



CERTIFIED PARCEL CHECKLIST

- Check zoning and land use – ensure property meets minimum lot square footage and has appropriate orientation.
- Survey must show all distances from property lines, to structures, to fences, and all distances and dimensions
- Need to locate water and sewer lines and if necessary, show easements for such on the survey
- All existing easements must be shown
- If utility easements are required, the documentation
- If water or sewer lines are within the footprint of the building area on either lot, they must be relocated prior to the certified parcel lot split approval.
- There cannot be any open violations on the property or fees due to the City.
- New proposed property lines must be shown on the survey as well as marked and located on the property for photographing.
- All surveys must be current and certified.
- Lots must be numbered (not lettered) on survey.
- Fencing and improvements of any kind must be removed from the lot without a primary structure prior to the lot split.