

## **CITY OF LAURIE LOT SPLIT PROCESS AND APPLICATION**

When specified conditions occur, one existing parcel of land may be divided into two lots using a simplified procedure instead of a formal plat. This procedure, known as a lot split, is faster and less costly to follow, but can only be used if all the criteria specified in the subdivision regulations are followed.

The applicant shall meet with Zoning Inspector to receive an explanation of the lot split procedures, including its requirements and limitations.

The lot split application shall be completely filled out and returned to the Laurie City Clerk with a fee of three hundred dollars (\$300.00). As a part of the application, four (4) copies of a scale drawing from a registered land surveyor are required that contain specific information identified below. An application shall not be processed until it has been fully completed, the appropriate fee paid, and all requested information submitted.

The Planning and Zoning Commission shall review the proposed lot split at a regularly scheduled meeting based on the criteria specified in the adopted subdivision regulations.

No building permit shall be issued for any site which contains a division of a platted lot of record, unless such division has been ratified in the manner provided in the subdivision regulations.

Items required for submission of a lot split include:

1. Four (4) copies of a scaled drawing, including certification pages.
2. Legal description of lots to be created.
3. The location of any structures on the lot or lots thereon, together with the precise nature, locations, and dimensions.
4. The name, signature, and seal of the licensed engineer or registered land surveyor who prepared the drawing.

**CITY OF LAURIE, MISSOURI**  
**LOT SPLIT APPLICATION**

**Return Application to:**

Laurie City Clerk  
147 S. Main  
Laurie, MO 65037

Case Number: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Date of Meeting: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_

1. Owner's Name: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Owner's Phone Number: \_\_\_\_\_  
Owner's email: \_\_\_\_\_
2. Owner's Representative Name: \_\_\_\_\_  
(if different from Owner)  
Representative's Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Representative's Phone Number: \_\_\_\_\_  
Representative's email: \_\_\_\_\_
3. Registered Land Surveyor who prepared Lot Split: \_\_\_\_\_  
Surveyor's Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Surveyor's Phone Number: \_\_\_\_\_  
Surveyor's email: \_\_\_\_\_
4. All correspondence relative to this Application shall be directed to whom?  
\_\_\_\_\_
5. Legal Description of Property: Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_
6. Location of Property by Streets: \_\_\_\_\_
7. Present Zoning of Property: \_\_\_\_\_
8. Present Use of Property: \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date