



LOT SPLIT (LS)

APPLICATION & CHECKLIST

Note: This application may be used for commercial or industrial property.

Note: This application applies only to un-platted residential property.

Note: A plat amendment is required for residential subdivision properties.

I. PROPERTY OWNER(S) / APPLICANT INFORMATION

APPLICANT: _____

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

E-MAIL ADDRESS: _____

LOCATION OF SUBJECT PROPERTY: _____

CONTACT PERSON / REPRESENTATIVE (if applicable): _____

(If different than owner)

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

E-MAIL ADDRESS: _____

II. PROPERTY INFORMATION

ZONING: _____ GENERAL PLAN: _____

TAX I.D. NUMBER (ASSESSOR'S PARCEL NUMBER): _____

LEGAL OWNER(S) OF SUBJECT PROPERTY: _____

LEGAL DESCRIPTION (Attach separate sheet if necessary): _____

REASON FOR LOT SPLIT REQUEST: _____

OFFICE STAFF USE ONLY

CASE NO. 20__-LS-__ FILING DATE: _____ RECEIVED BY: _____ RECIEPT: _____

FEE: \$250.00 – PAYABLE BY CHECK OR MONEY ORDER. CASH WILL NOT BE ACCEPTED

III. SUBMITTAL CHECKLIST

- 1. General Information Form - completed. (*This application*)
- 2. **Record of Survey (ROS)** / Parcel Map / Lot Split (*see Section IV for submission requirements*)
- 3. **New Deeds** (for parcels and easements)
- 4. **New Legal Descriptions** are to be shown on ROS / Parcel Map / Lot Split
 - a. Parcel legal (or legals)
 - b. Easement legals (metes and bounds for each easement)(includes abandonment legal).
- 5. **Abandon** old existing **easements** (by City Council) Separate from the parcel map; 8 ½ x 11 dedications in standard City format. Metes and bounds for each easement width being granted, dedicated, or abandoned
- 6. **Dedicate** new **easements** (separate from the parcel map; 8 ½ x 11 dedications in standard City format)
- 7. **Exhibit “A”** graphic (show the “**before**” lot split conditions) to be prepared on 8 ½ x 11 sheet
- 8. **Exhibit “B”** graphic (show the “**after**” lot split conditions) to be prepared on 8 ½ x 11 sheet
- 9. **Payment of \$250.00 filing fee** by Check or Money Order

IV. RECORD OF SURVEY (ROS) – REQUIRED INFORMATION CHECKLIST

(To be filed with Washington County after corrections made and stamped approved by Planning Staff)

- 1. Drawing title block shall read as follows: “Record of Survey Map – Lot Split.”
- 2. Drawing Size to be a minimum of **24” x 36”** with north arrow, scale, and vicinity map included.
- 3. Property Lines, with dimensions, and the location, width and description of any easements.
- 4. 8 ½” x 11” size reductions of drawings for staff report packets.
- 5. Boundary closure, area accuracy, and basis for bearing noted.
- 6. Public access; show all public streets in compliance with City Master Roads plan to property with designated numbers or names.
- 7. Designate easements to be provided as follows:
 - **For Residential Properties:** Public utility and drainage 10.00 feet along all street frontages and 7.50 feet along all side and rear lot lines, or as otherwise noted.
 - **For Commercial Properties:** public utility and drainage 15.00 feet along all street frontages and 10.00 along all side and rear lot lines, or as otherwise noted.
- 8. **Property report** for review by the City Attorney; granting of easements, also abandonment of easements.
- 9. Surveyor’s Certificate, signature, stamp, date, and client’s name, etc...
- 10. **HCN bearings are required unless** project is within St. George City Plats A, B, C, D, & E.
- 11. Existing topography such as drainage ways shall be shown.
- 12. Five (5) prints of the ROS drawing submitted with this application.
- 13. The ROS drawing shall show all existing and proposed structures on the parcels.
- 14. All other items required to file survey map (ROS) with the Washington County Recorder’s Office.

V. LOT SPLIT PROCESS STEPS

The following outlines the process to complete a lot split within the City of St. George:

ITEM	REQUIREMENT	COMMENTS
1	Attend Planning Staff Review (PSR)	To see if the lot split interferes with any existing master plans or infrastructure.
2	Attend Joint Utility Commission (JUC)	To see if the lot split interferes with any existing master plans or infrastructure.
3	Easement abandonment process	<ol style="list-style-type: none"> 1) If the lot split is deemed feasible meet with the Development Services Department. 2) A separate application form is required for easement abandonment by the Development Services Department. 3) JUC approval is required. 4) The City Council must approve any easement abandonment.
4	Preliminary Title Report (not older than 90 days) that lists all property owners of the subject parcels.	<p>After review and approval of the legal descriptions, provide the City with:</p> <ol style="list-style-type: none"> a) New deed conveyance documents prepared by a Title Company (TC) for the newly created parcel; b) And the new easement conveyance document prepared by TC.
5	“Deeds” and “Legal Descriptions”	<ol style="list-style-type: none"> 1) Deeds shall be prepared by a Title Company. 2) Include Tax ID number (APN). 3) Legals shall be provided on a minimum 24”x36” (ROS) plat map to be filed with the County Recorder’s office.
6	Vacation / Abandonment of existing easement(s) that are not needed through the proper procedure (This requires coordinating with the Development Services Department to have the City Council abandon the easements(s)).	<ol style="list-style-type: none"> 1) Provide a legal description for the easement being vacated. The conveyance document format will be prepared by the City Legal Department. 2) A separate application form is required for easement abandonment by the Development Services Department. 3) Easement vacations require J.U.C. approval.
7	Exhibits	Provide on 8 ½ x 11 sheets showing the <i>before</i> “existing” and <i>after</i> “proposed” lot split.
8	Submit application for LS	A complete application shall be reviewed for completeness by staff.
9	City Review	All submitted documents shall be reviewed by the Development Services Department. Corrections shall be made as required.

10	The Planning Commission must review the request and recommend approval to the City Council.	Staff will schedule the PC date when the review process has been completed.
11	The City Council must review the request and approve it.	<ol style="list-style-type: none"> 1) The Planning Department will <u>not</u> stamp the LS approved until after acceptance and release is provided by the Development Services Department. This final approval requires a filed / stamped ROS / Plat Map to be submitted to the Development Services Department. 2) Upon approval of the LS the City Planner will execute an approval stamp on each document, and the appropriate deeds may be recorded in the Washington County Recorder's Office.

VI. COMMENTS

1. Please be aware that, if determined necessary by City staff, additional information and/or special studies may be required to review the project. These studies may include, but not be limited to: a soils report, hydrology report, traffic study, etc.

2. Until the following information is submitted, your application will be considered incomplete:

VII. APPLICANT AGREEMENT

I (we) have read and understood the requirements of this application and all information is true and accurate to the best of my (our) abilities.

Signature Date

Signature Date

ACCEPTANCE OF DEDICATION

The City of St. George, a municipal corporation of the State of Utah, hereby accepts the above conveyance and dedication, and in consideration thereof agrees that it will utilize and maintain the same for purposes consistent with the above dedication.

DATED this ____ day of _____, 2009.

CITY OF ST. GEORGE

Daniel D. McArthur, Mayor

ATTEST:

Gay Cragun, City Recorder

Approved as to form:

Joseph Farnsworth, Assistant City Attorney