

CITY OF MANTORVILLE
APPLICATION FOR METES AND BOUNDS SPLIT or MINOR SUBDIVISION

Fee \$250

(A) Applicant's Name _____ Phone _____

(B) Address _____

(C) Legal Description of Property _____

(D) Property Owner's Name (if different from above) _____

Address _____ Phone _____

(E) Description of Request

(F) Reason(s) for Request _____

(G) Present Zoning Classification _____

(H) Existing Use of Property _____

A certified certificate of survey showing the requested land split is required to be attached as part of this application. No application will be processed without the required information.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the Mantorville City Code and other applicable City Ordinances. Submittal of the application, required information and fee does not guarantee approval. Additional information may be needed or conditions may exist that would prevent approval.

Applicants Signature

Date

Applicants Signature

Date

Property Owners Signature (if different from applicant)

Date

Property Owners Signature (if different from applicant)

Date

FOR OFFICE USE ONLY

Date Submitted _____ Date Accepted _____ Fee Paid _____

Public Hearing Date: _____

(Circle one) Approved Denied by the City Council on _____, _____.

If approved, the following conditions were prescribed:

1. _____
2. _____
3. _____
4. _____

If denied, denial was for the following reason(s): _____

PROCEDURES: The procedure for obtaining approval for a metes and bounds lot split are as follows:

1. The property owner or his agent shall file the completed application together with the required exhibits and pay a filing fee as established by the City Council.
2. When the City Clerk determines the application to be complete the public hearing date will be set.
3. The City Clerk shall publish a notice of the Public Hearing at least once in the legal newspaper not less than ten (10) days prior to the hearing.
4. The City Clerk shall give written notice to all property owners within 350 feet of the outer boundaries of the property in question; however, failure of any property owner to receive such notification shall not invalidate the proceedings.
5. The City Council shall take action to approve or deny the application within sixty (60) days of receiving a completed application. If the Council cannot take action to approve or deny the application within these sixty (60) days, the Council may extend the timeline for taking action before the end of the initial 60-day period by providing written notice of the extension to the applicant. The notification shall state the reasons for the extension and its anticipated length, which may not exceed sixty(60) days unless approved by the applicant in writing.
8. The City Council shall act upon the application within thirty (30) days after the Public Hearing.
9. No application shall be considered by the City Council within a one (1) year period following a denial of such request, except that the City Clerk may permit a new application to be filed if new evidence or a change in circumstances warrant it.

REQUIRED EXHIBITS FOR METES AND BOUNDS SPLIT/MINOR SUBDIVISION

- | | |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------|
| ___ Yes ___ No | 1. A completed application form and fee |
| ___ Yes ___ No | 2. A certified survey of the property will be required. The survey must show all buildings and permanent structures on the property. |
| ___ Yes ___ No | 3. Evidence of ownership or enforceable option on the property |

NOTE: SUBMITTAL OF THE REQUIRED INFORMATION DOES NOT GUARANTEE THE APPROVAL OF THE APPLICATION. ADDITIONAL INFORMATION MAY BE NEEDED OR CONDITIONS MAY EXIST THAT WOULD PREVENT THE ACTUAL GRANTING OF THE METES AND BOUNDS SPLIT.