

## LOT SPLIT

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### GENERAL PROCESS

1. Lot split applications are subject to Article 5 of the Subdivision Regulations & Article 13 of Procedures Manual. New tracts/lots must also meet the appropriate zoning requirements found in Article 4 of the Zoning Regulations.
2. Arrange Pre-application meeting with City Engineer
3. Owner submits the survey copies, completed application and fee
4. A letter of approval or denial will be sent to owner within thirty days
5. Applicant files the approved lot split with Johnson County Dept of Records, 111 S. Cherry St, Suite 1200 in Olathe, KS.
6. Applicant returns copies of recorded lot split to the City

### REQUIRED SUBMITTAL MATERIALS

- **Pre-Application Meeting:** 1-2 copies of sketch plan or drawing
  - **Submittal for Staff Review:** 3 copies of a survey showing the boundaries of the existing parcel; the location of all structures; the precise nature of the proposed split; the legal description of the lots to be formed; and the name, original signature, and seal of the licensed engineer or land surveyor certifying the drawing.
  - Applicant is responsible for recording the approved lot split survey with the County and returning two copies of the recorded lot split on 24# bond paper to the City.
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# LOT SPLIT APPLICATION

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**Return Form to:**

City of De Soto Planning Department  
P.O. Box C, 32905 W. 84th Street  
De Soto, KS 66018  
(913) 583-1182 ext. 115  
Fax: (913) 583-3123

**For Office Use Only**

Application No.: \_\_\_\_\_  
Date Filled: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Parcel #: \_\_\_\_\_

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**REQUIRED ATTACHMENTS:**

\_\_\_\_\_ Copies of certified drawing in accordance with the City's Application and Review Schedule;

\_\_\_\_\_ Legal description of lots to be created;

\_\_\_\_\_ Name, signature, and seal of the licensed land surveyor who prepared the drawing.

Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Name of Subdivider: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Name of Person who prepared the drawing: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

## REQUEST:

As provided in Article Five of the De Soto Subdivision Regulations, a lot split of Lot \_\_\_\_\_, Block \_\_\_\_\_, in the \_\_\_\_\_ Addition to the City of De Soto is hereby requested. The lot is generally described as:

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## LOT SPLIT REQUIREMENTS:

The lot split is sought to provide for the issuance of building permits in lots divided into not more than two (2) tracts without having to replat said lot.

The lot split application meets the following requirements. No lot split application in which a "NO" response is selected will be approved.

**YES    NO**

- \_\_\_\_    \_\_\_\_    (a) No new street or alley or other public improvements are needed or proposed.
- \_\_\_\_    \_\_\_\_    (b) No vacation of streets, alleys, setback lines, access control or easements is required or proposed.
- \_\_\_\_    \_\_\_\_    (c) The lot split will not result in significant increases in service requirements (e.g., utilities, schools, traffic control, streets, etc.); or will not interfere with maintaining existing service levels (e.g., additional curb cuts, repaving, etc.).
- \_\_\_\_    \_\_\_\_    (d) There is adequate street right-of-way as required by these regulations or the Comprehensive Plan.
- \_\_\_\_    \_\_\_\_    (e) All easement requirements have been satisfied.
- \_\_\_\_    \_\_\_\_    (f) The split will not result in a tract without direct access to a public street.
- \_\_\_\_    \_\_\_\_    (g) No substandard-sized lot or parcel will be created.
- \_\_\_\_    \_\_\_\_    (h) The lot has not been previously split in accordance with these regulations.

APPLICANT'S SIGNATURE:

OWNER'S SIGNATURE:

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Date: \_\_\_\_\_

Date: \_\_\_\_\_