

CITY OF DAKOTA CITY

LOT SPLIT PROCEDURES

The City Council has the authority to grant lot splits from time to time as necessary. All divisions of property must be reviewed by the council for approval. A lot split procedure is necessary to provide for proper recording of real estate and the correct assessment of property taxes. The petitioner is responsible for all legal and recording fees in addition to the \$25.00 filing fee. The following is a guide to assist you with your lot split:

1. Discuss the proposed lot split with the Zoning Administrator or the Building Inspector.
2. Complete a Petition for lot split and provide the Zoning Administrator or Building Inspector with a legal description of the property involved in the request and a plat of survey executed by a Licensed Surveyor registered in the State of Nebraska. The petition must be signed by the owner(s) of record of the subject property.
3. A non-refundable filing fee of \$25.00 is required to process the application. A survey and site plan, drawn to scale, which shows the boundaries of the property involved in the request, any existing and or proposed buildings, access, etc., shall be submitted at the time of application.
4. Upon proper filing of the Petition, the zoning administrator or building inspector shall post a sign on the property revealing the notice of the hearing by the City Council ten (10) days prior to the hearing. The petition will also be forwarded to all franchised utilities for review and comment. These comments will be made part of the petition and will be forwarded to the Planning & Zoning Committee, and then onto the City Council.
5. The Zoning Administrator or building Inspector shall place the matter on the agenda of the Planning & Zoning Committee, and the City Council and inform the petitioner of the time, place, and date of said meeting. It is strongly recommended that the petitioner or representative attend the meeting to answer any questions.
6. The City Council's action to approve or deny the proposed lot split will be in the form of a resolution. The City Council's action is final, although their decisions may be appealed.