

CITY OF LAKE SHORE – PLANNING COMMISSION

LOT SPLIT CHECKLIST

APPLICANT (FEE OWNER) _____

This checklist is to be used by the Applicant and their representatives as guidance when preparing a Certificate of Survey for a lot split.

ITEM **SHOWN ON CERTIFICATE**

	Yes	No	N/A	(If N/A, Explain)
1. Licensed Surveyor Signature				_____
2. Legal Description – New Lot				_____
3. Legal Description – Remnant				_____
4. Floodplains				_____
5. Wetlands				_____
6. Slopes Over 12%				_____
7. Bluffs				_____
8. Ordinary High Water Mark				_____
9. Existing Streets				_____
10. Existing Structures				_____
11. All Corners Monumented				_____
12. Proposed Roads/Walkways				_____
13. Proposed Structures				_____
14. Proposed Building Setbacks				_____
15. Proposed Bluff Impact Zone				_____
16. City Sewer Connection				_____
17. Septic Tank/Drainfield				_____
18. Wells				_____
On adjacent properties within 50 feet of new lot:				
19. Street Locations				_____
20. Structure Locations				_____
21. Septic Tank/Drainfield				_____
22. Wells				_____

Signature of Surveyor _____

Proper preparation of the Certificate of Survey will aid the Planning Commission in review of lot split applications. A negative answer to any of the above items may prompt the Commission to request additional information from the applicant.