Office Use Only
Date Filed: _____
Lot Split #: _____
Fee: _____

City of Urbana
Lot Split Application
(Must be typed or printed legibly)

PART I. GENERAL INFORMATION

Applicant's Name: _____ Phone #: _____

Address: _____

Owner's Name: _____ Phone #: _____

Address: _____

Subject tract is located at _____ between
(street/parcel #)

_____ and _____
(address/parcel #) (address/parcel #)

Existing Use of Property: _____ Existing Zoning: _____

Proposed Use of Property: _____

PART II. SITE PLAN REQUIREMENTS

The applicant shall submit 3 copies of a site plan accurately drawn to scale clearly illustrating the following items:

a.) Dimensions and size of existing and proposed lots and easements.
b.) Size and location of existing and proposed development such as buildings, structures, signs, water supply, waste water treatment, driveways and parking, etc.
c.) Existing and proposed use of all parts of the land and buildings; and
d.) Any additional information concerning the subject tract and neighboring tracts as may be required by the City Engineer in order to determine compliance with and provide enforcement of the Zoning Resolution.

STAKING SITE: Immediately after a lot split application if filed, the corners of the lot(s) to be created shall be accurately staked.

PART III. APPLICANT'S AFFIDAVIT

To the best of my (our) knowledge, the above statements and attached site plan are, in all respects true and accurate descriptions of the existing status and proposed plans for the property identified in this application.

_____

Applicant's Signature/Date

This application is ____ approved _____ disapproved.

_____

Engineering Department Date
Seal

Office Use Only: Checklist of Required Documents
_____ Site plan in duplicate
_____ Dimensions and size of existing lots/easements
_____ Size/location existing and proposed development/infrastructure
_____ Existing and proposed use
_____ Other information as required
_____ Fee received Checked by _____