



# Simple Lot Division Checklist

(For a complete list of required guidelines, refer to Section 1100.11 of the Subdivision Ordinance.)

**APPLICATIONS WILL BE PROCESSED ONLY IF ALL  
REQUIRED ITEMS ARE SUBMITTED.**

Petitioner Check-in		City Check-in
	<b>Two (2) sets of the following:</b> 1. Certified land survey (11”x17”) showing: <ul style="list-style-type: none"> <li>• Lot lines and dimensions</li> <li>• Driveways, access roads, and curb cuts</li> <li>• Parking areas and off-street loading areas</li> <li>• Existing structures relative to lot lines</li> </ul> 2. Full legal descriptions of properties 3. Any additional information requested by the Community Development Department	
	<b>Cash fee:</b> \$200.00	
	<b>Public hearing notice fee:</b> \$75.00	
	<b>Completed application form</b>	

ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL,  
ENGINEERING AND ASSOCIATED COSTS.