



Lot Split Application

App # _____
 Filing Fee \$ _____

APPLICANT'S INFORMATION

Name		Address	Phone Number
City	State	Zip Code	E-Mail Address

ORIGINAL LOT INFORMATION This is the parent lot that is being split into smaller lots

Subdivision Name, if applicable		Total Acres	Zoning
Water Public _____ Private _____	Sewer Public _____ Private _____	Roads Public _____ Private _____	Are there any easements filed at Cleveland County that would affect this application? If so, please provide a copy.

NEW LOT(S) INFORMATION This is the smaller lot(s) that is being split from the parent lot

General Location		Total Acres	Zoning
Does this lot touch a Public Water Line? Yes _____ No _____	Does this lot touch a Public Sewer Line? Yes _____ No _____	Does this lot touch a Public Road? Yes _____ No _____	Are there any existing buildings on this lot? Yes _____ No _____

LOT SPLIT SUBMITTAL REQUIREMENTS

The following items are necessary for lot split review and approval. If the following items are not included with the application, the lot split will not be reviewed. If you have questions, please contact City Staff.

1. The legal description of the parent lot as it exists today, and a deed showing ownership.
2. The legal description of the newly created lot(s), and executed deed(s).
3. The new legal description of the parent lot if the lot split is approved, and executed deed(s).
4. A drawing showing the new lot layout in relation to all waterlines, sewerlines, and roadways.

OFFICE USE ONLY

<u>Fire Marshal Review</u> Date: Recommendation: Approval Denial	<u>Planning Dept. Review</u> Date: Recommendation: Approval Denial
--	--



Lot Split Application

App # _____
Filing Fee \$ _____

By doing a "Lot Split" you are creating a new lot(s) and revising the original lot, called the parent lot. The City of Moore Subdivision Regulations outlines the rules and regulations for lot splits.

LOT SPLIT RULES AND REGULATIONS:

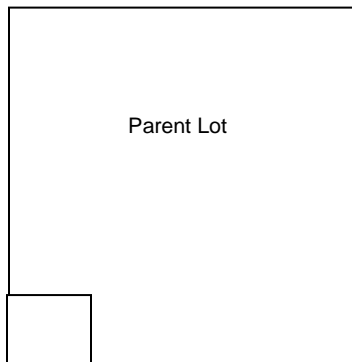
1. No more than 3 lots may be split from a parent lot. If more than 3 lots are split, a preliminary and final plat is required, with all zoning and public improvements required per city code.
2. For any residential and commercial lot that is NOT zoned agricultural, public water, sewer, and roads must touch the lot being split. There are very few exceptions to this rule, and if you ask for an exception to these rules, your lot split approval may be required to go before the Board of Adjustment.
3. Executed Deeds are required to be submitted with your application. The City must approve the deed to be filed at Cleveland County that will convey the property to a new owner. If the owner is unknown at the time of application, you can deed property from yourself to yourself. This will create the new lot, and it will be ready to sell in the future without having to first obtain signatures from the City.
4. The lot areas in acreage or square footage of both the new parent lot and the created lot must fall within the existing zoning requirements, or a rezoning application must be approved prior to the lot split being approved. City Staff can help you determine if a rezoning is necessary.

APPROVAL TIME LINES:

1. For any lot split of 5 acres or more, an approval time after all necessary items are received is approximately 2-5 business days. These lot splits can be approved by City Staff.
2. For a lot split of under 5 acres, the processing time takes significantly longer, approximately 2-4 weeks, because it must be approved by City Council. You must have all application materials turned in 15 days prior to the City Council meeting.
3. If a rezoning is necessary to keep all lots in compliance with the zoning code, the timeline is approximately 2-3 months. This approval is contingent upon a rezoning application being approved by Planning Commission and City Council.

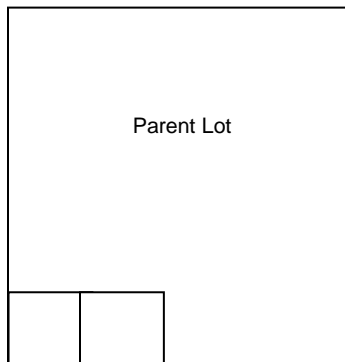
CALCULATING FEES:

The City calculates that you will owe \$125 for every NEW lot you create, not including the parent lot. Please refer to the visuals below for more clarification.



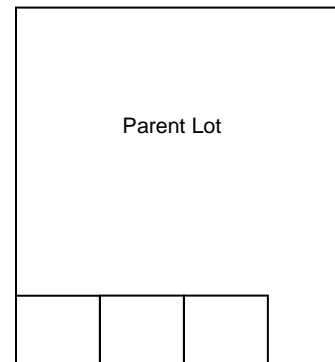
1 Lot Split

Creating 1 new lot
 \$125.00 Charge
 2 Total Deeds Approved
 1 Deed for new Lot
 1 Deed for new Parent Lot



2 Lot Splits

Creating 2 new lots
 \$250.00 Charge
 3 Total Deeds Approved
 2 Deeds for new Lots
 1 Deed for new Parent Lot



3 Lot Splits

Creating 3 new lots
 \$375.00 Charge
 4 Total Deeds Approved
 3 Deeds for new Lots
 1 Deed for new Parent Lot