



## LOT SPLIT APPLICATION

Return this Form to: Codes & Planning Division  
201 S. Franklin St.  
Kirksville, MO 63501 Ph. 660.627.1272 Fax 660.627.1026  
1<sup>st</sup> Floor of City Hall

### APPLICANT INFORMATION:

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### LOT SPLIT INFORMATION REQUIRED:

**Note: A division of land located within the city limits of Kirksville, Missouri is not legal unless submitted to and approved by the City of Kirksville.**

1. General Location of Property (or address): \_\_\_\_\_

2. Has this property had a lot split approved since May 20, 1985?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, you will be required to apply for a Minor Subdivision. The Minor Subdivision process is outlined in Chapter 34 of city ordinances, Section 34-86 through Section 34-89.

If No, proceed with the completion of this application.

3. Has a field survey of the property been completed by a qualified Missouri surveyor?

Yes \_\_\_\_\_ No \_\_\_\_\_

If No, you must hire a surveyor to do a field survey and obtain this information.

If Yes, it must have the following information and be submitted as follows:

a. A field survey map showing the parent and new lots formed.



- b. A Legal Description of each new lot and the revised legal description of the parent lot.
- c. The survey shall be submitted on a minimum of 18 ½ - inch by 24 – inch size paper.
- d. Signature blocks for the surveyor, plat officer, owner, notary for owner's signature, mayor, and notary for mayor's signature. If your surveyor does not have this information for the signature blocks, we can provide it to you. Note: If the Lot Split meets all of the requirements for a "standard" lot split, the signature block for the mayor's signature is not required, but a signature block for the City Manager and the notary for the City Manager's signature is required.
- e. The surveyor's original signature, stamp, and seal as a State of Missouri Professional Surveyor.
- f. The survey must be drawn to a scale not smaller than fifty (50) feet to the inch.

**\*\*IMPORTANT – An area at least five (5) inches wide by three (3) inches in height must be left blank at the upper right hand corner of the field survey for the Adair County Recorder's seal and signature. This area cannot have any border lines or other information in it.\*\***

- 4. Is each lot adjacent to, and have frontage on, an existing city street?  
 Yes\_\_\_\_\_ This street is:\_\_\_\_\_ Street/Avenue  
 No\_\_\_\_\_ A lot split with no street frontage may only be allowed if the lot is land-locked and an adjacent property owner is willing to purchase the lot and combine it with his existing lot.
- 5. Does each new lot, including the parent lot, have a minimum of:
  - a. if zoned as a residential area, fifty (50) feet of street frontage?
  - b. if zoned as business, but used for residential purposes, fifty (50) feet of street frontage?
  - c. if zoned as business, and used as a business, there is no minimum for street frontage.
 Yes\_\_\_\_\_ You have met the minimum requirements.  
 No\_\_\_\_\_ If No, this will not meet minimum standards for approval of a lot split. However, if the lot that does not have the minimum street frontage is adjacent to another property and that property owner is willing to do a lot combination and combine this small lot with his existing adjacent lot, it may be approved. Discuss this with the city's Codes Enforcement Director.



6. Is there a public water supply available to serve the proposed lots? This water main must be on the same side of the street, across the street, or in the street to both the parent lot and the newly created lot, **UNLESS** the newly created lot is to be legally included as a Lot Combination with a lot that currently has these services. Does your situation comply with these requirements?  
Yes\_\_\_\_\_ No\_\_\_\_\_
  
7. Is there a public sanitary sewer available to serve the proposed lots? This sewer main must be on the same side of the street, across the street or in the street to both the parent lot and the newly created lot, **UNLESS** the newly created lot is to be legally included as a Lot Combination with a lot that currently has these services. Does your situation comply with these requirements?  
Yes\_\_\_\_\_ No\_\_\_\_\_
  
8. What is the distance from the parent lot to the closest fire hydrant? \_\_\_\_\_ feet  
What is the distance from the newly created lot to the closest fire hydrant? \_\_\_\_\_ feet (This would be the distance from the hydrant to the closest point on the perimeter of the stated lot.)  
Maximum distance allowed on a residential zoned lot is 600 feet.  
Maximum distance allowed on a commercial zoned lot is 300 feet.  
Does this lot split meet these requirements? \_\_\_\_\_Yes \_\_\_\_\_No
  
9. What is the existing zoning designation for the lot? \_\_\_\_\_  
The new lots should be assigned the same zoning designation. If zoning is important to this project, you should verify this with the Code Enforcement Director.
  
10. A lot split shall not be approved if the answer is yes to any of the following questions:
  - a. Is a new street or alley required or proposed? Yes\_\_\_ No\_\_\_
  - b. Does the lot split change the current street or block pattern?  
Yes\_\_\_ No\_\_\_
  
12. Will this Lot Split include a Lot Combination for a lot that doesn't meet the street frontage or size requirements for a regular lot split? \_\_\_\_\_Yes\_\_\_\_\_No  
If yes, you will need to combine this smaller non-conforming lot with a larger, adjacent piece to form the Lot Combination and to meet all requirements for approval of this lot split. \*The person that will have this Lot Combination done (if required) is:\_\_\_\_\_



The applicant must submit four (4) field surveys, this application, and the Application Fees to the Code Enforcement Director who will determine if the lot split will meet city requirements. If it does, he will forward the lot split to the City Manager for her approval. If the City Manager approves, it will be filed with the Adair County Recorder. If the lot split does not meet all requirements of the city, the City Manager will not approve the lot split. The applicant will have the option of asking for the lot split to be taken before the City Council to see if they will approve it. The Code Enforcement Director will then place the lot split on an upcoming City Council Agenda as an action item. If council then passes it as an approved lot split, the City will file the lot split with the Adair County Recorder. Once the plat is recorded, we will return one (1) copy back to you. The City's Application Fees include the following: \$250.00, plus \$2.00 for each lot, including the parent lot.

The owner herein agrees to comply with the State of Missouri and the City of Kirksville, Missouri including the Subdivision Regulations and all other pertinent regulations of the City as are determined to be applicable, and the Statutes of the State of Missouri. The undersigned further states that he/she is the Owner or Agent of the property proposed for the lot split to apply for the Lot Split.

\_\_\_\_\_ or \_\_\_\_\_  
Owner's Signature Agent's Signature

Date\_\_\_\_\_