City of Ottawa Community Development Department

101 S. Hickory
Ottawa, KS 66067
Phone: (785) 229-3620 Fax: (785) 229-3625
www.ottawaks.gov

Lot Split Procedures & Application for Duplexes

The applicant shall first obtain the proper application from the Community Development Department and receive a complete explanation of its requirements. The applicant may wish to discuss various options and requirements for the property in question with the city planner. Applicants may obtain all the necessary forms from the community Development & Codes Department or the city's website.
www.ottawaks.gov

The application form, two (2) copies of the survey, party wall construction certification, and party wall agreement for both sides are to be returned to the office of Community Development with the appropriate $100.00 fee.

Once City staff has approved the lot split staff will file the lot split with the Franklin County Register of Deeds Office. When staff receives a filed copy back notification of approval and a copy of the filed lot split will be sent to the owner.

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LOT SPLIT APPLICATION FOR DUPLEXES

Date: _____   **FEE: $100.00**   **Date Received:** _____

Owners Name: _____

Mailing Address: _____

Phone #: _____   E-Mail: _____

Surveyor: _____

Mailing Address: _____

Phone #: _____   E-Mail: _____

Zoning of Property: _____

Survey must show:
    a.   Structures on the property locations, sizes and distances to property lines.
    b.   Legal description of each tract.

Submit two (2) copies of the Survey for each side.

County Surveyor signature needs to be obtained on the survey before submitting survey to the City for approval.

Notarized Party Wall Construction Certification.   Yes ☐   No ☐

The Owner/Applicant hereby declares that all information submitted is true to the best of his/her/their knowledge and acknowledge receipt of the Lot Split Procedures and Application from the Community Development Department office or City's Web Site.

The owner/applicant realize that ALL items must be completed and submitted with the application. Incomplete applications will not be processed until all items have been received.

Applicant/Owner: Authorized Agent:

_____   _____
Signature   Signature

_____   _____
Print Name   Print Name