

Parcel Split Requirements

✓ Check off list

- Must be surveyed and submitted with a completed **Application for Approval** (Appendix B) of the Subdivision Regulations.
- Must have required PUBLIC road frontage, 85' for single family, on site sewage - Section 405.2 of Subdivision Regulations.
- Minimum lot size – 26,000 sq. ft (.597 acre) - Section 405.2.
- Easement/Right-of-way must be proper width (30' width 1-2 parties, 50' width 3 or more parties) and must have maintenance agreement signed by all property owners involved and be granted a variance by the full commission. (Meet 1st Monday of each month @ 4:30pm, call office for appointment on agenda)
- Creating a new opening (easement, right-of-way)? Requires full commission variance approval @ meeting.
- Engineer and Health Dept official must approve minor lot splits and sign off on the **Application for Approval** prior to Planning Commission approval.
- Auditor's Office must assign Parcel ID #

You are now ready to take the information to your attorney for deed preparation.

Note: Over 5 splits – Is considered a Major Subdivision and must meet the requirements of Article 3 of the Subdivision Regulations.