



Process for Agricultural Lot Split

1. **Pre-submittal meeting:** All applicants requesting a lot split should consult with the Planning & Zoning staff at least seven (7) working days prior to submitting a formal application. The applicant should review the lot split provisions & the Agricultural lot split agreement provisions of the Subdivision Regulations to assure a complete understanding of the requirements.
2. **Application submission:** Application forms are available in the Planning & Zoning office and online. Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission.
3. **Application Packet: a complete application will include the following materials:**
 - Application Fee - \$50.00
 - Completed application form must be signed by the owner(s) of record. An agent or a trustee can sign the application if trustee designation documentation, and/or a signed contractor's affidavit is submitted.
 - One (1) physical copy and one (1) digital copy of the survey/drawing – correctly certified & with Agricultural Lot Split in the title of the document for the initial review.
 - The survey shall be drafted in the following format and include the following information:**
 - a. A drawing to a scale of not less than 1" = 100' showing the lots involved, the precise location of any structures thereon, and the location and dimensions of the original and proposed lots. (Structures shall include but are not limited to the following: driveways, ponds, all buildings, sewage lagoons etc.) Said drawing shall be a certificate of survey from a licensed land surveyor to determine the exact location of the structures and precise dimension of the lots.
 - b. The legal description(s) for the proposed lot(s).
 - c. The location of existing parking and curb cuts, if any. In the case of a non-residential lot split, required off-street parking shall be shown.
 - d. The square footage contained in each portion of the original lot.
 - e. All existing easements and, if any, access control. If the easements or access control were granted by separate instrument, the recording information shall be indicated. (Indicate existing right-of-way width and dedication of additional if needed)
 - f. All platted building setbacks.
 - g. The location of existing municipal water mains, water meters, sanitary sewer laterals, gas mains, gas meters, and storm sewer lines that serve the property subject to the lot split.
 - h. The location of electric, telephone and other utility services to the property subject to the lot split.
 - i. A 3-inch by 5-inch blank space for the approval stamp of the Zoning Administrator.
 - Completed & signed agreement - The restrictive covenant agreement must accompany the application for an Agricultural Lot Split and will be recorded with the Register of Deeds, along with the Lot Split Survey if the split is approved.
 - Any required Affidavits (e.g. Affidavit for Authorization of Agent(s)) – if needed
 - Letter from the Rural Water District serving the property in question. The letter needs to address the Districts ability to serve the property. If a private well is planned or no public water supply is available – please reference this on the application form.
 - Letter from the Jefferson County Health Department addressing wastewater. The County Sanitarian will verify separation requirements and functionality of any existing wastewater system/systems and the feasibility of placing additional systems on the proposed parcels. The Health Department can be reached by calling 785-403-0025.

- Reviews of road access from the appropriate agency – KDOT and/or the Jefferson County Road & Bridge Dept. The Road & Bridge Dept. can be reached at 785-403-0279. If access is along a state highway, the applicant shall request a review from KDOT and include that report with the application. Scott Cushing and Steve Taylor are the current KDOT contacts. They can be reached at 785-296-3986 (Scott) or 913-721-2754 (Steve).
 - Copy of the Real Estate Deed (Register of Deeds Office).
 - Copies of Paid Tax Receipts for all real estate & personal property owned by the Applicant and/or Property Owner (Treasurer's Office).
 - Any other supplementary documents requested by staff (varies on a case-by-case basis).
4. **Additional fees:** will be required for recording approved splits with the Register of Deeds Office. Those fees will vary based on the documents to be recorded. Any lot split surveys **greater in size than 11"x17"** will need to be submitted on Mylar prior to recording with the Register of Deeds.

****INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT****