

SINGLE LOT SUBDIVISIONS

SECTION 1. Purpose and Intent. The intent of this section is to provide for the subdivision of land into not more than **two** tracts. This process is required for the division of land into tracts of less than 20 acres.

SECTION 2. Application Procedure. An application for a single lot subdivision shall be made by the owner of the land to the Zoning Administrator far enough in advance to allow for the publication notice for a public hearing, at least 10 days prior to said hearing with the Planning and Zoning Commission.

The applicant must:

1. Fill out an application.
2. Show proof of ownership by deed
3. Pay appropriate fees.
4. Present a appropriate plat with the surveyor's seal and signature with 15 legal size copies. Final (Mylar) plat must be in Zoning Office prior to public hearing being set.
5. If the subdivided plot is changing ownership the sub divider must provide the names and addresses of the adjoining landowners.
6. The lot must have direct access to an improved road or street.
7. The lot must be of a legal/permitted size for the zoning classification it is located in.

SECTION 3. Approval. Before becoming legal this single lot subdivision must meet the following requirements:

1. The Planning Commission and/or Governing Body may make such additional requirements as deemed necessary to carry out the intent and purpose of existing subdivision and zoning regulations and governing body policy.
2. The Planning Commission and Governing Body shall, in writing, either approve with or without conditions or disapprove the subdivision, after all conditions have been met. The Planning Commission and Governing Body shall sign a certificate of approval to be affixed to the subdivision survey. A certified copy thereof shall be filed with the Register of Deeds and the official designated to issue zoning/building permits. The survey must be filed with Register of Deeds no later than 90 days following the date of approval by the commissioners. (updated 3-13-2012)