

**CITY OF SYLVAN LAKE
LOT SPLIT APPLICATION**

Applicant name _____ Phone _____

Address _____

Property Owner _____ Phone _____

Address _____

Parcel number and address of lot(s) to be split/combined:

Property Identification: _____

Property Identification: _____

All property owners must sign this lot split application and comply with all provisions of ordinance Chapter 62 Article III Lot Splits and Other Divisions of Land

Signature	Printed Name	Date
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Signature	Printed Name	Date
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FEES: There shall be submitted with the application for approval a nonreturnable fee of \$100.00 as well as the cost of recording such instruments as are required to be recorded in compliance with this division. Additional fees may apply if engineering or planning review is required.

REQUIREMENTS: Applicants for approval for partition or subdivision shall deliver to the city clerk a written instrument fully executed in form legally sufficient for recording containing the legal description of the partition or division for which approval is sought, as well as a policy of title insurance issued by a company doing title work in the county, disclosing that the person executing the written instrument is the owner in fee of the property proposed to be partitioned or divided.

There shall also be submitted a plan or drawing drawn to scale by a registered engineer or surveyor showing the subject property, including dimensions and also adjoining property for at least 300 feet in all directions from the subject property so as to adequately portray relationship

of the subject and adjoining property. All existing buildings and structures shall be located on the plan or drawing. The planning commission may also require the applicant to furnish it with such additional data as will enable the planning commission to provide its recommendation to the council for final decision.

If the division or partition will result in a parcel of land having a size, width or depth less than the minimum required by the applicable provisions of chapter 78, there shall also be delivered an affidavit in form legally sufficient for recording, fully executed by all persons having any legal or equitable interest in the parcel sought to be divided or partitioned, acknowledging that they understand and agree that the resulting parcel, if not in compliance with the zoning requirements as to size, width or depth, may not be used or developed except in conjunction with an adjoining parcel of land, which shall be and remain in common ownership, and with such covenant running with the land; and it shall be unlawful to use or develop such parcel except in conjunction with such adjoining parcel in common ownership.

Where the division of land involves a lot or parcel that contains an existing residential structure, no such division of land will be permitted unless such lot meets the minimum zoning requirements of the city after the division of land is completed.

PROCESS: It shall be the duty of the City Manager or designee to review the application and provide an advisory opinion the city council concerning any division of land.

ITEM CHECKLIST:

- _____ Survey, including subject properties and property within 300 feet of subject property. One copy to be submitted with application. After review, if documents are adequate, 7 additional copies must be submitted. (One electronic copy of all documents may be submitted in lieu of the additional copies)

- _____ All buildings and structures with dimensions on subject and immediately adjacent properties.

- _____ Setbacks of all structures from current and proposed property lines on both subject properties

- _____ Legal description of proposed properties.

- _____ Policy of title insurance disclosing ownership of property(s).

- _____ Affidavit, if needed as stated in requirements.