



DEPARTMENT OF  
COMMUNITY PLANNING & DEVELOPMENT

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CITY HALL ANNEX  
520 MAIN STREET  
BELTON, MISSOURI 64012

WEBSITE \* [www.belton.org](http://www.belton.org)

## APPLICATION FOR LOT SPLIT

FILING FEE: \$150.00

Date: \_\_\_\_\_

Application Number: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Lot Number: \_\_\_\_\_, Block Number: \_\_\_\_\_

Name of Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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Design Professional (Surveyor / Engineer): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*STAFF USE ONLY\**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Fee Submitted: \$ \_\_\_\_\_



**PLANNING AND ZONING**  
**LOT SPLIT CHECKLIST**  
**UNIFIED DEVELOPMENT CODE- CHAPTER 36**

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**Complete this checklist (place a checkmark in the applicable boxes) to assure all items have been acknowledged and submitted as part of the Lot Split Application.**

**Generally:** An existing, platted lot may be divided by a lot split into not more than two parts which singularly or combined with an adjoining lot results in two lots which meet the minimum size and area requirements of the zoning district in which the lots are located. The new lots cannot, thereafter, be further subdivided without re-platting.

**Applicant procedure:** Requests for lot split approval shall be made by the owner of the land through a written application to the community development director. Each application shall be accompanied by five copies of a survey, certified by a professional licensed land surveyor registered in the state, at a scale of one inch to 100 feet and shall contain the following information:

- Location of the existing lot within the subdivision (if any) as related to the nearest existing streets;
  - Location of existing easements and utilities;
  - Dimensions of the divided portions;
  - Location and width of access ways, existing and proposed;
  - Dimensions of all existing structures and their locations with respect to the existing lot lines;
  - Signature of the owner(s); and
  - Legal description(s) of the property(ies).
- **Approval guidelines.**
    - a) The division of lots under this regulation shall comply with the comprehensive plan, and major street and road plans, applicable zoning laws, and the minimum design requirements of these regulations and all other applicable regulations. Additionally, approval or disapproval of lot splits shall be made, based on the following guidelines:
      1. It does not comply with the minimum design requirement of these regulations.
      2. A new street or alley is needed or proposed and dedication is not being made.
      3. A vacation of streets, alleys, setback lines, access control, or easement is required or proposed.

4. If 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, re-paving, etc.).
  5. 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.
  6. All easement requirements have not been satisfied.
  7. If such split will result in a tract without direct access to a street.
  8. A substandard-sized lot or parcel will be created, except, where a lot split will result in the substandard-sized portion being recombined with an adjoining substandard-sized, platted lot, and where this recombination is duly filed and recorded with the county recorder of deeds.
  9. If the lot has been previously split or been part of a minor subdivision in accordance with these regulations.
- b) The Planning Commission may make such additional requirements as deemed necessary to carry out the intent and purpose of existing land development regulations and governing body policy. Requirements may include, but not be limited to, installation of public facilities, dedication of right-of-way and easements, and submission of convenient for the protection of other landowners in the original subdivision.
- c) The Planning Commission shall, in writing, either approve, with or without conditions, or disapprove the lot split within 60 days of application unless the applicant waives this time requirement. If approved, and after all conditions have been met, the planning commission shall sign and furnish a certificate of approval to be affixed to the lot split survey and a certified copy thereof shall be filed with the recorder of deeds, the official designated to issue building or occupancy permits, and a copy shall be furnished to the applicant.
- d) Filing fee lot split. A filing fee for a lot split shall be \$150.00.