



## **Instructions for making a Lot Split (Minor Subdivision) or Replat/Combination application**

- I. The replat, parcel split or combination application is to be filed with the Department of Administration located in the City Administration building, 1791 Harshman Road.
- II. Application fees shall be as follows:
  - A. Replat/Combination \$75.00
  - B. Lot Split (Minor Subdivision) \$25.00

**Each application shall be accompanied by the appropriate fee.**
- III. Approval without a plat of a minor subdivision may be granted by the Planning Commission or its designated agent if the proposed division of a parcel of land meets all of the following conditions:
  - A. The proposed subdivision is located along an existing public road and involves no opening, widening or extension of any street or road, and in the case of residential lots, does not involve an easement of access.
  - B. No more than five lots are involved after the original parcel has been completely subdivided.
  - C. The proposed subdivision is not contrary to applicable subdivision or zoning regulations.
  - D. The physical Characteristics of the property are suitable for building sites.
  - E. There is no division or allocation of land for parks and open spaces as required by Codified Ordinance 1109.21
  - F. The division of land does not require easements for the extension and maintenance of public sewer, water, storm drainage or other public facilities.
- IV. An application for approval of the combination/minor subdivision shall be submitted on forms provided by the Planning Commission, together with copies of the applicant's plan and any required supplementary information.
- V. Prior to receiving consideration for a combination/minor subdivision, the applicant shall prepare and submit a plan consisting of the following elements:
  - A. A survey drawn by a registered professional surveyor.
  - B. Deeds for the proposed combination/minor subdivision with a legal description.
- VI. The plan shall contain the following information:
  - A. Name of the applicant, location by section and township or other survey number, date, north point, scale, and acreage to hundredths of acre.
  - B. Abutting streets.
  - C. Existing buildings, septic facilities and wells if applicable.



## Application for Lot Split or Replat/Combination

<b>OFFICIAL USE ONLY</b>	
Permit No.	
Date	

**Applicant Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

**Applicant is the:**  Owner  Lessee  Optionee  Contractor/Architect

**Property Owner's Name:** (If different from applicant): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

**Current Zoning District** \_\_\_\_\_ **Current Use of Land** \_\_\_\_\_

**Land is to be:**  **Combined**  **Split** (Please check one)

Parcel Lot No(s). \_\_\_\_\_ Parcel Lot No(s). \_\_\_\_\_

Parcel Lot No(s). \_\_\_\_\_ Parcel Lot No(s). \_\_\_\_\_

Parcel Lot No(s). \_\_\_\_\_ Parcel Lot No(s). \_\_\_\_\_

**Size of Land**

\_\_\_\_\_ Acres; \_\_\_\_\_ Front Feet x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

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\_\_\_\_\_ Acres; \_\_\_\_\_ Front Feet x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

\_\_\_\_\_ Acres; \_\_\_\_\_ Front Feet x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

- I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.
- Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.
- Furthermore, I hereby acknowledge that in review of this application, the City of Riverside may require the services of the City Planner, City Engineer, and/or the City Attorney to insure that the requested item(s) for review in this application is compliant to the current zoning laws and policies of the City of Riverside. I, as the applicant acknowledge that any cost incurred by the city of Riverside as they relate to the review of this application by any of the City's consultants listed above are my responsibility to reimburse and agree to repay the City of Riverside for any and all costs incurred to it in the review of this application.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**To Be Completed By City**

Date application and fee received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Application is:  APPROVED  DENIED

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_