



COMMUNITY
DEVELOPMENT
PLANNING & ZONING
201 East Broadway
Excelsior Springs, MO 64024
Phone: (816) 630-9594
Fax: (816) 630-9572

FOR OFFICE USE ONLY	
Fee:	\$125.00 + \$10 per lot
Total Fee:	_____
Date Received:	_____
Approved:	_____ Denied: _____

Lot Split Application

Applicant/Developer (Please Print): _____

Address: _____

Phone: _____ **Email:** _____

Survey Preparer: _____

Address: _____

Phone: _____ **Email:** _____

Property Location: _____

Zoning District: _____ **Number of Lots:** _____

Access from (street or streets): _____

Sewer available at site? _____ **If not, where?** _____

Water available at site? _____ **If not, where?** _____

Each proposed new structure within 400' of existing hydrant(s)? _____
If not, subdivider/developer must install new hydrant(s) per City specifications before any building permit may be issued.

Applicant must supply three (3) 24x36 or large copies and one (1) 11x17 or smaller copy of the lot split survey for staff review.

Applicant Signature: _____ **Date:** _____

Lot Split Procedure

- 1. Purpose** – If a proposed subdivision of land does not contain more than three lots, each of which have frontage on existing streets, not involving any new street or road or the extension of municipal facilities, or the creation of any public improvements and not adversely affecting development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Major Street Plan, zoning ordinance or other provision of these regulations, the owner may proceed with the lot split procedure thus circumventing the normal requirements of subdividing as outlined in these regulations.
- 2. Procedure** – The applicant shall be required to submit an application for lot splits on forms available in the Community Development Office along with the fee as required in these regulations. Such application shall include three (3) certified survey maps for review. The Planning Director shall review the proposed division of land for conformance with the applicable subdividing and zoning regulations for possible effects of the proposed division on any approved plan.
- 3. Time for review** – The City Manager shall within fourteen (14) days of the filing of the application approve, approve conditionally, or reject the proposed lot split. The applicant shall be notified in writing of the action of the City Manager and copies of the map shall be returned to the applicant.
- 4. Certified survey map** – a registered surveyor in conformance with these regulations shall prepare the certified survey map. In addition it shall show all existing buildings, utilities, sanitary sewers, drainage ditches, and other features pertinent to proper division.
- 5. Approved map** – If approved by the City Manager, the original documents will be signed by the City Manager and returned to the applicant. When conditional approval is granted, the conditions imposed shall be complied with prior to the document being stamped and signed.
- 6. Recording** – If approval of the lot split is granted by the City Manager the instrument must be recorded with the appropriate County Recorder and one recorded copy returned to the City of this recording before the land may be sold as lots or building permits issued.
- 7. Filing fee** – A filing fee shall accompany the filing of each application for a lot split. The lot split application shall not be accepted by the Planning Department until the subdivider has paid the filing fee.