

MARION COUNTY, KANSAS

Instructions for Agricultural Lot Split

The Marion County Zoning and Subdivision Regulations have established an Agricultural Lot Split intended to provide for the creation of one (1) new lot from an agricultural tract of land without having to rezone and plat the affected lots, provided the landowner creating the new lot enters into an Agreement with Marion County, Kansas, acknowledging that no further divisions of land from the original agricultural lot or tract of land will occur unless the then relevant Zoning and Subdivision Regulations are complied with regarding any rezoning and platting requirements. The Agricultural lot split may be approved administratively and no rezoning of the property is necessary.

The information provided herein is the formal application to execute the Agricultural Lot Split. If approved, an Agricultural Lot Split Agreement must be signed and recorded as provided in the Marion County Subdivision Regulations. This process must be completed and the relevant documents recorded with the Marion County Register of Deeds before any building permits for construction may be issued.

1. The attached application form must be completely filled in before it can be filed. Portions of the form that are not applicable shall be marked N/A. All applications must be signed by the owner.
2. The applicant should review the Agricultural lot split provisions of the Subdivision Regulations to assure a complete understanding of the requirements.
3. The application shall be accompanied by one (1) copy of the required survey drawing prepared with signature blocks for the Marion County, Kansas, Zoning Administrator and Register of Deeds. The survey needs to include all items normally shown on a plat (e.g., acreage, easements, right-of-ways, building setbacks, location of existing water mains/meters, sewer laterals, gas mains/meters, storm sewer lines, utility services, structures, etc.), if applicable.

Signature block for the Register of Deeds, prepared as for a normal plat in Marion County, Kansas; and a signature block for the Zoning Administrator worded as follows:

I, Emma Tajchman, Zoning Administrator of Marion County, Kansas, do hereby certify under the authority granted me by the Marion County Subdivision Regulations that the lot split or boundary shift to which my signature below is given has been approved as being in conformance with the provisions of the Marion County Subdivision Regulations. Given under my hand this ___ day of _____, 20__.

(signature line, with typed name)

4. Documentation that all property taxes are paid in full.
5. The filing fee for an Agricultural Lot Split application shall be **\$100.00**.

ACKNOWLEDGMENT
Agricultural Lot Split

For Case Number: _____

Type/Print Name of Property Owner: _____

The Marion County Subdivision Regulations have established an Agricultural Lot Split intended to provide for the creation of no more than one (1) new tract/lot from an agricultural tract of land without having to rezone and plat the affected area; provided, the landowner creating the new tract/lot enters into an Agreement with Marion County, Kansas, acknowledging that **no further divisions of land from the original agricultural lot/tract of land will occur unless the then relevant Zoning and Subdivision Regulations are complied with** regarding any rezoning and platting requirements.

The information provided herein is the formal application to execute the Agricultural Lot Split process. If approved, the **Agricultural Lot Split Agreement must be signed and recorded** as provided in the relevant Zoning and Subdivision Regulations. This process must be completed and the relevant documents filed and recorded with the Marion County Register of Deeds before any building permits for construction may be issued.

The owner herein agrees to comply with the Subdivision Regulations for Marion County, as amended, and all other pertinent resolutions of Marion County, and statutes of the State of Kansas, including the execution of the formal Agricultural Lot Split Agreement. It is agreed that all costs of recording the lot split and supplemental documents thereto with the Register of Deeds shall be assumed and paid by the owner at the time of filing. The undersigned further states that he/she is the owner of the property proposed for the Agricultural Lot Split and that **no building permits may be issued for any construction until all documents required by Marion County have been executed and properly filed of record.**

Owner's Signature _____

Agent (if any) _____

**LOT SPLIT & BOUNDARY LINE ADJUSTMENT
APPLICATION, MARION COUNTY, KS**

| <i>CONTACT INFORMATION</i> |
|-------------------------------|
| Property Owner: _____ |
| Address: _____ |
| Phone #: _____ Other #: _____ |
| Agent: _____ |
| Address: _____ |
| Phone #: _____ |

| |
|-----------------------------|
| Permit Number: _____ |
| Application fee of \$100.00 |

| <i>CHECK ALL THAT APPLY</i> |
|---|
| <input type="checkbox"/> Agricultural Lot Split |
| <input type="checkbox"/> Homestead Agricultural Lot Split |
| <input type="checkbox"/> Boundary Line Adjustment |

| |
|-------------------------------------|
| Surveyor: _____ |
| Address: _____ |
| Business Ph #: _____ Other #: _____ |

| <i>Required Documentation</i> |
|--------------------------------|
| Acknowledgment _____ |
| Lot Split Information _____ |
| Property Deed/Taxes Paid _____ |
| Survey _____ |
| Agreement _____ |
| Application Fee _____ |

LOT SPLIT INFORMATION

Parent Tract Acreage: _____ Tract No. 1 acreage _____ Tract No. 2 acreage _____

General Location (*address/road/etc.*) _____

Legal Description (*S-T-R/attach description*) _____ Current Zoning: _____

Buildings/Structures on: Tract No. 1 Yes ___ No ___ ~~~~~ Tract No. 2 Yes ___ No ___

Road Frontage: Tract No. 1 _____ Tract No. 2 _____

Public Water Supply (for created lot): Yes ___ No ___

Public Sanitary Sewer (for created lot): Yes ___ No ___

Health Department Approval Needed: Yes ___ No ___

Flood Plain: Yes ___ No ___

Reason for request: _____

| |
|---|
| <p>Signature of property owner, or Surveyor Representative, below verifies that the documentation and information provided to the Planning & Zoning Department is accurate and true. The signature below also authorizes the right of entry by authorized County personnel onto the property described on the property deed for site inspection(s) and evaluation(s) as required or needed to process this application.</p> <p>SIGNATURE OF PROPERTY OWNER OF RECORD, OR SURVEYOR: _____</p> |
|---|

DATE RECEIVED: _____

FEE RECEIVED: \$ _____