



# Lot Split Permit Application

Community Development/Planning Dept.  
401 N. Madison St., Spring Hill, KS 66083  
(913) 592-3657 • (913) 592-5040 FAX  
planning@springhillks.gov • www.springhillks.gov

ADDRESS OF LOTS \_\_\_\_\_

REASON FOR LOT SPLIT PERMIT \_\_\_\_\_

PRESENT ZONING \_\_\_\_\_

PRESENT USE OF PROPERTY \_\_\_\_\_

REAL ESTATE PARCEL NUMBER \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

PROPERTY SQUARE FEET/ACRES \_\_\_\_\_

APPLICATION FEE \_\_\_\_\_ (\$250.00)

*Please refer to the Zoning Regulations on back of this page.*

## APPLICANT

NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_  
EMAIL \_\_\_\_\_

## OWNER

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_  
EMAIL \_\_\_\_\_

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

PROPERTY OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### OFFICE USE ONLY

FILE CODE \_\_\_\_\_ FEE RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

PLANNING COMMISSION DATE \_\_\_\_\_ DECISION \_\_\_\_\_

**SECTION 17.374 - TRACT OR LOT SPLITS**

*Excerpt from the Unified Zoning Ordinance and Subdivision Regulations  
Ordinance 2014-18*

- A. Objective.** The objective of this Section is to provide for the division of a tract of land or lot into not more than two tracts or lots without having to comply with the platting requirements described in Section 17.372. Such tract or lot split shall be subject to the guidelines established in Section 17.374.D and any further divisions of the tract or lot shall be platted in compliance with the requirements of Section 17.372.
- B. Authorization for Approval of Lot Splits.** The Planning Commission is hereby authorized to approve or disapprove lot splits in accordance with the provisions of this Section. The applicant may make appeals from a decision made by the Planning Commission to the Governing Body for a final determination.
- C. Application Procedures.** The application shall be accompanied by the following information:
- Three copies of a survey to scale of the lots involved, showing the exact location of any structures thereon, and the location and dimensions of the split.
- D. Approval Guidelines.** No lot or tract split will be approved if one of the following applies:
1. A new street or alley is needed or proposed.
  2. Such action will result in significant increases in service requirements, e.g., utilities, traffic control, streets, etc., or will interfere with maintaining existing service levels, e.g., additional curb cuts, repaving, etc.
  3. There is less street right-of-way than required by these Regulations, unless such dedication can be made a separate instrument.
  4. All easement requirements have not been satisfied.
  5. Such split will result in a tract without direct access and less than 75 feet of frontage on a street.
  6. A substandard sized lot or parcel will be created according to these Regulations or the Spring Hill Zoning Regulations.
  7. The lot split does not have a plan on how it will be served by water and sanitary sewers.

The Planning Commission shall in writing, either approve with or without conditions, or disapprove the lot split within 30 days of the application.

The Planning Commission may make such additional requirements as deemed necessary to carry out the intent and purpose of existing subdivision regulations. Requirements may include, but not be limited to, installation of public facilities or dedication of right-of-way and easements.

- E. Savings Clause.** Nothing in this Section shall be deemed to be in conflict with K.S.A. 79-405 et. seq.