
PETITION FOR LOT SPLIT

We, the undersigned, being the owners of record of said real estate, hereby respectfully petition the Mayor and City Council for the lot split of:

Insert Legal Description: _____

Reason for Lot Split: _____

We, the undersigned, being the owners of the record of said real estate, hereby acknowledge that we have read and received a copy of the lot split procedures and a copy of this application form concerning the filing and hearing of the request. That we have been advised of the fee requirements and they have been paid on _____ in the amount of \$ _____.

Property Owner: _____ Phone: _____

Address: _____

Signature: _____

Property Owner: _____ Phone: _____

Address: _____

Signature: _____

Property Owner: _____ Phone: _____

Address: _____

Signature: _____

Planning Commission

Public Hearing Date: _____ Time: _____

Recommendation: Approved Deny No Recommendation

Public Works Committee

Public Hearing Date: _____ Time: _____

Recommendation: Approved Deny No Recommendation

City Council Action

Public Hearing Date: _____ Action: Approved Deny

Resolution #: _____

(NOTE: All meetings shall be held in the Council Chambers of City Hall unless otherwise noted.)

CITY OF SOUTH SIOUX CITY

LOT SPLIT PROCEDURES

The City Council has the authority to grant lot splits from time to time as necessary. All divisions of property 10 acres or less in size must be approved by the City Council. A lot split procedure is necessary to provide for proper recording of real estate and the correct assessment of property taxes. The petitioner is responsible for all legal and recording fees in addition to the \$100.00 filing fee. The following is a guide to assist you with your lot split:

1. Discuss the proposed lot split with the Code Official.
2. Complete the attached lot split petition and pay a \$100.00 non-refundable filing fee.
3. Submit all pertinent information including but not limited to; legal description of the property, map, sketch or plan drawn to scale, which clearly identifies property boundaries and the proposed land division, any existing and/or proposed buildings, access, easement, etc. and any other information necessary which clearly expresses your request.

A survey plat prepared by a Nebraska Registered Land Surveyor must be submitted prior to the public hearing of the City Council but may not be necessary for the preliminary review. The Code Official will assist you in determining what information is needed and when. The owner(s) of record of the subject property must sign the lot split petition.

4. The Code Official will forward your request to all franchised utilities for review and comment. Their comments will be made part of the petition under consideration.
5. Upon proper filing of the petition, the Code Official shall post a sign on the property ten (10) days prior to the hearings of the Planning Commission and the City Council. The posting shall indicate that a lot split request has been submitted and the date and time of the public hearings.
6. The Code Official shall place the request on the agendas of the Planning Commission, Public Works Committee, and the City Council. You will receive a packet of information including information regarding the time, place, and date of said meetings. It is strongly recommended that the petitioner or a representative attend the meeting to answer any questions.
7. The City Council's action to approve or deny the proposed lot split will be in the form of a resolution. The City Council's action is final, although their decisions may be appealed.

A typical lot split request will take approximately 6 to 8 weeks.