

Date: _____



A non-refundable application fee of \$50 is required at the time this application is submitted.

Application for Land Division or Parcel Split

1. Owner/Applicant Information

Name: _____

Mailing Address: _____

Telephone: _____ E-Mail Address: _____

2. Location of Parent Parcel to be Divided

Property Address: _____

If Vacant, Closest Cross Street(s) _____

Parcel ID: _____ - _____ - _____ - _____

Legal Description of Parent Parcel (Attach Additional Sheets if Necessary)

3. Proposal

Number of New Parcels: _____ Intended Use(s): _____

4. Property Owners Affidavit:

By Signing below, I understand that an approved land division or parcel split does not relieve me from complying with all applicable requirements of the City of Harrison Zoning Ordinance, or any other City ordinance. Additionally, by signing, the applicant is authorizing the Assessor to change the assessment roll (and therefore tax roll and applicable tax maps) as requested. By Signing below, the applicant/owner hereby grants permission to City of Harrison officials and employees to enter upon the subject property for the purpose of review and evaluation of this request. Furthermore, by signing you acknowledge that the application fee is non-refundable even if the land division/parcel split is denied.

Owner/Applicant

Signature: _____ Date: _____

For City Use Only

Application is: **Approved:** **Denied:**

Signature of City

Assessor: _____ Date: _____



5. The following documents must be included with all land division or parcel split application requests:

- A. A completed land division/parcel split application form, as provided by the City of Harrison;**
- B. The payment of the land division or parcel split application fee;**
- C. A complete and accurate legal description of each proposed lot or parcel created by the land division/parcel split;**
- D. A detailed written description of the development planned for such land divisions, including a description of any proposed association or other entity which shall be responsible for operation and maintenance of any private streets, open spaces or other similar uses or activities;**
- E. A Graphic, or written description of any previous divisions from the parent parcel including the size, number and date of such divisions;**
- F. Evidence of approvals from the City Public Works Department for City water and sewer service or County Public Health Department for on-site water supply and sewage disposal.**
- G. Three (3) copies of a complete tentative parcel map drawn to scale, which shall be not less than 1" = 20' for property totaling under three (3) acres and at least 1" = 100' for those totaling three (3) acres or more. The parcel map shall be prepared by a registered engineer or land surveyor or other such person determined by the City to be qualified to complete such parcel maps.**
- H. The tentative parcel map shall include, at a minimum:**
 - 1. Date, north arrow, scale, and name of the individual or firm responsible for the completion of the tentative parcel map.**
 - 2. Proposed lot lines and their dimensions**
 - 3. Location and nature of proposed ingress and egress locations or any existing public or private streets.**
 - 4. The location of any public or private street, driveway, or utility easements to be located within any proposed lot or parcel. Copies of the instruments describing and granting such easements shall be submitted with the application.**
 - 5. General topographical features including contour intervals no greater than ten (10) feet**
 - 6. Any existing buildings, public or private streets, and driveways within one hundred (100) feet of all proposed property lines.**
 - 7. The zoning designation of all proposed lots or parcels.**
 - 8. Small scale sketch of properties and streets within one quarter (¼) mile of the area.**
 - 9. Proposed method of handling storm water drainage.**

Applications for land divisions shall not be accepted unless all of the required materials are submitted and complete.

All taxes have to be paid in full - no delinquents - proof of payment may be necessary*