

Incidental Subdivisions Procedures

(Lot Splits, Minor Subdivision, Lot Recombinations, Replats, One-Lot Subdivision)

FOR THE PURPOSES OF THESE REGULATIONS, INCIDENTAL SUBDIVISIONS INCLUDE THE FOLLOWING:

- A. Lot Splits in which a single lot, tract, or parcel is being split into two lots meeting minimum lot requirements.
- B. Minor Subdivisions containing no more than ten (10) lots, in which all lots front a public street. Minor subdivisions shall not include any subdivision, which is part of a larger tract to be developed in phases.
- C. Lot Recombinations in which all lots front a public street.
- D. Replats of existing lots or lot line adjustments in existing subdivisions.
- E. One-lot Subdivisions which convert a metes and bounds description into a subdivision plat suitable for filing at the Pope County Records office.

Approval Guidelines.

The Planning Commissioner delegates the Director of Public Works the authority to approve plats for incidental subdivisions unless he determines that Planning Commission review should occur. The Planning Commission does not, however, delegate to the Director of Public Works, however, the authority to disapprove such plats.

Approval of incidental subdivisions may be granted by the Director of Public Works only if the following threshold guidelines are met.

- A. No new street or alley is required.
- B. No vacations of streets, alleys, setback lines, access control or easements is required or proposed.
- C. Such action will not result in any significant increases in public service requirements, nor will interfere with maintaining existing public service levels.
- D. There is adequate street right-of-way as required by these regulations and the Master Street Plan.
- E. All easement requirements have been satisfied.
- F. All lots created by such split or readjusted shall have direct access to a public street.
- G. No substandard sized lots or parcels shall be created.
- H. No waivers or variances from these regulations are requested.
- I. No public improvements, including streets, alleys, utility mains or other appurtenances are required.
- J. All lots front on public street.

Submission of Combined Application.

Since no public purpose would be served by separate steps, a combined preliminary and final plat procedure is instituted for incidental subdivisions.

Review and Approval.

- A. Application Procedure – Request for incidental subdivision approval shall be made by the owner of the land to the Department of Public Works. Eight (8) copies of a drawing to scale of the lots involved if there are no structures thereon, or if the structures are located on any part of the lot being split, four (4) copies of a survey of the lots(s) and the location of the structure(s) thereof, together with the precise nature, location and dimensions of the split, shall accompany the application.
- B. Approval – The Director of Public Works shall, in writing, either approve, conditionally approve, or disapprove the proposed incidental subdivision within thirty (30) days of application. If approved, and after all conditions have been met, the Director shall sign and furnish a certified copy thereof and it shall be submitted by the application for recordation with the Circuit Clerk. Two copies of the final recorded plat shall be furnished by the applicant to the Department of Public Works.
- C. Plat Specifications – The final plat for an Incidental Subdivision shall be prepared on bond paper at a scale of 1" - 40" or larger and shall conform to all requirements for submission of a regular final plat as outlined in Section 5.
- D. Fees – The applicant shall submit all necessary fees and meet all submittal requirements at the time of the filing as described in Section 5 of this regulation.