



PLANNING & ZONING
Simple Lot Split

Project Name:	File #:
Applicant/Agent:	

Applicant (√)	Description	Staff (√)
	Lot Split Application	
	Narrative fully describing the proposed use/request	
	Recorded warranty deed for the subject property	
	Vicinity map, showing the location of the subject property (8 ½" x 11")	
	Legal description (metes & bounds) of the property boundaries and closure sheet	
	Copy of the Record of Survey showing the property boundaries (8 ½" x 11")	
	Fee of \$200.00	

After approval of the request, the applicant has 4 months to provide the Planning & Zoning Department with copies of the recorded Record of Survey (8 ½" x 11") and the recorded deeds. If these are not received within the given time frame, the approval will become null and void.

STAFF USE ONLY:

Date of Initial Approval: _____

Approved by: _____

Date of Final Approval: _____

Approved by: _____