



### **APPLICATION FOR LOT SPLIT APPROVAL**

Lot split applications are presented to Wellington Planning Commission for approval. Completed applications along with necessary documentation **MUST** be submitted in the City Building Department's Office. A date and time of hearing before the Planning Commission will be set. A Notice of the Hearing date must be published in the Wellington Daily News twenty (20) days prior to the hearing date in accordance with State Statute. Planning Commission meets on the 4<sup>th</sup> Tuesday of each month.

### **INSTRUCTIONS**

1. The attached application form must be completely filled in before it can be filed. **ANY INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** Portions of the form that are not applicable shall be marked N/A. All applications must be signed by the owner or his/her duly authorized agent.
2. The applicant should review the lot split provisions of the Subdivision Rules and Regulations (attached) to assure a complete understanding of the requirements.
3. The application shall be accompanied by one (1) Mylar Form, (1) Paper Copy, and (1) Electronic Version of the required drawings or survey.
4. The application shall be accompanied by an Abstractors List of names and addresses of all property owners within 200 feet if the property is located

within the city limits, or 1000 feet if property located outside city limits. IF statements in writing are submitted from each person on the list, stating that they do not object to the proposed lot split, the required ten (10)-day waiting period may be waived.

5. The filing fee for a lot split approval shall be \$50.00.
  
6. The application, required drawings or survey, ownership list and filing fee shall be submitted to the City Zoning Administrator at least twenty (20)-days prior to a regular Planning Commission Meeting at which the lot split is to be considered.

**APPLICATION FOR LOT SPLIT**

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

Address \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

Name of Agent \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

Name of Surveyor or Engineer \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

**LOT SPLIT INFORMATION:**

1. General Information \_\_\_\_\_

2. Legal Discription \_\_\_\_\_

\_\_\_\_\_

3. Gross Acreage \_\_\_\_\_

4. Minimum Lot Area \_\_\_\_\_
5. Existing Zoning \_\_\_\_\_
6. Proposed Zoning \_\_\_\_\_
7. Public Water Supply (Y or N)
8. Public Sanitary Sewer (Y or N)
9. Health Department Approval (if applicable) (Y or N)

The owner herein agrees to comply with the Subdivision Regulations for the City of Wellington, Kansas, as amended, and all other pertinent ordinances or resolutions of the City of Wellington, Kansas and Statutes of the State of Kansas. It is agreed that all costs of recording the lot split and supplemental documents thereto with the Register of Deeds shall be assumed and paid by the owner when billed. The undersigned further states that he/she is the owner of the property proposed for platting.

\_\_\_\_\_  
 Owner/Authorized Agent

\_\_\_\_\_  
 Owner/Authorized Agent

**OFFICE USE ONLY**

This application was received at the City Building Department at \_\_\_\_\_ (AM/PM).  
 on \_\_\_\_\_ (Day, Month, Year). It has checked  
 and found to be complete and accompanied by required documents and the appropriate  
 fee of \$\_\_\_\_\_.

Attested by \_\_\_\_\_  
 (Name & Title) (rev, 1/5/17)