addition to the applicant
 - Approval from Utility Providers to include Ottawa Water & Wastewater, Ottawa Electric, and Kansas Gas
 - Relevant Local, State, or Federal permits or approvals when required
 - Any variance requests
 - Environmental Impact Statements when required
3. City Staff will review applications once complete.

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Date: _____

Full Name of Applicant: _____

Mailing Address: _____

Phone #: _____ E-Mail: _____

Full Name of Owner (if different or additional): _____

Mailing Address: _____

Phone #: _____ E-Mail: _____

Full Name of Surveyor: _____

Mailing Address: _____

Phone #: _____ E-Mail: _____

Existing Parcel Address	Zoning		Use
Parcel Identification Number			
Parcel Dimensions	SF	ft x	ft
New Parcel Address (proposed)	Zoning		Use
Parcel Dimensions	SF	ft x	ft
New Parcel Address (proposed)	Zoning		Use
Parcel Dimensions	SF	ft x	ft

Purpose of the Lot Split:

Description of the proposed split, including changes to lot lines and impacts to the properties:

Description of changes to lot shape:

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Zoning and Subdivision Compliance:

The proposed lot split conforms to existing local zoning and subdivision regulations (Initial here)

OR

The proposed lot split requires the following variances:

The Owner/Applicant hereby declares that all information submitted is true to the best of their knowledge. ALL items must be completed and submitted with the application.

Applicant/Owner:

Surveyor:

Signature

Signature

Print Name

Print Name

Additional Owner:

Additional Owner:

Signature

Signature

Print Name

Print Name

For Neighborhood and Development Services Staff:

Case Number: _____

Date Received: _____