



## Application for Administrative Survey

1. Property Owner's Name \_\_\_\_\_
2. Property Owner's Address \_\_\_\_\_
3. Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_
4. Location of proposed lot change \_\_\_\_\_

Requirements:

- No new streets or private roadway is dedicated, accepted or needed within the area of the new lots.
- The area affected by the instrument effecting a subdivision is wholly contained within the boundaries of a previous subdivision which has been platted and recorded.
- The new lots shall meet all zoning requirements of the zoning district in which they are situated.
- The instrument effecting a subdivision shall create no more than four (4) lots from any prior lot, tract or parcel of land. If said four (4) lots have been created by prior administrative approval, any further subdivision shall be done by filing and processing a plat as otherwise provided in this Chapter. Exceptions to the foregoing restriction shall be permitted only to allow adjustment of lot lines in case of mistake or error. All new lots shall continue to be described in terms of the pre-existing lot description.
- Any easements required for utilities, drainage and any other improvements shall be provided.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Applicant

Administrative Use Only

Date Submitted \_\_\_\_\_

Case Number \_\_\_\_\_

Filing Fee \$35.00 \_\_\_\_\_

Accepted By \_\_\_\_\_

Cert. Of Ownership \_\_\_\_\_