

City of Ottawa Community Development Department

101 S. Hickory
Ottawa, KS 66067
Phone: (785) 229-3620 Fax: (785) 229-3625
www.ottawaks.gov

LOT SPLIT APPLICATION

Lot Split Application LS # _____

1. Property Address: _____
Property Owner: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Contact Phone: _____
E-Mail Address: _____

2. Surveyor: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Business Phone: _____
E-Mail Address: _____

3. Zoning of Property: _____

4. Total size of Tract: _____ New Lot 1: _____ New Lot 2: _____

5. Buildings/structures on lot? Yes No
(If **YES**, drawing of property must show locations, sizes and distances to property lines.)

ALL of the following items must be submitted with application. Incomplete applications **will not** be accepted.

- Three (3) copies of the Survey. (**NOTE:** Submit one (1) copy after survey is registered.)
- Notarized Agreement for Grant of Easement. (if applicable)
- \$100.00 Filing Fee** (make checks payable to the City of Ottawa)

Signature: _____ Date: _____

***** OFFICE USE ONLY *****

Received Date/By: _____ / _____

Flood Plain Info: _____ Verified by/date: _____ Flood Plain Map#: _____

Approval/Disapproval Date: _____ Owner Notification of Approval/Disapproval: _____