
Checklist & Administrative Rules – Lot Line Adjustments & Lot Splits

Pre-Application and Eligibility

A pre-application meeting with staff is encouraged, but not required, to help determine if a proposal will be eligible for administrative review of a Lot Split or Lot Line Adjustment and the specific items needed for submittal by the licensed surveyor. The proposal also has to meet the criteria for a Minor Plat process which are shown on the next page, as it is an abbreviated type of Minor Plat.

Lot Line Adjustments

These may be approved administratively upon the joint approval of the Planning Director and the Public Works Director; provided all of the following criteria are met:

- (1) The lots are either platted or are exempt from platting;
- (2) Each lot meets the minimum lot size standards for the applicable zoning district and all structures meet applicable building height, size, and setback requirements;
- (3) No additional lots are created; and
- (4) No easements are added, relocated, or removed.

Lot Splits

These may be approved administratively upon the joint approval of the Planning Director and the Public Works Director; provided all of the following criteria are met:

- (1) The lots are either platted or are exempt from platting;
- (2) Each lot meets the minimum lot size standards for the applicable zoning district and all structures meet applicable building height, size, and setback requirements;
- (3) No easements are added, relocated, or removed;
- (4) Water and sewer services will not be adversely impacted;
- (5) Existing and proposed septic systems and wells meet all setback and area requirements;
- (6) No public infrastructure improvements are necessary to serve the lots; and
- (7) The lot(s) has not been the subject of a previous split.

Minor Plats

These may be approved administratively upon the joint approval of the Planning Director and the Public Works Director; provided all of the following criteria are met:

- (1) Right-of-way for new streets is not proposed or required to serve the lots or tracts in the subdivision;
- (2) The subdivision includes the total contiguous tract of land owned, or under control of, the applicant;
- (3) The applicant has complied with any applicable stormwater management requirements;
- (4) No more than five lots or tracts are added;
- (5) Dedication of land for public purposes is not required;
- (6) New lots or tracts front onto or are accessible from an existing street right-of-way which, except for non-buildable lots or tracts, conforms to city specifications;
- (7) Extensions of water or sewer mains are not required to serve the additional lots or tracts;
- (8) Easements for utilities are not vacated, altered, removed or realigned unless the utility consents in writing and the planning director determines that vacation will not adversely impact adjoining property owners or the public health and welfare;
- (9) The plat is consistent with the comprehensive metropolitan plan; and
- (10) Real estate taxes and special assessments on the property proposed to be platted or replatted are not delinquent.

Submission

The following submittal items are part of the Minor Plat application:

- **Transmittal Letter** – This shall include a list of all items being submitted, any special information that the reviewers may need to know, and the contact information for the surveyor preparing the application.
- **Fee** – Fee is \$150 plus \$3.50 per lot being modified or created and checks should be made out to “City of Topeka”.
- **Platted Survey Drawing Contents** – Three copies on 8.5” x 14” (legal size) paper only (will likely take two sheets) and an electronic copy of the drawing in PDF format, which shall include:
 - If previously platted, the new drawing shall be titled with the same subdivision name of the previous plat followed by either Lot Line Adjustment or Lot Split and the lot number(s) of existing lots involved. A sub-title shall list the existing lots being modified and the new lots being created. For example, a lot split of Lot 2 within “Red Rock

Subdivision” would be re-titled as “Red Rock Subdivision Lot Split of Lot 2” with a sub-title “Lot Split of Lot 2 Creating Lots 2A and 2B”.

- North arrow and scale.
- Where the building setbacks to lot lines are being reduced show the proposed setback dimensions to the face(s) of the building affected.
- Drawing shall show the existing lots and the proposed lots including the dimensions and lot sizes of all lots.
- A list of all property owners involved including their addresses.
- A statement showing the provider for water and sewer services.
- Show all existing utilities, including any septic systems and wells with their setbacks, and all existing easements on the lots involved.
- If there are any septic systems or wells whose setbacks may be impacted
- Notarized signature block for all property owners involved followed by notary section for the notary attesting to the signature(s).
- The certifications as shown at the end of these rules.
- Surveyor certification.
- Any other items specifically requested by City staff.

Completed applications for Lot Line Adjustments and Lot Splits will be accepted by the Planning Department at any time. An application will be considered complete when all required information is accurately provided on or with the application form and platted survey drawing including required signatures and fees.

Review and Approval

The Lot Line Adjustment or Lot Split application will be routed (typically via e-mail) to the appropriate reviewing agencies for comment. Within eight to ten working days, Planning staff will respond back to the applicant’s surveyor via e-mail with any changes or missing information needed. This includes, staff’s determination that the proposal is/is not eligible to be approved as a Lot Line Adjustment or Lot Split. If the changes are of a minor or technical nature, then the applicant will be asked to submit an owner-signed and surveyor signed legal-sized copy for signatures by the Planning Director and Public Works Director. Once those signatures have been approved the applicant’s surveyor will be contacted to record it.

Once the applicant’s surveyor has recorded the Lot Line Adjustment or Lot Split, they have ten days to submit nine copies to the Planning Department who will distribute the recorded copies to the various agencies and utilities. Once the required copies are on file with the Planning Department, building permits may be issued for the newly created lots.

(LOT LINE ADJUSTMENT/LOT SPLIT CERTIFICATE OF APPROVALS)

APPROVED BY THE TOPEKA PLANNING DIRECTOR THIS _____ DAY OF _____, 20__

Bill Fiander, AICP, Planning Director

APPROVED BY THE TOPEKA PUBLIC WORKS DIRECTOR THIS _____ DAY OF _____, 20__

Jason Peek, Public Works Director

ENTERED ON THE TRANSFER RECORD OF SHAWNEE COUNTY, KANSAS, THIS _____ DAY OF _____, 20__

Cynthia A. Beck, County Clerk

FILED FOR RECORD IN THE OFFICE OF THE SHAWNEE COUNTY REGISTER OF DEEDS THIS _____ DAY OF _____, 20__, AT _____ O'CLOCK.

Rebecca J. Nioce, Register of Deeds

(The following certification should typically be on the first page.)

REVIEWED BY THE SHAWNEE COUNTY SURVEYOR, THIS _____ DAY OF _____, 20__.

Debra J. Thomas, County Surveyor, LS #1461