



INSTRUCTIONS

HOMESTEAD LOT SPLIT APPLICATION

1. The applicant/agent shall fill out the attached application. The attached application form must be completely filled in before it can be filed. Portions of the form that are not applicable shall be marked N/A. All applications must be signed by the owner.
2. The applicant should review the Homestead lot split provisions of the Subdivision Regulations to assure a complete understanding of the requirements.
3. The application shall be accompanied by three (3) copies of the required drawings or survey.
4. The filing fee for a Homestead lot split shall be \$250.



Section No. _____

Case No. _____

Township No. _____

Date Filed _____

Range No. _____

HOMESTEAD LOT SPLIT APPLICATION

Name of Property Owner _____

Mailing Address _____

Email _____ Phone _____

Name of Agent _____

Mailing Address _____

Email _____ Phone _____

Name of Surveyor _____

Mailing Address _____

Email _____ Phone _____

LOT SPLIT INFORMATION:

1. General Location _____

2. Legal Description _____

3. Gross Acreage _____

4. Minimum Lot Frontage _____

5. Minimum Lot Area _____

6. Existing Zoning _____

7. Public Water Supply (Yes, No) _____



8. Public Sanitary Sewer (Yes, No) _____

9. **Environmental Division** Approval where applicable (Yes, No) _____

10. Street Right-of-Way Width _____

11. Description of Project _____

The owner herein agrees to comply with the Subdivision Regulations for Reno County, as amended, and all other pertinent resolutions of Reno County, and statutes of the State of Kansas. It is agreed that all costs of recording the lot split and supplemental documents thereto with the Register of Deeds shall be assumed and paid by the owner at the time of filing. The undersigned further states that he/she is the owner of the property proposed for the Homestead Lot Split.

Owner's Signature _____

Agent (if any) _____



OFFICE USE ONLY:

Received by the Zoning Administrator, at _____ (A.M.)(P.M.) on this ____ day of _____,
20____, together with the appropriate fee of \$250.

Name and Title

Approved by _____
Environmental Division Date

Denied by _____
Environmental Division Date

Reason for Denial _____

Approved by _____
Zoning Administrator Date

Denied by _____
Zoning Administrator Date

Reason for Denial _____
