

**CITY OF GENEVA**

**DEPARTMENT OF PLANNING AND ZONING**

**APPLICATION FOR MINOR SUBDIVISION ( LOT SPLIT )**

"MINOR SUBDIVISION" is a division of a parcel of land along an existing public street or road not involving the opening, widening, or extension of any street or road and involving not more than five lots after the original tract has been completely subdivided.

OWNER OF LOT TO BE SPLIT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

PERSON OR FIRM TO WHOM THE LOT WILL BE ASSIGNED, GRANTED, OR SOLD TO:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ZONING AND USE BEFORE SPLIT \_\_\_\_\_

INTENDED USE OF PROPERTY AFTER SPLIT \_\_\_\_\_

PERMANENT PARCEL # AND ACREAGE BEFORE SPLIT \_\_\_\_\_

PERMANENT PARCEL # AND ACREAGE AFTER SPLIT \_\_\_\_\_

POSTAL ADDRESS OF LOT NUMBER BEFORE SPLIT \_\_\_\_\_

POSTAL ADDRESS OF LOT AFTER SPLIT \_\_\_\_\_

DATE APPLICATION RECEIVED \_\_\_\_\_ BY \_\_\_\_\_

PROCESSING FEES ( \$ 20 + \$ 5 PER LOT + SITE REVIEW AND EVALUATION ) TOTAL = \_\_\_\_\_

DATE APPLICATION FORWARDED TO ENGINEER, WASTEWATER DEPT. & STREET DEPT. \_\_\_\_\_

DATE OF ACTION ON APPLICATION \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

REASON & CODE SECTION FOR DENIAL  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF NOTIFICATION TO APPLICANT  
\_\_\_\_\_

**LIMIT OF APPROVAL:** Approvals of Minor Subdivisions shall expire after 60 days unless the plat and/or conveyances are recorded in the office of the county recorder prior to that date.