

CHECK LIST FOR EVALUATION AND APPROVAL OF LOT SPLIT

This check list is to be completed by the Subdivision Administrator to assist the Planning Commission in determining if the proposed lot split meets the criteria established in the City Subdivision Regulations. Inquiries may need to be made of other organizations if so indicated, particularly in regard to the need for improvements and easements. If the answer to any of the questions is "No", the lot split cannot be approved unless additional requirements are met which satisfy the particular situation. The Applicant may also find this check list useful to evaluate the proposed lot split.

Name of Subdivision in which lot is located _____

Block _____ Lot _____ General location _____

_____ Inside City _____ To Be Annexed _____ Outside City _____

Name of Subdivision Administrator _____ Date _____

Name of Applicant _____

Approval Guidelines**Yes No**

- | | | |
|--|-------|-------|
| 1. Is the lot split part of a previously recorded plat? | _____ | _____ |
| 2. Does the drawing submitted contain all the necessary dimensions including a survey of any structures thereon which will remain? | _____ | _____ |
| 3. Is the certificate of approval properly worded? | _____ | _____ |
| 4. Is a new street or alley needed or proposed? | _____ | _____ |
| 5. Is a vacation of streets, alleys, setback lines, access control or easements required or proposed? | _____ | _____ |
| 6. Will increases occur in public services or interfere with maintaining existing services which will need to be constructed or reconstructed such as paving, drainage, curb cuts, sidewalks or utilities? | _____ | _____ |
| 7. Does additional street R/W need to be dedicated? | _____ | _____ |
| 8. Have all easement requirements been satisfied? | _____ | _____ |
| 9. Will the lots have direct access to an opened public street? | _____ | _____ |

Yes No N.A.*

- ### Comments

<u>Planning Commission Action</u>		
<u>Yes</u>	<u>No</u>	<u>Change</u>

- *Not applicable.

Planning Commission Action

Having reviewed the lot split in the _____ (Addition)
(Subdivision) filed as L/S ____-____, I _____ move that we

(approve the lot split.)

(approve the plat subject to conditions as heretofore agreed upon.)

(disapprove the lot split for the reasons heretofore agreed upon.)

(defer the lot split until the _____, 20__ regular meeting of the
Planning Commission for more (information) (study) as heretofore specified.)

Motion seconded by _____ and passed by a (unanimous) vote of ____ to
____. Member(s) abstaining from the vote was: _____.

(Note: Except in the case of a tie vote, abstentions are counted as part of the
majority vote. Members disqualifying themselves are not part of the quorum and
unable to vote. A majority vote of the members present and voting is necessary
to pass a motion on a lot split.)

Date: _____

cc: Planning Commission
Applicant

OFFICE USE ONLY

Two signed and acknowledged copies furnished to Applicant with instructions to
record one with the Register of Deeds _____
Date

Signed copy filed with Building/Zoning Administrator _____
Date

Signed copy placed in case file _____
Date

Subdivision Administrator