

**CITY OF LAKE OZARK
PLANNING AND ZONING DEPARTMENT
LOT SPLIT APPROVAL PROCESS**

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 Administrator 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 Office of the Zoning Administrator with a fee of fifty dollars (\$50.00). As a part of the application, four (4) copies of a scale drawing shall be submitted showing the boundaries of the existing parcel; the location of all structures; the precise nature of the proposed split; the legal description of the lots to be formed; certification page; and the name, signature, and seal of the registered land surveyor who prepared the drawing. An application shall not be processed until it has been fully completed, the appropriate fee paid, and all requested information submitted.

The Zoning Administrator shall review the proposed lot split at a regular scheduled meeting based on the criteria specified in the adopted subdivision regulations.

The Zoning Administrator shall, within thirty (30) days of application, in writing, ratify or not ratify, or continue for cause those applications which, in its opinion, do not comply with the 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 LAKE OZARK, MISSOURI
LOT SPLIT APPLICATION**

Return Form to:
City Hall - Planning & Zoning Director
3162 Bagnell Dam Boulevard
P.O. Box 370
Lake Ozark, MO 65049

Date filed: _____

Filing fee: _____

1. Owner's Name: _____

Owner's Address: _____

City/State/Zip _____

Owner's Phone Number: _____

2. Registered Land Surveyor who prepared the Lot Split: _____

Registered Land Surveyor's Address: _____

City/State/Zip: _____

Surveyor's Phone Number: _____

3. Legal Description of Property: _____ Section: _____ Township: _____ Range: _____

4. Location of Property by Streets: _____

5. Present Zoning of Property: _____

6. Present Use of Property: _____

Owner's Signature: _____ **Date:** _____

Registered Land Surveyor's Signature: _____ **Date:** _____

Zoning Administrator: _____ **Date:** _____