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 building sites, except for an industrial zoned platted lot which may be divided into more than two 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, 2nd Floor, The Ronald Reagan Building, 271 W. 3rd Street, 67202.

3. Two copies of a survey shall be submitted as prepared by a land surveyor registered with the State of Kansas. The drawing or survey shall be drawn on letter or legal size paper (11x17 size submittals will be recorded by the agent/applicant) 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 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:

	City Fees:	County Fees:
Residential	$255 + $65/lot	$220 + $55/lot
Office, Commercial, or Industrial	$315 + $65/lot	$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. 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 building sites except for industrial zoned, platted lots which may be split into two 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 30 days of submitting the application, of the approval with or without conditions or the disapproval of the lot split request.

CASE NO. _____

WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING DEPARTMENT

This form must be completed and filed with the Planning Department, 2nd Floor, The Ronald Reagan Building, 271 W. 3rd Street, Wichita, Kansas, 67202, 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: _____
Email: _____ Phone: _____

AGENT: _____
Address: _____ Zip Code: _____
Email: _____ Phone: _____

B. PROPERTY OWNER(S): _____
Address: _____ Zip Code: _____
Email: _____ Phone: _____

AGENT: _____
Address: _____ Zip Code: _____
Email: _____ Phone: _____

C. SURVEYOR: _____
Address: _____ Zip Code: _____
Email: _____ 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.

_____ **By:** _____

APPLICANT'S SIGNATURE **AUTHORIZED AGENT (IF ANY)**

_____ **By:** _____

APPLICANT'S SIGNATURE **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:** _____

LOT SPLIT

CHECKLIST OF REQUIRED APPLICATION MATERIALS

SUBMITTALS:

- ☐ Application form
- ☐ Two copies of property drawing or survey
- ☐ Two copies of utility drawing
- ☐ If the lot split is for commercial, industrial, multi-family or office lots, two copies of the drainage exhibit.
- ☐ Filing fee
- ☐ PDF file of the Lot Split and application sent to: nstrahl@wichita.gov and kwilson@wichita.gov

(Revised 12.01.14 - klw)