



**CITY OF GREAT BEND  
PLANNING COMMISSION  
LOT SPLIT APPLICATION**

DATE: \_\_\_\_\_

APPLICATION FEE: \$50.00

*(Fee covers application and \$25.00 towards filing fee – if filing fee exceeds \$25 the applicant will be billed for the additional amount. Payment is due before filed documents will be released back to applicant)*

Application shall be filed with the Secretary of the Planning Commission

The intent of a lot split is to provide for the issuance of building permits on lots divided into not more than two tracts without having to replat said lot, providing that the resulting lots shall not again be divided without replatting.

Applicant shall submit a minimum of four (4) copies of the survey of the lot(s), and the location of the structure(s) thereon, together with the precise nature, location and dimensions of the split.

The Secretary of the Planning Commission may make additional requirements as necessary to carry out the intent and purpose of existing land development regulations and Governing Body policy such as installation of public facilities, dedication of right-of-way and easements, and submission of covenants for the protection of other landowners in the original subdivision, etc.

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT PHONE: \_\_\_\_\_

*PROPERTY OWNER DIFFERS FROM APPLICANT*

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

PROPERTY OWNER PHONE: \_\_\_\_\_

PROPERTY IS LOCATED IN THE:  CITY  COUNTY

ADDRESS OF PROPOSED LOT SPLIT: \_\_\_\_\_

LEGAL DESCRIPTION OF THE AREA TO BE SPLIT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF THE LOT SPLIT: \_\_\_\_\_  
\_\_\_\_\_

ARE THERE STRUCTURE(S) ON THE LOT?  YES  NO  
IF YES, PLEASE DESCRIBE THE STRUCTURE(S): \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that statements contained in this application are true and correct.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

**OFFICIAL USE ONLY**

(Application shall be approved or disapproved within thirty (30) days of application)

- 1. Are there structures on the lot?  Yes  No
- 2. Is a new street or alley needed or proposed?  Yes  No
- 3. Is a vacation of streets, alleys, set back lines, access control or easement required or proposed?  Yes  No
- 4. Will there be a significant increase in service requirements? (i.e., utilities, schools, traffic control, streets, etc.; or will such action interfere with maintaining existing service levels (i.e., additional curb cuts, repaving, etc.)?  Yes  No
- 5. Is there less street right-of-way than required by these regulations unless such dedication can be made by separate instrument?  Yes  No
- 6. Have all easement requirements been satisfied?  Yes  No
- 7. Will a substandard sized lot or parcel be created?  Yes  No
- 8. Has the lot previously been split in accordance with these regulations?  Yes  No

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

\_\_\_\_\_  
Logan Burns  
Signature of Secretary of Planning Commission

If approved, and after all conditions have been met, the Secretary of the Planning Commission shall sign and furnish a certificate of approval to be affixed to the lot split survey, and a certified copy thereof shall be filed with the Register of Deeds, and the official designated to issue building or occupancy permits, and a copy shall be furnished to the applicant.

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

\_\_\_\_\_  
Logan Burns  
Signature of Secretary of Planning Commission

If disapproved, the applicant may appeal the decision to the Planning Commission at the next regular session.

**CERTIFICATE OF APPROVAL**

I, \_\_\_\_\_, Secretary of the Planning Commission, hereby do approve  
(Logan Burns)  
and affix my signature of approval to the attached lot split survey. A certified copy shall be filed with the Register of Deeds, and the official designated to issue building permits, and a copy shall be furnished to the applicant.

\_\_\_\_\_  
Logan Burns  
Signature of the Secretary of the Planning  
Commission

State of \_\_\_\_\_  
County \_\_\_\_\_

Signed or attested before me on  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ . By  
\_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Signature of Notary Public

My appointment expires: \_\_\_\_\_