



City of Richmond

LOT COMBINATION/SPLIT

City Code Section 105-60

City Code Section 105-60s: *(a) this section is established to provide for administrative approval of subdivisions that meet specified criteria and for the waiver of standard platting requirements specified elsewhere in this chapter. It is intended largely to facilitate the further division of previously platted lots, the combination of previously platted lots into fewer lots, or for the adjustment of a lot line by relocation of a common boundary.*

In Order for Application to be considered Applicant must meet the following:

1. The proposal is consistent with the Comprehensive Plan;
2. The proposed subdivision/combination will not result in more than two lots.
3. All necessary utility and drainage easements are provided for;
4. All lots created shall conform to lot area and width requirements of chapter 107, including all requirements established for the zoning district.
5. Lots created have direct access onto a public street.
6. The property has not been divided through the provisions of the section within the previous five years.
7. It meets all design and dedication standards as specified elsewhere in this chapter.
8. All basic improvements required by this article are installed in accordance with city standards.
9. No parcel of land or portion thereof shall result in buildings and/or uses becoming nonconforming.

REVIEW PROCESS

Submit Completed Application (see submission requirements)

Submit Payment (check made payable to City of Richmond)

Review time: Allow 7- 14 days for review

Notification:

****incomplete applications **will not** be reviewed.

Lot Split/Combination

SUBMISSION REQUIREMENTS

- Application Attached (complete)
- Scaled Site Plan, Landscape Plan, Grading and drainage plan
- Building Plans (survey plan with exterior building drawings acceptable if building contingent upon variance.
- Legal Description – word format
- List of Property owners and mailing addresses within 350 feet of said property.
- Residential Fees include, but not limited to:
 - \$150.00 - application
 - \$46.00 – recording fees

Fees should made payable to the City of Richmond upon submittal of completed application

****** any future building plans will need to go through the building department for approval**

Lot Split/Combination

PROPERTY #1 INFORMATION

PROPERTY #1 ADDRESS (for this application)

PROPERTY IDENTIFICATION NUMBER (for this application) and Zoning

PID:	City Zoning:
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LEGAL DESCRIPTION: attach if necessary, this must be the real legal not the county tax description

PROPERTY #2 INFORMATION

PROPERTY #2 ADDRESS (for this application)

PROPERTY IDENTIFICATION NUMBER (for this application) and Zoning

PID:	City Zoning:
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LEGAL DESCRIPTION: attach if necessary, this must be the real legal not the county tax description

Lot Split/Combination

APPLICANT/OWNER INFORMATION

APPLICANT /OWNER – include information for every owner (use below if necessary)

NAME:			
Address:	City:	State:	Zip:
Telephone	Fax:		
Email			

PROPERTY OWNER

Same as Applicant

NAME:			
Address:	City:	State:	Zip:
Telephone	Fax:		
Email			

Lot Split/Combination

APPLICATION

1. Attach a property survey illustrating the proposed lot split or combination Explain:

2. Describe any proposed development or improvements within one year of permit issuance

By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the applicant and property owner. I, the undersigned, hereby declare that the information and materials in support of the application are in compliance with adopted City policy and ordinance requirements.

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

CITY USE ONLY

Rcvd Appl by:	Date Rcvd:	
Fee:	Check #:	Date Paid:
Public Hearing Date:		
Other:	Escrow:	Date Paid: