



## MINOR LAND DIVISION APPLICATION

In order to ensure that the Division of Land complies with City Code 11-3-5 D and does not constitute a subdivision, a minor land division application must be approved prior to the division of a parcel of land into two, three or four new parcels, by Record of Survey recordation with the County Recorder's office. Contract of sale or deed of conveyance may also be required.

All minor land divisions are subject to the Planning & Zoning Commission's recommendation and final approval by City Council.

Owner/Applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

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

Zone: \_\_\_\_\_ Tax Parcel No: \_\_\_\_\_

Legal Description of Existing Property (From Current Deed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Existing Access and Utility Easements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the land split result in the creation of a street for access:  Yes  No

**PRELIMINARY SKETCH:** A preliminary sketch, outlining the property and proposed splits for the Minor Land Division must be attached to the application.

**RECORD OF SURVEY:** After preliminary approval by the Public Works Director, a Record of Survey must be submitted to the City. Submit a map of appropriate scale showing property lines, dimensions, bearing, and total acreage for existing and proposed parcels. The number of new parcels created shall be noted; indicate current conditions by a solid line and proposed conditions with a dashed line. Existing site improvements including single family dwellings, commercial buildings and accessory buildings, shall be shown. After a review of the Record of Survey for compliance, a public hearing will then be scheduled with the Planning and Zoning Commission.

**NOTE:** Final minor land division approval is contingent upon the City receiving a copy of the recorded documents.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**FOR OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION: MLD \_\_\_\_\_ - \_\_\_\_\_ APPLICATION FEE: \$100.00 DATE PAID: \_\_\_\_\_

Comments:

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ADMINISTRATOR PRE-APPLICATION:  APPROVED  DENIED DATE: \_\_\_\_\_

ADMINISTRATOR FINAL ACTION:  APPROVED  DENIED

Denial based upon one of the following findings:

- \_\_\_\_\_ 1. The parcels resulting from the division do not conform to applicable zoning regulations.
- \_\_\_\_\_ 2. The division of land would result in a subdivision as defined by the Grangeville Subdivision Code.
- \_\_\_\_\_ 3. One or more of the resulting parcels does not have appropriate access.

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date