

## PARCEL SPLIT FLOW CHART

The need to split a parcel is recognized by either:  
Front Desk, the Engineer, or the Zoning  
Administrator.

The applicant may need to go the  
Map room if they do not know  
their parcel number or if their  
respective company does not  
provide this service

After completing the application,  
the applicant will see Margie to  
pay the fee of **\$25.00** and set a  
appointment for a  
***Parcel Split Conference (PSC)***

Appointments will be set for the 1<sup>st</sup> and 3<sup>rd</sup> Thursday  
of each month.  
The 1<sup>st</sup> Thursday will be from 9:00 am – 11:30 am  
The 3<sup>rd</sup> Thursday will be from 1:30 pm – 4:30 pm

During the PSC the proposed split will be reviewed by the  
Engineer, Zoning Administrator, and the Director of  
Community Development

A decision will be made at the PSC  
to approve, approve as noted, or  
deny the application.

### DENIED

If denied, revisions must be made  
and submitted in another parcel  
conference for approval.

### APPROVED

If approved or approved as noted, the  
applicant will receive a written  
approval and the plans will be  
stamped for recording.

Applicants will be responsible for  
recording the approved plats prior to  
submitting for a building permit  
application. **Stamped, recorded plats  
must accompany permit applications  
where parcel splits were required.**