



City of

Harrisonville

est. 1836

FEE: -\$0-
 REC'D BY: _____
 (STAFF USE ONLY)

**APPLICATION
 FOR
 LOT SPLIT
 LOT COMBINANTION
 LOT LINE ADJUSTMENT**

CASE NO.: _____
 (STAFF USE ONLY)

PLEASE PRINT

REQUEST: (CHECK ONE) **LOT SPLIT** **LOT COMBINATION** **LOT LINE ADJUSTMENT**

SUBDIVISION IF PLATTED: _____

LOCATION OR ADDRESS OF SUBJECT PROPERTY: _____

LEGAL DESCRIPTION: _____

ACREAGE OF LOTS / TRACTS:
 BEFORE LOT A: _____ LOT B: _____ AFTER LOT A: _____ LOT B: _____

APPLICANT NAME(S): _____ **PHONE:** _____

COMPANY: _____ **FAX:** _____

MAILING ADDRESS: _____

STREET **CITY** **STATE** **ZIP**

E-MAIL ADDRESS: _____

PROPERTY OWNER NAME(S): _____ **PHONE:** _____

COMPANY: _____ **FAX:** _____

MAILING ADDRESS: _____

STREET **CITY** **STATE** **ZIP**

E-MAIL ADDRESS: _____

ENGINEER/SURVEYOR NAME(S): _____ **PHONE:** _____

COMPANY: _____ **FAX:** _____

MAILING ADDRESS: _____

STREET **CITY** **STATE** **ZIP**

E-MAIL ADDRESS: _____

SIGNATURE OF APPLICANT: _____

NOTE: IF APPLICANT IS NOT THE PROPERTY OWNER(S), A STATEMENT FROM THE PROPERTY OWNER(S) AUTHORIZING THE APPLICATION IS REQUIRED.

LOT SPLIT, LOT COMBINANTION, LOT LINE ADJUSTMENT

PROCESS AND SUBMITTALS

STEP 1. PRE-APPLICATION CONFERENCE

Applicants should contact the Community Development Planner to schedule a pre-application conference prior to submission of an application.

STEP 2. ITEMS TO BE SUBMITTED BY APPLICANT

1. Complete application form
2. \$0 filing fee payable to the *City of Harrisonville*
3. The application shall be accompanied by three (3) paper copies and (1) electronic copy of a drawing by a licensed engineer or surveyor, drawn to scale and depicting:
 - a. the lot(s), structures and existing utility easements located on any part of the lots being combined, split, or lot line changed
 - b. the precise nature, location, dimensions and legal descriptions of the new lot(s) to be created
 - c. building setback lines on front and side streets with dimensions,
 - d. right-of-way widths and names of all existing abutting streets and alleys,
 - e. names of adjoining subdivisions,
 - f. the regulatory flood elevation or statement that no lot(s) are in a flood plain
 - g. signature bar for city approval:

APPROVED BY: _____
Community Development Department
City of Harrisonville, MO

DATE: _____

STEP 3. CITY STAFF NOTIFIES PLANNING AND ZONING COMMISSION OF APPLICATION

STEP 4. CITY STAFF REVIEW

All lots produced by lot combination, lot split or lot line adjustment shall conform to all minimum standards of the Subdivision Regulations of the City and other applicable City codes. The City may make additional requirements as are deemed necessary to carry out the intent of existing land development regulations and City Council policies such as installation of public facilities, dedication of right-of-way easements and submission of covenants for the protection of other landowners in the original subdivision.

STEP 5. LOT SPLIT

No lot split shall be approved if any of the following conditions exist.

1. It is determined that the lot has been previously split.
2. A vacation of streets, alleys, utility easements or other public reservations is required or proposed;
3. The split will result in a lot or parcel without access to a street;
4. Such action will result in a lot being split into more than two (2) tracts.

STEP 6. APPEAL

Denial of an application may be appealed to the Planning and Zoning Commission. The decision of the Planning and Zoning Commission may be appealed to the Board of Aldermen.

STEP 7. RECORDING

After the survey is approved, the applicant or their representative will have it recorded at the Cass County Recorder's Office and return to the city the original, four (4) full size copies and a digital copy of the survey.

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RESOURCES

It is the applicant's responsibility to become familiar with the applicable city land use ordinance and requirements prior to the submission of the application. Here are some online links to information that will be useful.

City of Harrisonville Website	https://www.ci.harrisonville.mo.us/index.aspx?NID=869
Comprehensive Plan	http://ci.harrisonville.mo.us/documentcenter/view/678
Subdivision Regulations	https://www.ecode360.com/27909481
Zoning Map	https://www.ci.harrisonville.mo.us/DocumentCenter/View/6182
Zoning Regulations	https://www.ecode360.com/27908265
Cass County Maps and Property Information	https://cassgis.integritygis.com/H5/Index.html?viewer=cass

CONTACTS

<u>City Hall, 300 East Pearl St., Harrisonville, MO 64701</u>	<u>(816) 380-8900</u>	<u>Fax 816-380-8910</u>
Roger Kroh, Community Development Planner	816) 380-8922	rkroh@harrisonville.com
Christopher Arthur, Building Official	(816) 380-8912	carthur@harrisonville.com
Ted Martin, City Engineer	(816) 380-8900	tmartin@harrisonville.com
<u>Public Works Department, 201 W. Chestnut, Harrisonville, MO 64701</u>		<u>Fax 816-380-3997</u>
Eric Patterson, Director of Public Works	(816) 380-8964	epatterson@harrisonville.com