

## ADMINISTRATIVE LOT LINE ADJUSTMENTS

1. Discuss the proposed use with City Planning staff member(s).
2. The staff member will supply you with an application form that must be completed in duplicate and signed by the owner(s) or owner's attorney of the subject property. The staff member will assign a specific date the application must be returned to the City Office which allows for ample time to comply with the requirements by City Code for proper publication and notification of property owner's notices. This is usually approximately sixteen (16) days prior to a regular or called meeting of the Planning Commission.
3. A fee of **\$230.00** for a new application (non-refundable) is required to process the application. Four (4) originals and one (1) reproducible copy not more than eleven (11) inches x seventeen (17) inches of a survey of the lots, certified by a surveyor, showing the location of the structure(s) thereon, together with the precise nature, location and dimensions of the split, shall accompany the application. Such drawings shall include a scale drawing of the entire tract being divided. An electronic version of the map(s) is also required. **Applicants must meet requirements set forth in the Subdivision Regulation Ordinance of the City of Blair Comprehensive Plan and shall also contain the following series of items in Subsection 403.03 (see below).**
4. All persons which are the recorded title owners of land within three hundred (300) feet of any point along the perimeter of the land shall be notified in writing of the request for an Administrative Lot Line Adjustment. Adjacent land owners shall have ten days from the date of notification to notify the City Administrator of any protests which they may have concerning the application. A certified list must be prepared, by the applicant, of the names and addresses of those persons who own property within a 300' radius of the subject property. This list may be obtained by contacting the County Surveyor's Office for the names of the property owners and then the County Assessor's Office for the addresses. This list **must** accompany the application or no action will be taken on your request.
5. If a protest or protests against any administrative lot line adjustment as set forth in the office of the City Clerk within ten (10) days of the notice of such split duly signed by the owners of twenty percent (20%) of the total area excepting public streets and ways, located within or without the corporate limits of the municipality and located within three hundred feet of boundaries of the property proposed to be split. Approval of such split shall not be made by the Zoning Administrator under this section, and the approval of the split shall be made by the procedure as set forth hereinabove, by hearing before the Planning Commission and City Council. If no protests are received within the ten (10) days, the City of Blair will file the survey with the County Clerk.



I hereby certify that the persons listed below are the record title owners of the property within 300 feet of my property.

## ADMINISTRATIVE LOT LINE ADJUSTMENT

The Zoning Administrator may approve lot splits without further approval by the Planning Commission or City Council as follows:

A. Approval of a lot split may be made by the Zoning Administrator where all of the following conditions are met:

(1) The lot split is in compliance with all of the terms and conditions of Section 705 herein except those as to notice and item 1a- (a) (6) and (7).

(2) The lot split is necessitated by an error in the construction of any existing building which was constructed five (5) years or more before the application was filed.

(3) The lot split creates one lot which for correction purposes is not more than three feet in width.

(4) The application is accompanied by written consent of the land owners holding title to the parcel to be split and the party to which the resulting lot from the split shall be conveyed.

B. Approval of a lot split where the division or further division of land into lots or parcels, each of which contains more than ten (10) acres, and where such subdivision does not involve the creation of any new streets or easements of access.

C. Approval of a lot split may be made by the Zoning Administrator where a transaction between owners of adjoining land, which involves only a change in the boundary between the land owner by such persons, does not create an additional lot, and does not result in the creation of a substandard size lot.

D. If a protest or protests against any lot split as set forth be filed in the office of the City Clerk within ten (10) days of the notice of such split duly signed by the owners of twenty percent (20%) of the total area excepting public streets and ways, located within or without the corporate limits of the municipality and located within three hundred feet of boundaries of the property proposed to be split. Approval of such split shall not be made by the Zoning Administrator under this section, and the approval of the split shall be made by the procedure as set forth hereinabove, by hearing before the Planning Commission and City Council.

3. Conveyances or transfers of real estate otherwise subject to the provisions of this section shall be exempt in the following instances:

A. A conveyance of land or interest therein for use as right-of-way by railroad or other public utilities subject to state or federal regulation, where no new street or

easement of access is created.

B. Any transfer by operation of law.

C. A conveyance of land to any governing body for right-of-way or other public use when such acceptance is in the public interest and not for the purpose of circumventing these regulations.

4. The applicant shall pay and the application must be accompanied by a nonrefundable application fee. Said fee shall be set and determined from time to time as deemed necessary by the Mayor and City Council by resolution, and shall be appended to the Municipal Code as part of an appendix for permit, license, and application fees.

**MAP REQUIREMENTS:**

403.03 SCALE AND MAP CONTENTS: The sub divider shall submit four (4) Mylar originals, two (2) full size paper, and one (1) reproducible copy not more than eleven (11) inches x seventeen (17) inches of the adjustmentt and other exhibits required for approval shall be submitted. An electronic version of the maps must also be submitted as part of the application. The original shall be at a scale of one (1) to one hundred (100) feet or 1" equals 200' if seventy-five percent (75%) of the lots are of one acre or larger. The map shall contain the following:

- (1) Date, title, name, and location map of subdivision.
- (2) Street and street names, lots and lot numbers.
- (3) Graphic scale and arrow or indicator.
- (4) Monuments or pins unless waived pursuant to Section 602.
- (5) Dimensions, angles, and/or bearings, and complete legal description of the property.
- (6) Sufficient survey data to reproduce any line on the ground.
- (7) Names of adjoining properties.
- (8) Locations, dimensions, and purpose of any easements.
- (9) Purpose for which sites are dedicated or reserved, and the transfer of ownership of the same.
- (10) Certification by surveyor certifying to accuracy of survey and plat.

- (11) Certification by the County Treasurer that all assessed taxes for the current year have been paid in full.
- (12) Certification signed and acknowledged by all parties holding title or having any title interest in the land subdivided and consenting to the preparation and recording of the plat as submitted.
- (13) Location of street trees, size, and species.
- (14) Certificate certifying consideration of review by the Planning Commission and signature of the Chairman.
- (15) Certificate for approval by the Council and signatures of the Mayor and City Clerk.
- (16) Square footage of each lot.
- (17) All adjustments to front, rear and side yard setback requirements (See Section 1110 and 1110.5 of the City of Blair Zoning Requirements.)