

**WICHITA-SEDGWICK COUNTY METROPOLITAN AREA PLANNING COMMISSION  
APPLICATION FOR LOT SPLIT APPROVAL ON DIVIDED LOTS**

**(INSTRUCTIONS)**

1. The Subdivision Regulations of the Wichita-Sedgwick County Metropolitan Area Planning Commission, in accordance with KSA 12-752 (f), provide for the division of a platted lot into not more than four (4) building sites, except for an industrial zoned platted lot which may be divided into more than two (2) building sites by means of the lot split procedure.

The attached form must be completed before the lot split will be processed.

2. The completed form should be submitted to the Planning Department, City Hall – 10<sup>th</sup> Fl., 455 N. Main St., Wichita, KS 67202-1688.
3. Five (5) copies of a drawing to scale shall be submitted of the lot(s) involved if there are no structures present; and if structures exist on any part of the lot(s) being split, five (5) copies of a survey of the lot(s) shall be submitted. The drawing or survey shall be drawn on letter or legal size paper and depict or provide the following:

- (a) The location of structures and curb cuts, if any, on the lot;
- (b) The precise nature, location and dimensions of the proposed split;
- (c) The legal descriptions(s) for the proposed split;
- (d) The amount of square footage contained in each portion of the original lot;
- (e) All existing easements and, if any, access control. If the easements or access control were granted by separate instrument, the recording information shall be indicated;
- (f) All platted building setbacks;
- (g) All platted easements, building setbacks, access control or public rights-of-way that have been previously vacated. The Vacation Ordinance number or recording information for the Vacation Order shall be referenced;
- (h) A three-inch by five-inch blank space for the approval stamp and Planning Commission seal.

Two (2) copies of a drawing which indicates the location of existing municipal water mains, water meters and sanitary sewer laterals which serve the lot split site shall also be provided.

4. When an application is submitted, the following shall be utilized to determine the filing fees:

Residential	\$220 + \$55/lot
Office, Commercial, or Industrial	\$275 + \$55/lot

**CHECKS:**

- 1) A check should be made payable to “**City of Wichita**” for the filling fees.
- 2) A check should be made payable to the “**Register of Deeds**” for recording of documents. However, a **separate** check will be needed for documents that will be submitted to the City Council.

**NOTE: Do not submit a check for recording of the lot split.**

If petitions are filed to satisfy requirements of a lot split approval, the applicant shall agree to assume, in addition to the application fee, all publication costs for the initiating Resolution(s) adopted by the City Council approving any such petition.

5. Approval or disapproval of lot splits, and/or the requiring of additional actions by the applicant, shall be made in accordance with the guidelines established in Article 6-103 of the MAPC Subdivision Regulations.

In particular, the applicant should note that, a lot split shall **not** be approved if:

- (a) A vacation of streets, alleys, setback lines, access control or easements is required or proposed.
  - (b) There is less street right-of-way than required by these regulations or the Comprehensive Plan unless such dedication can be made by separate instrument.
  - (c) All easement requirements have not been satisfied.
  - (d) Such lot split will result in a tract without access to a street.
  - (e) A substandard size building site will be created or an existing structure will not observe the yard requirements of the City or County zoning regulations.
  - (f) Such action will result in a lot being split into more than four (4) building sites except for industrial zoned, platted lots which may be split into two (2) or more building sites.
  - (g) A lot grading plan has not been approved by City or County Engineering for a lot zoned multi-family, office, commercial or industrial uses.
  - (h) Health Department's approval has not been obtained for on-site sewage disposal and/or water supply if the lot split site is not served with sanitary sewer and/or municipal water.
6. The applicant shall be notified, in writing, within thirty (30) days of submitting the application, of the approval with or without conditions or the disapproval of the lot split request.

## LOT SPLIT

### CHECKLIST OF REQUIRED APPLICATION MATERIALS

#### SUBMITTALS:

- Application form
- Two (2) copies of property drawing or survey
- Two (2) copies of utility drawing
- If the lot split is for commercial, industrial, multi-family or office lots, two (2) copies of the drainage exhibit.
- Filing fee
- PDF file of the Lot Split sent to: [cholloway@wichita.gov](mailto:cholloway@wichita.gov)

CASE NO. \_\_\_\_\_

**WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING DEPARTMENT**

This form must be completed and filed with the Planning Department, City Hall - 10<sup>th</sup> Floor; 455 N. Main Street, Wichita, Kansas, 67202-1688, in accordance with directions on the accompanying instruction sheet.

**AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED**

**SUBDIVISION NAME:** \_\_\_\_\_

**ASSOCIATED CASE NO. (IF APPLICABLE):** \_\_\_\_\_

Sketch  Preliminary  Final  One-Step Final   
Final Portion of Overall Preliminary  Revision to Preliminary  Revision to Final  Replat

**PROPERTY LOCATION:** City  County  County (Three-Mile Ring)

**LOT SPLIT:** Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_, Addition \_\_\_\_\_

**1. The names of the owners of all property included in this application must be listed.**

**A. PROPERTY OWNER(S):** \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**AGENT:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**B. PROPERTY OWNER(S):** \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**AGENT:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**C. SURVEYOR:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**2. The property is generally located (relation to nearest arterial streets):** \_\_\_\_\_

\_\_\_\_\_

**3. Tax Control No(s):** \_\_\_\_\_

**4. General Information**

**A. Gross Size of Plat/Lot:** \_\_\_\_\_

**B. Lots**

Number of Residential Lots: \_\_\_\_\_ Number of Commercial Lots: \_\_\_\_\_ Number of Industrial Lots: \_\_\_\_\_

**Total Number of Lots Being Platted:** \_\_\_\_\_

**Total Number of Lots Created by Lot Split:** \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

MAP NO. \_\_\_\_\_ SEC. \_\_\_\_\_ TWP. \_\_\_\_\_ RANGE \_\_\_\_\_ DISTRICT \_\_\_\_\_ S/D. COMM. \_\_\_\_\_ MAPC \_\_\_\_\_

C. Minimum Lot Frontage: \_\_\_\_\_

Minimum Area: \_\_\_\_\_

D. Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

E. Facilities:

1. Water Supply

Existing Facilities

Proposed Facilities

- Municipal Water
- Rural Water
- Community Well
- Individual Well

  
  
  

  
  
  


2. Sewage Disposal

- Municipal Sewer
- Sewage Lagoon
- Alternative Sewer
- Septic System

  
  
  

  
  
  


3. Sidewalks

F. New Streets: \_\_\_\_\_ R/W \_\_\_\_\_ Ft. \_\_\_\_\_ R/W \_\_\_\_\_ Ft.

\_\_\_\_\_ R/W \_\_\_\_\_ Ft. \_\_\_\_\_ R/W \_\_\_\_\_ Ft.

\_\_\_\_\_ R/W \_\_\_\_\_ Ft. \_\_\_\_\_ R/W \_\_\_\_\_ Ft.

Total Feet: \_\_\_\_\_

The owner(s) herein agree(s) to comply with the Subdivision Regulations for the Wichita-Sedgwick County Metropolitan Area, as approved, and all other pertinent Ordinances of the City of Wichita and/or Resolutions of Sedgwick County, Kansas, and statutes of the State of Kansas. I/We further agree to waive the 60-day statutory period in which the Planning Commission or Governing Body must act. In addition, it is agreed that all costs of recording the plat and supplemental documents thereto, with Resolutions approving any petition for improvements, such as streets, sewers, sidewalks, etc., shall be assumed and paid for by the owner(s) when billed. The undersigned further states that I am/we are the owner(s) of the property proposed for platting.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

By: \_\_\_\_\_  
AUTHORIZED AGENT (IF ANY)

\_\_\_\_\_  
APPLICANT'S SIGNATURE

By: \_\_\_\_\_  
AUTHORIZED AGENT (IF ANY)

NOTE: The petition must bear the signature of the property owner(s). If an authorized agent signs on the owner's behalf, the agent shall sign his/her own name and attach the owner's written notarized authorization to this application.

(FOR OFFICE USE ONLY)

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ FEE: \_\_\_\_\_