

CITY OF BONNER SPRINGS, KS
Community and Economic Development Department

<i>Staff Use Only</i>
LS: _____
Date Rec'd: _____
Rec'd by: _____
PC Date: _____

LOT SPLIT APPLICATION

Date: _____

Subject Property Address: _____

Project Name (if applicable): _____

Applicant Name: _____ Phone: _____

Address: _____

E-mail (*required*): _____

Record Property Owner: _____ Phone: _____

Parcel No.: _____ Section/Township/Range: _____ Zoning: _____

Original Tract Information

Legal Description of the Original Tract: _____

Water Supply (*select*): City Main Well - Sanitation (*select*): City Sewer Septic Tank

Existing Use: _____

Tract 1 Information

Legal Description of the new Tract 1: _____

Lot dimensions and square footage: _____ Proposed Use: _____

Tract 2 Information

Legal Description of the new Tract 2: _____

Lot dimensions and square footage: _____ Proposed Use: _____

I hereby certify that the information herein submitted is complete, true and accurate and that I/we have been notified on the development procedures and guidelines.

Applicant Signature: _____ Date: _____

Applicant Name (**Print**): _____

Property Owner Signature: _____ Date: _____

Owner Name (**Print**): _____

LOT SPLIT APPLICATION INFO

- Any individual or company who wishes to divide platted or unplatted property within the City of Bonner Springs, Kansas must apply for a Lot Split application.
- A pre-application meeting with staff is required prior to submittal. Call or email to schedule an appointment -- 918-667-1708
- The applicant and owner (if different) must sign the original application.
- The Planning Commission will vote to approve or deny application. Planning Commission meetings are typically on the third (3rd) Tuesday of each month at 7:00 PM
- The acknowledgement block of the Planning Commission and Unified Government Surveyor must appear on the face of the Lot Split drawing in the following form:

This lot split, as described and shown above, has been submitted to and ratified by the Bonner Springs Planning Commission this _____ day of _____, 20_____.

Planning Commission Chair

Planning Commission Secretary

County Surveyor

This survey has been reviewed for filing pursuant to K.S.A. 58-2003, 58-2005, and 58-2011, for content only, and is in compliance with those provisions. No other warranties are extended or implied.

Reviewed by: _____ Date: _____

County Surveyor

SUBMITTAL REQUIREMENTS

- _____ Completed and signed application – Signatures of applicant and property owner are required
- _____ Eight (8) 11” x 17” copies of a scaled survey that includes the acknowledgment block displayed above
- _____ Check for \$150.00 – made payable to the City of Bonner Springs for application fee
- _____ PDF copy of survey must be emailed to staff
- _____ Microsoft Word documents of all legal descriptions must be emailed to staff

REQUIREMENTS FOR APPROVAL (per Article V; Section 3 of the Subdivision Regulations):

No lot split shall be approved, nor shall any building permit for a tract created by a lot split be issued; if:

- _____ A new street or alley or other public improvement is needed;
- _____ A vacation of streets, alleys, setback lines, access control or easements is required or proposed;
- _____ Such action will result in significant increases in service requirements (e.g., utilities, schools, traffic control, streets, etc.); or will interfere with maintaining existing service levels (e.g., additional curb cuts, repaving, etc.);
- _____ There is less street right-of-way than required by these regulations or the Comprehensive Plan;
- _____ All easement requirements have not been satisfied;
- _____ Such split will result in a tract without direct access to a street (i.e., property must abut a street and meet minimum lot width requirements);
- _____ A substandard-sized lot or parcel will be created; and
- _____ The lot has been previously split in accordance with these regulations.