



**LEGAL DESCRIPTION:**

Platted: Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_

Subdivision/Addition \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Total area: \_\_\_\_\_ acres or sq. ft. Property code: 3- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(The property code # can be obtained from the County Assessor's Office or from the tax bill)

\_\_\_\_\_  
**Signature of Applicant** **Date**

\*\*\*\*\*

**FOR COMMUNITY DEVELOPMENT STAFF USE**

Original and copy of plat \_\_\_\_\_

Legal Description: \_\_\_\_\_

Original lot \_\_\_\_\_

Proposed lots \_\_\_\_\_

Consent statement \_\_\_\_\_

Plat: \_\_\_\_\_

Property boundaries \_\_\_\_\_

Area \_\_\_\_\_

Legal descriptions  
of both lots \_\_\_\_\_

Date of preparation \_\_\_\_\_

North arrow \_\_\_\_\_

Scale \_\_\_\_\_

Existing buildings \_\_\_\_\_

Lot size \_\_\_\_\_

Frontage \_\_\_\_\_

ROW widths \_\_\_\_\_

Easements \_\_\_\_\_

Drainage \_\_\_\_\_

**Fee:** \$ \_\_\_\_\_ **Cash/ck.#** \_\_\_\_\_ **Date paid:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_

**APPROVAL:**

Signed by the Planning Director or designee \_\_\_\_\_

Date \_\_\_\_\_