



## **APPLICATION FOR LOT SPLIT APPROVAL**

**FEE: \$100**

This is an application for processing a lot split in accordance with the City Subdivision Regulations. The application must be completed and filed with the Subdivision Administrator at least 30 days prior to a regular meeting date of the Planning Commission. Completed applications and supporting documents may be emailed to [Planning&Zoning@andoverks.gov](mailto:Planning&Zoning@andoverks.gov). A complete schedule of meeting dates and submission deadlines can be found at [andoverks.gov](http://andoverks.gov).

### **(AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED)**

Name of subdivision \_\_\_\_\_

General Location \_\_\_\_\_

Name of Landowner \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Subdivider/Agent \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of (Engineer) (Land Planner) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Registered Land Surveyor \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

### **Subdivision Information:**

1. Gross acreage of parcel to be split: \_\_\_\_\_ acres

3. Gross acreage of resultant lots: \_\_\_\_\_ acres / \_\_\_\_\_ acres

Is any portion of the parcel to be split located in  
an identified flood plain area?      Yes \_\_\_\_      No \_\_\_\_



The landowner herein agrees to comply with the City Subdivision Regulations and all other related ordinances, resolutions, policies and standards of the City, County or Township and statutes of the State of Kansas. It is further agreed that all costs of recording the plat and supplemental documents thereto with the Register of Deeds shall be paid by the owner. The undersigned further states that he/she is the owner of the land proposed for platting and, when requested, will permit officials of the city, County or Township to inspect the land as may be necessary for proper plat review.

\_\_\_\_\_  
Landowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent (if any)

\_\_\_\_\_  
Date

**SEE NEXT PAGE FOR A CHECKLIST OF ELEMENTS TO BE PRESENT IN A LOT SPLIT  
SUBMITTAL**



**A Lot Split must:**

1. Not change the existing numbering system of a platted area (ex.: Lot 5 is split into Lot 5a and Lot 5b).
2. Give sufficient right-of-way for necessary streets or alleys, unless a dedication can be made by separate instrument.
3. Satisfy all easement requirements.
4. Provide for needed vacations of streets, alleys, or easements.

**A Lot Split must not:**

1. Have been previously split without first replatting.
2. Interfere with maintaining existing service levels, for curb cuts, repaving, etc.
3. Result in significant increases in service requirements for utilities, drainage, sidewalks, traffic control, streets, etc.
4. Create a substandard-sized lot for the underlying zoning district.
5. Create a lot without direct access from its frontage to an opened public street.
6. Create a lot unable to meet all yard requirements for an existing structure, according to applicable zoning regulations or sanitary code.
7. Create a lot subject to periodic flooding which cannot be feasibly corrected by fill.

**Contents of a Lot Split:**

1. Plan drawing (scaled) showing the following:
  - a. Location, dimensions, and legal description of the proposed lot to be split;
  - b. Area of the original parcel and of each resultant lot (square feet or acres);
  - c. Existing easements, platted building setback lines, and public reserves;
  - d. Any structures on the lot, which must be surveyed, and shown on the drawing as located by a Professional Surveyor;
  - e. A Certificate of Lot Split Approval, to be signed by the Chairperson of the Planning Commission;
  - f. A full legal description (metes and bounds) of the resultant parcels.