

LOT SPLIT

APPLICATION PACKET

ADMINISTRATIVE OFFICER APPROVAL REQUIRED

GENERAL APPLICATION INSTRUCTIONS

Effective Date: July 1, 2010

Last amended: November 5, 2018

PURPOSE: The approval of the division of a single parcel of land into two (2) lots, known as a lot split, when a formal subdivision is not required. A lot split must comply with the requirements established by the Zoning and Building Code regulations of the City of Mason City.

FEE: \$25, to be paid at the time of application.

APPLICATION PROCESS: Please fill out the attached ***Application Form*** and submit it along with a completed ***Application Checklist*** (attached) and all required supporting documentation, to the Development Services Department for administrative review and decision. If there are any structural improvements on the parcel or lot that will be split, you must provide a survey including all of the information required by Chapter 354 of the Code of Iowa that provides sufficient information to review the application. In the case of a Lot Split of a parcel or lot with no structural improvements, you must provide a site plan, drawn to scale, providing sufficient information to review the application. The information required in each instance is listed on the attached ***Application Checklist***. A checklist of the required elements of a site plan is also attached.

APPROVAL PROCESS: The Administrative Officer shall approve or deny the request based on the application and other relevant information. If approved, the transaction must be completed by recording the conveying deed and survey, if applicable, with the Cerro Gordo County Recorder's Office. The Administrative Officer will also notify the Cerro Gordo County Auditor that the lot split has been approved. If denied, the decision can be appealed to the Zoning Board of Adjustment.

No Lot Split shall be approved unless it meets the following criteria:

1. The resulting parcels meet the minimum lot size requirements of the zoning district(s) in which they are located;
2. The structures (if any) on the resulting lots meet the required setbacks and other bulk standards;
3. Both parcels have access to an adjoining public roadway by actual road frontage or easement; and

4. Neither this process nor any former lot split processes have previously been used to sever a lot from the parent tract. If there has been a prior action to sever from the parent tract, a Lot Split Application is not appropriate. You will need to submit a Final Plat Application.

APPEALS: If the Administrative Officer finds that the proposed lot split does not comply with all the requirements defined in this section, the lot split shall be denied. If your application is denied, you will be notified in writing of the reasons for the denial. If you feel that your application was denied in error, you can appeal the denial to the City's Zoning Board of Adjustment, pursuant to Title 12, Chapter 5 of the Municipal Code.

If you need assistance completing this application or have questions about the application process, please contact the Development Services Department at 641-421-3626 or visit the office in person on the 3rd floor of City Hall, 10 First St. NW, Mason City.

LOT SPLIT APPLICATION CHECKLIST

A complete Lot Split Application includes the following items. This checklist is provided for your use to organize your application; please submit a completed copy with your application. City Staff will also use it to review your application packet for completeness.

APPLICANT USE	APPLICATION ELEMENT	STAFF USE ONLY
_____	Completed Application Form.	
_____	\$25 Application Fee.	
_____	Final Lot Split Application Checklist (this form).	
_____	A copy of the deed showing ownership of the "parent" parcel (the parcel which will be split).	
_____	<u>In the case of a lot that will have access to an adjoining public roadway by easement,</u> a copy of the easement document.	
_____	A copy of the draft deed that will convey the child parcel (the parcel being split from the parent parcel) that includes the complete legal description of the child parcel.	
_____	<u>In the case of a parcel or lot WITH structural improvements,</u> an <u>ORIGINAL</u> survey prepared by an Iowa Licensed Land Surveyor showing: <ul style="list-style-type: none"> • existing and proposed property lines; • legal descriptions of the two resulting parcels; • location, dimensions and setbacks of existing structures on the resulting parcels, and; • the required City signature block.* 	
_____	<u>In the case of a parcel or lot WITHOUT structural improvements,</u> an <u>ORIGINAL</u> site plan or graphical representation drawn to scale and showing all of the required elements listed on the "Lot Split Site Plan Requirements Checklist" included in the application packet. *	

* The required signature block to be placed on the survey or site plan shall measure no less than 1 ½ inches high by 3 inches wide and shall contain the following text:

This Lot Split has been reviewed and approved by the City of Mason City.	
<div style="border-top: 1px solid black; margin-top: 10px;"></div> Administrative Officer for the City of Mason City, Iowa	<div style="border-top: 1px solid black; margin-top: 10px;"></div> Date

LOT SPLIT APPLICATION

Please print legibly or type

PARENT PARCEL (PROPERTY TO BE SPLIT):

Owner's
Name(s) _____

Owner's
Address _____

City _____ State _____ Zip _____

Phone _____ eMail _____

Address of Parcel being split _____

Auditor's Parcel Number of parcel being split _____

Purpose of the Lot Split: _____

Are the child lots (the parcels being created) going to be sold to an abutting property owner? (If so, a Lot Split may not be the correct application. Contact the Development Services Department.)

Yes _____ No _____

Are there any structural improvements on the parent parcel or lot? (If so, a survey is required)

Yes _____ No _____

Will both parcels have access to an adjoining public roadway by actual frontage or easement? (If by easement, attach a copy of the easement document.)

Yes _____ No _____

Has the parent tract ever been severed from another parcel using this process or a former lot split process? (If so, this is not the correct application. Contact the Development Services Department.)

Yes _____ No _____

I/We, the undersigned owner(s) of the land identified above, request that the City of Mason City approve a Lot Split pursuant to Title 11-3-2 of the Mason City Municipal Code, and declare this application is made with the free consent and in accordance with the desire of the owner(s). The undersigned acknowledge that the approval of this document does not establish new title lines. I/We have also been notified to execute a deed consistent with this lot split which must then be recorded with the Cerro Gordo County Recorder.

Owner's Signature* _____ Date _____

Owner's Signature* _____ Date _____

**If there are more than two owners, contact the Development Services Department*

Rcv'd on: _____ By: _____ ZBA? _____ ZBA date: _____

LOT SPLIT SITE PLAN REQUIREMENTS

If you are submitting an application for a Lot Split that has **NO structural improvements**, you can submit a site plan instead of a survey. Your site plan must meet the following standards:

_____ Page size: at least 8 ½" x 11", but no larger than 11" x 17"

_____ Margins: a minimum of a 1" clear margin on all edges of the page

_____ Owner's Information: name of owner

_____ Preparer's Information: Name, address, phone and email of person preparing site plan, if the plan was NOT prepared by the owner. (If necessary, this information can be included on a supplemental page attached to the site plan)

_____ Color: must be black line on white paper. Drawings in color, on colored paper or in pencil will not be accepted. Drawings on top of aerial photography will not be accepted. All drawings and text must be contained within the 1 inch margins.

_____ Scale: must be one (1) inch equals fifty (50) feet or less. Show the scale on the plan.

_____ North arrow: northerly direction must be noted.

_____ Lot dimensions and area-parent lot: show the dimensions of all boundaries of the parent lot (the lot or parcel that will be split.)

_____ Lot dimensions and area-child lots: show the dimensions of all boundaries of the child lots (the two lots resulting from the lot split)

_____ Easements: show the location and dimensions of all existing and proposed easements on the property impacting use including public and private utility, access, encroachment, etc. (Consult your abstract of title and subdivision plat for this information.)

Signature block: a signature block must be placed on the site plan shall measure no less than 1 ½ inches high by 3 inches wide and shall contain the following text:

This Lot Split has been reviewed and approved by the City of Mason City.	
_____	_____
Administrative Officer for the City of Mason City, Iowa	Date

If you need assistance completing this application or have questions about the application process, please contact the Development Services Department at 641-421-3626 or visit the office in person on the 3rd floor of City Hall, 10 First St. NW, Mason City.