



Quick Reference Guide Lot Splits

This Quick Reference is written in response to an inquiry to split a large lot into two separate lots. Whether this can be achieved is determined by whether the two divided lots can meet the standards required by the City Code.

The process through which this is achieved is through a Minor Subdivision application. Use the Land Use Application (located under the “Business → Permits & Licenses” tab of the city website) and submit appropriate application fee, escrow, and attachments. The escrow is used to pay for city contractors such as the city planner and city engineer to review the application. Any unused balance will be reimbursed to the applicant. The application is due 30 days prior to the Planning Commission meeting. Attachments should include a survey and exhibit (no plat necessary).

The application gets reviewed at the following;

- Planning Commission – typically on the first Thursday of the month.
- City Council – Business meeting on the fourth Monday of the month.

Minor Subdivision is addressed in TITLE XV: LAND USAGE City Code Chapter 152.03 (C)(1).

(1) A MINOR SUBDIVISION is a lot division, rearrangement, or consolidation that shall not require a plat or replat, provided all the following conditions are met:

- (a) The subdivision shall be in compliance with the Comprehensive Plan and the purpose and intent of this chapter;
- (b) The subdivision shall not result in or affect more than 2 parcels;
- (c) The subdivision shall be part of a previously recorded plat or Registered Land Survey;
- (d) All parcels resulting from the subdivision shall have frontage and access on an existing improved street;
- (e) Any such subdivision shall not require any public improvements or the dedication of right-of-way;
- (f) The subdivider shall provide easements, as required by this chapter; and
- (g) The subdivider shall comply with the park dedication, tree preservation, and wetland buffer regulations, as required for a major subdivision.

The standards for the lot will be determined by the Zoning District they are located in and other factors.

R-1 Single Family (these standards carry over for single-family residences in R-2)

- Lot Width – SF – 80 ft
- Lot Area – 10,000 square feet
- Setbacks –
 - Front - 35 feet
 - Rear - 25 feet
 - Side - 10 feet

The above is meant to be a quick reference guide for a typical single-family home. Property owners are responsible for reviewing current City Codes to ensure they meet all standards for their particular property.

Don't hesitate to reach out to us at City Hall at 763-479-0515 with questions!