



Planning and Zoning Application & Checklist

LOT SPLIT

The Lot Split process is required when dividing a lot to create one (1) additional lot. Only lots that were platted prior to December 1, 1992 are eligible for review under this process.

Owner(s) Name: _____

Applicant Name*: _____

**A statement authorizing a representative to apply on behalf of the owner must accompany this form if applicable.*

Phone: _____ **Email:** _____

Mailing Address: _____

Property Address: _____

RP/ID Number: _____ **Zone:** _____

Block #: _____ **Lot #:** _____

Current Lot Size: _____ **Proposed Lot Sizes:** _____

Do you currently have plans submitted for a Building Permit? Yes _____ No _____
(Permit #)

SECTION I. Required Items to be Submitted – Hard Copy & Digital

____ **Proof of ownership or valid option agreement**

____ **Legal description of property**

____ **Unrecorded deeds with new/proposed legal descriptions**

____ **Surveyed site plan** (paper copy & PDF): *A legal survey with monuments that includes the following:*

- Legal description
- Stamped, dated, and signed by a licensed land surveyor
- Adequate access and/or easements for each parcel
- Property lines with required setbacks and acreage shown
- Existing buildings, fences, parking/driveways areas, easements, ditches and/or waterways.

____ **Narrative:** *Attach a brief statement describing the request and any other information necessary to assure the fullest consideration of facts concerning the application.*

SECTION II. Evaluation Criteria

Lot splits will be reviewed to ensure that the resulting lots comply with the requirements of the zoning title. Additional verification will be completed to confirm that the parent lot was platted prior to December 1, 1992 and that no other lot splits have occurred since that date.

SECTION III. Review & Approval Process

- 1. Upon acceptance of a complete application and project review is completed, the Planning and Zoning Administrator will schedule the request on the next available Planning & Zoning Commission agenda.
- 2. The Planning and Zoning Commission will review in accordance with the evaluation criteria and the Comprehensive Plan and vote to approve, approve with conditions, or deny the request.

SECTION IV. Acceptance

The Planning & Zoning Administrator reserves the right to NOT officially accept this application until all required information and the application fee have been submitted.

The Planning & Zoning Administrator/Commission reserve the right to take photographs and/or videos of the property under consideration as deemed necessary as an addendum to the file.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that the City of Driggs may rescind any approval or sufficiency determination, or take other appropriate action.

I have read and understand the application, review procedures, and responsibilities which accompany this application.

Owner Signature

Date

OFFICE USE ONLY

FEE: \$ 450 (plus any additional cost incurred) must accompany this completed application.

RECEIPT #: _____ DATE RECEIVED: _____ RECEIVED BY: _____

P&Z FILE #: _____