



LAND DEVELOPMENT CODE REFERENCE

LOT SPLIT PROCEDURES (SECTION 14-3.7 SFCC)

The land use director has the authority to review and approve resubdivisions that result in the creation of one additional lot. The land use director shall not act on an application for a summary subdivision before the expiration of the thirty (30)-day notice period set forth in subsection 14-3.1(H)(5). The land use director may refer an application for a summary subdivision to the planning commission for review and decision, either in response to public input received or on the land use director's own initiative. Summary subdivisions are subject to the procedural requirements, approval criteria and development standards that apply to other subdivisions, except that:

- 1. No preliminary plat or hearing is required;
2. The land use director's may defer the construction of public and semi-public improvements required by Chapter 14 until such time as the lots are developed and may waive the requirements of this chapter for the posting of financial guarantees for the improvements prior to recording an approved plat . Deferral or waiver shall be made only upon finding that the improvements or guarantee is not needed to protect the interests of prospective purchasers of the lots created; to provide for the orderly development of other properties in the vicinity; or to protect the public health, safety and welfare.

Procedures

- 1. Applicant must post Notification Poster on property facing the nearest public street. This poster must be publicly visible. Posting must occur within 24 hours after notification of staff that the application is complete.
2. An Affidavit of Posting and photograph providing proof of posting must be submitted to Staff within 24 hours of posting the property.
3. Applicant must send a public notification letter (template to be provided by Staff) to all neighborhood association(s) and to all owners of properties as shown on the records of county treasurer and to the physical addresses of properties where the physical address is different than the address of the owner, within 300 feet measured from the perimeter of the property.
4. The Land Use Director, or designee, shall review the proposal and with the Development Review Team members to ensure completeness and compliance with all applicable provisions of Chapter 14. The Land Use Director will render a decision on the Lot Split no sooner than 30 days after determination of completeness.
5. A 30 day appeal period starts on the date that the Land Use Director renders a decision.

SUBMITTAL CHECKLIST

Submittal requirements may vary based on the individual application. The City reserves the right to request additional information during the review process. Please submit each of the following items as separate PDF files saved with unique and descriptive file names:

Table with 2 columns: Item Name, Description. Items include Preliminary plat, Application letter, Statement addressing compliance with approval criteria, Legal lot of record, legal description.

PRELIMINARY PLAT MUST ILLUSTRATE THE FOLLOWING:

Table with 2 columns: Item Name, Description. Items include Vicinity map, Legal access easements and widths, Existing and proposed utility and right-of-way easements and widths, Drainage easements with bearings and distances, Indicate adjacent property ownership, Floodplain status statements, Boundary tie monument, Signature blocks & date for City Planner and City Engineer for Land Use, Location and description of all monuments, Define 100-year floodplain limits, Show common and private open space, Define lot area acreage, Show parking lot layout, Net leasable area calculations, Signature line & date for SF County Treasurer, Utility signatures.



Subdivisions of land that create more than 1 additional lot require Planning Commission review. Please consult staff for assistance.

PARCEL INFORMATION

Form with fields for Project Name, Address, Property Size, Zoning, Current Use of Land, Uniform Parcel Code Number, and compliance questions.

PROPERTY OWNER INFORMATION

Form with fields for Name (First, Last), Address (Street Address, Suite/Unit #, City, State, ZIP Code), Phone, and E-mail Address.

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Form with fields for Company Name, Name (First, Last), Address (Street Address, Suite/Unit #, City, State, ZIP Code), Phone, E-mail Address, and Correspondence Directed To (Owner, Applicant, Both).

AGENT AUTHORIZATION (IF APPLICABLE)

Form with fields for owner information, authorization statement, and signature/date lines.

SIGNATURE

Form with a certification statement and fields for Signature and Date.