

Instructions for Application for Land Division

- 1) The Recorded Property owner fills out the “Applicant Information”
- 2) “Application No.” will be assigned by the Zoning Administrator.
- 3) “Surveyor Information” should include the name and phone # of the surveyor hired to do the Land Division. If done by legal description, attach the name and phone # of the Attorney doing the Division.
- 4) “General Property Location” The Zoning Administrator will help with this section.
- 5) “Current Land use” Choose the best description of what the land is currently used for.
- 6) “Current Zoning” The Zoning Administrator will help you determine this.
- 7) “Proposed Land Use” Which one of the “current land use” choices best describes what the divided off land will be used for after the division.
- 8) “Sketch Plan Created By” Whomever does the sketch that must accompany the Land Division Application. This can be done in the Zoning Administrators office, we will supply an aerial to do the sketch on if needed.
- 9) The Property owner will need to sign and date the Application.

