



## MINOR SUBDIVISIONS

Replats for Lot Splits, Lot Consolidations or Lot Line Adjustments

The applicant shall schedule a Pre-Application meeting with Planning Staff at least seven (7) working days prior to submittal of the application.

### Pre-Application Meeting

(Completed by Planning Staff)

**Pre-Application Meeting Date** \_\_\_\_\_, **20**\_\_.

**Target Application Submission Date** \_\_\_\_\_, **20**\_\_.

**Application Review Fee** \$ \_\_\_\_\_

During the meeting, Planning Staff will assist the applicant to determine **if** the following items are Required or Not Applicable to the application:

Minor Subdivision for Lot Splits, Lot Consolidations or Lot Line Adjustments in Lawrence & Douglas County		
Required	Not Applicable	Documentation/Requirement
√		Minor Subdivision Replat (2 copies)
		Master Street Tree Plan, w/ graphic
		Build-Out Plan
		Restrictive Covenants for the Immediate Development Area and Future Development Areas
		Right(s)-of-way dedication(s)
		Executed Annexation Agreement
		Cross-Access Easement(s)
		Drainage Easement(s)
		Conservation Easement(s)
		Supplemental information that demonstrates how public utilities may be extended to the subdivision to accommodate future urban density development.
		Other _____

**Notes:** \_\_\_\_\_



## MINOR SUBDIVISIONS

Replats for Lot Splits, Lot Consolidations or Lot Line Adjustments

### Submittal Requirements Checklist and Determination of Completeness

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application may delay the review process. Please complete and return with your application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of application submission.

<b>Large Parcel Property Divisions</b> In the Urban Growth Areas of Unincorporated Douglas County							
<b>Determination of Completeness</b> <small>Completed by staff</small>			<b>Submittal Requirements Checklist</b> <small>Completed by Applicant</small>				
Notes	Incomplete Inaccurate Insufficient	Complete Accurate Sufficient	Provided	Required	<b>Requirement for Application</b> <small>See Section 20-804(f) for more detail on each requirement</small>		
				✓	Completed Application Form		
				✓	Owner Authorization Form if applicant is not the legal owner of the property		
				✓	Proof of property taxes paid obtained from the Douglas County Treasurer. Any unpaid special assessments shall be noted with the application submittal and a proposed redistribution plan for these unpaid special assessments, which meets the City Clerk and City Engineer requirements for lots within the City of Lawrence or with the County Clerk and County Engineer requirements for lots within the unincorporated area of Douglas County, also shall be submitted with the application		
				✓	Minor Subdivision Replat, 2 copies		
					Supplemental Information that demonstrates how public utilities may be extended to the subdivision to accommodate future urban density development. (if determined required at Pre-App Meeting)		



## MINOR SUBDIVISION REPLAT

For Replats for Lot Splits, Lot Consolidations or Lot Line Adjustments

### Technical Specifications Checklist and Determination of Completeness

This checklist has been provided to assist you, the applicant, as you prepare your Certificate of Survey for your application. Submission of inaccurate or incomplete technical information than necessary to adequately review and process your survey may delay the review process. Please complete and return with your application.

Planning Staff will use this checklist to review your survey to make note that each specification required of the survey is provided.

<b>Minor Subdivision Replat</b> for lot splits, consolidations or lot line adjustments						
<b>Determination of Completeness</b> Reviewed by staff			<b>Technical Specifications Checklist</b> Completed by Applicant			
Notes	Incomplete Inaccurate Insufficient	Complete Accurate Sufficient	Provided	Required	<b>Required Specification</b> See Section 20-807(e) for more detail on each specification	
				✓	2 copies of a <u>Minor Subdivision Replat</u> , certified by a licensed land surveyor, at a scale of 1" = 30' or less	
				✓	Title that includes the original lot numbers and subdivision name and an indication that this is a replat of said lots in the subdivision	
				✓	<u>Legal Description</u> of the property, including benchmark or other vertical reference point tied to the US Geological Survey	
				✓	<u>Location map</u> identifying community features and the nearest existing public right(s)-of-way within a one-mile radius of the site	
				✓	Location of existing easements and utilities	
				✓	<u>Dimensions and locations of all new lots</u> to be created through the division or consolidation	
				✓	Location and width of access ways, existing and proposed	
				✓	<u>Dimensions of all existing structures</u> in relation to existing and proposed lot lines	
				✓	<u>Signature of Owner</u> , properly attested	
				✓	A signature and date line for approval by the Planning Director stating: "Approved as a Minor Subdivision under the Subdivisions Regulations of the City of Lawrence and the Unincorporated Area of Douglas County"	
				✓	A signature and review date line for the County Surveyor beneath a note stating: "Reviewed in compliance with K.S.A. 58-2005"	
				✓	Signature and seal of licensed land surveyor licensed by the State of Kansas, who performed the survey for the Minor Subdivision Replat	
				✓	A note stating: "Further division or consolidation of any lots contained in this Minor Subdivision is prohibited and shall be processed as Major Subdivisions"	



**Determination Of Completeness, Accuracy, and Sufficiency**

(Completed by Staff and kept in file if determined to be complete, accurate and sufficient. If it is determined not to be then copy shall be provided to the applicant.)

I have reviewed the \_\_\_\_\_ application submitted by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Application No. \_\_\_\_\_

Based upon the submitted information, I find the application to be:

- Complete (based upon the items reviewed)
- Incomplete, inaccurate, or insufficient (circle) for the following reasons:
  - The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with the Subdivision Regulations.
  - The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with the Subdivision Regulations.
  - The application or plan cannot be approved without a variance or some other change or modification that the decision-making body for that application or plan does not have the authority to make.
  - Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Planner

\_\_\_\_\_  
Date

Resubmit by \_\_\_\_\_ to be placed on the agenda for the Planning Commission meeting on \_\_\_\_\_. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)



## MINOR SUBDIVISION Application Form

(Completed by Applicant or Applicant's Agent)

Pre-Application Meeting Date:				Planner:			
<b>Applicant or Agent Information</b>							
Contact Name(s):				Primary Phone:			
Company:				Mobile Phone:			
Street Address:				Fax:			
City/State/Zip Code:				E-Mail Address:			
<b>Property Owner Information</b>							
Owner Name(s):				Primary Phone:			
Street Address:				Fax:			
City/State/Zip Code:				E-Mail Address:			
<b>Property and Proposed Division Information</b>							
Address:							
City/Zip:							
Are you proposing a lot split, lot combination, lot line adjustment?							
Number of Existing lots:				Number of Proposed lots:			
Size of Existing lots (in square feet)				Size of Proposed lots (in square feet)			
Lot___	Lot___	Lot___	Lot___	Lot___	Lot___	Lot___	Lot___
<b>Additional Information</b>							
Present Zoning:							
Present land use:				Number of existing structures:			
Description of present use of land:				Description of existing structures:			
Are you or will you be submitting other applications?							
If so, what other applications are you submitting?							
<b>Signature</b>							
I/We, the undersigned am/are the <b>(owner(s))</b> , <b>(duly authorized agent)</b> , <b>(Circle One)</b> of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a Minor Subdivision as indicated above.							
Signature(s): _____				Date _____			
_____				Date _____			
_____				Date _____			



**STAFF USE ONLY**

Application No. \_\_\_\_\_

Date Received \_\_\_\_\_

Action or Decision Date \_\_\_\_\_

Fee \$ \_\_\_\_\_

Date Fee Paid \_\_\_\_\_



**OWNER AUTHORIZATION**

I/WE \_\_\_\_\_, hereby referred to as the "Undersigned", being of lawful age, do hereby on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize \_\_\_\_\_ (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, regarding \_\_\_\_\_ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

STATE OF KANSAS  
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_,

by \_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public