

## LAND DIVISION REQUESTS

Land division requests require review and approval by both the Planning Commission and City Council. The Commission will review the request at their meeting and make a recommendation to the Council who will make the final decision at a single meeting as well. Applicants must initially provide the City with (5) five copies of a drawing for the proposed division for staff review. This drawing should include any applicable information requested in the City's Lot Division Ordinance. If the property to be divided contains any permanent improvement, i.e. house, garage, etc., the submission must be in the form of a survey completed by a registered surveyor. Applicants are encouraged to discuss their request with the staff, prior to submission.

Processing Time: 21-35 days