

REQUEST TO CITY COMMISSION  
FOR DIVISION OF PLATTED  
LOT(S)



Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I hereby request the splitting of parcel(s) numbered

\_\_\_\_\_

into \_\_\_\_\_ parcels.

Both the requested new parcel(s) and the remaining parcel(s) that will be created by the division have been surveyed and the surveys have been recorded after being approved by the City Assessor. A copy of the survey(s) must be attached with this request. The survey must include a point of beginning surveyed along the Section Line from an existing Section Corner and should include GPS co-ordinates for at least two of the proposed property corners.

Please provide a detailed explanation of the reason(s) for the requested divisions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If you need more room, please continue on the back of this application.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

In order to process this request, a fee is to be paid at the time of application as follows:

Two divisions or less           \$125.00  
Three or four divisions         \$190.00  
For each revision thereafter ½ of original fee

FOR OFFICE USE ONLY:

Fee Paid: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date: \_\_\_\_\_

Initials: \_\_\_\_\_