



LOT SPLIT CHECKLIST

Subdivisions which meet all of the following criteria do not need a sketch plan or preliminary plat to be submitted and may be approved administratively by the City Manager or his designee:

1. The subdivision results in no more than two (2) tracts or lots or interests.
2. All lots or tracts are adjacent to a dedicated, accepted and constructed public street.
3. The lots are part of a subdivision plat that has been approved and/or accepted by the City or Delta County and recorded in the Delta County Records.
4. All improvements required by these regulations other than fire hydrants, piped ditches, curb, gutter, sidewalk, and adjacent street improvements are already in existence and available to serve each lot, or have been secured. Curb, gutter and sidewalk, as required by 16.04.070(D) and piped ditches as required by 16.04.070(H) must either be installed or security provided. Fire hydrants must be installed.
5. Each lot will meet requirements of the City zoning regulations without the necessity for any variance and no variance has been granted within the three (3) previous years.
6. No part of the subdivision has been approved as part of a minor subdivision or lot split within three (3) years prior to the date of submission of the minor subdivision plat.
7. No material changes to existing easements, plat notes, or restrictions which are for the benefit of third parties shall be made.
8. The subdivision must comply with the design standards of Section 16.04.070.

Submittal Requirements:

- Completed application
- (5) copies of the plat *bound together and folded*
- Digital copy of the plat in pdf format (can be e-mailed)
- Copy of the recorded deed and any contractual agreements
- Filing fee (\$250)
- Parks fee (\$1203 per lot/unit)
- Fire Hydrant fee (\$3500 if City to install)
- Sewer/water tap application & fees
- Address application

The plat shall meet the requirements for a final plat as required by subsection 16.04.050(E)(4) except that the plat shall contain Certification on forms approved by the City to document approval of the plat, including but not limited to the following:

- The name of the subdivision and the name & address of the subdivider and his representative (if applicable).
- A certificate by a registered surveyor.
- The name of the surveyor preparing the plat and the date of the plat
- A certificate of an attorney that title to the property is in the name of those parties executing the dedication, and that property dedicated to the City will be free and clear of all liens and encumbrances affecting marketability.
- A certificate of recording to be executed by the County Clerk and Recorder.
- A certificate of dedication (when applicable), ownership, and acknowledgment.
- A lien holder's certificate (if applicable)
- Separate certificates of plat approval for the City Manager and City Attorney.
- Separate certificates of approval of the plat for the City Manager and City Attorney.

No final plat shall be recorded until:

- Two reproducible mylars, in final form, fully executed by all required parties and a copy in digital format have been submitted.
- Payment to the City of all fees and reimbursable expenses has been received.

*Final plat approval shall expire if requirements (1-2) above are not met within 90 days of approval.

**This checklist is advisory only, and does not replace city ordinances. Refer to applicable city regulations when preparing subdivision submittals.