

City of Clever  
Planning & Zoning Department  
P.O. Box 52  
Clever, MO 65631

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**LOT SPLIT APPLICATION**

**LEGAL OWNER(s):**

NAME: \_\_\_\_\_

STREET ADDRESS OWNER(s): \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

NAME OF ENGINEER/SURVEYOR: \_\_\_\_\_

Engineer/Surveyor Address, Phone: \_\_\_\_\_

**PROPERTY INFORMATION:**

NAME OF SUBDIVISION: \_\_\_\_\_

ADDRESS OF LOT: \_\_\_\_\_

ADDRESS OF PROPOSED LOT: \_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_

PROPOSED USE OF PROPERTY: \_\_\_\_\_

PROPOSED ZONING: \_\_\_\_\_

NUMBER OF LOTS AFTER SPLIT: \_\_\_\_\_

TO THE BEST OF MY KNOWLEDGE and BELIEF, DATA IN THIS APPLICATION AND ALL ATTACHMENTS THERETO are TRUE and CORRECT.

OWNER(s) SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

NAME(s) (print): \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

DATE OF P & Z MEETING: \_\_\_\_\_

FEE: \$85.00 \_\_\_\_\_

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REQUIRED ENCLOSURES

1. Four (4) 8 ½ x 11 inch paper copies of the Survey showing split.
2. All fees and reimbursements due to the City must be paid.
3. Recording split is responsibility of the owners.

**CHECKLIST OF ITEMS TO BE INCLUDED ON LOT SPLIT**

Prior to approval of the Lot Split, the Planning and Zoning Department shall review the Lot Split for conformance and to determine that the split shows or established the following information.

\_\_\_\_\_ *Owners of Record.* The names and addresses of the owner(s) of record, developer(s), engineer, or surveyor responsible for the subdivision design.

\_\_\_\_\_ *Boundary Lines.* The boundary lines, accurate in scale, of the tract to be split.

\_\_\_\_\_ *Streets-other features.* The location, widths and names of all existing or platted streets or other public ways within or adjacent to the tract, and other important features such as watercourses; railroad lines; corporation and township lines, utility lines, etc.

\_\_\_\_\_ *Proposed layout and legal description.* The legal description of the entire site to be split, including approximate acreage in tract, boundary lines, location and dimensions of newly created tracts, parcels or lots.

\_\_\_\_\_ *Lot Information.* The survey shall indicate the area, proposed setbacks, easements, water, sewer, and street access in relation to proposed lot lines, proposed building/house fronts same as adjacent properties.

\_\_\_\_\_ *Zoning.* Zoning boundary lines and proposed use of property.

\_\_\_\_\_ *North point, etc.* Title, scale, north arrow, date of preparation and date of each successive revision.

\_\_\_\_\_ *Floodplains, etc.* The extent and location of floodplains, floodways, or other waterways of record; elevations of which, shall be based on applicable Flood Insurance Studies, Flood Insurance Rate Maps, Flood Boundary and Floodway Maps.

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**PROCESS**

- 1. Application submitted with required information and payment of fee.**
- 2. City staff will send off survey for review by City Engineer**
  - a. Expenses incurred by the City for required reviews, inspections, and/or related testing shall be reimbursed to the City, by the land owner, for all costs incurred by it in performing such review, inspection and/or testing, including all professional fees incurred as a result thereof.**
- 3. Planning & Zoning reviews and approves**
- 4. Board of Alderman reviews and approves**
- 5. Owner records and brings copy back to City for file.**
- 6. Change of Zoning will require a Public Hearing**
  - a. 15 days prior to P & Z meeting**
  - b. Notice to all surrounding land owners within 150' by certified mail**
  - c. Notice to be placed in the local paper**
  - d. Clerk is to complete notices with owner to reimburse for the cost**