

City of Niles

Routing Sheet for Land Division Request

Date Application Received: _____ 45 Day Review Period Ends: _____

Applicant(s) Name & Telephone #: _____

Contact Person's Name & Telephone #: _____

of Parent Parcels: _____ # of Children Parcels: _____

Parent Parcel Number(s): 11-_____ Property Address: _____

Owner(s) Name: _____

Parent Parcel Number(s): 11-_____ Property Address: _____

Owner(s) Name: _____

Map or Survey of Proposed Division / Combination Submitted:	YES	NO	Survey must include the location of any existing buildings and easements and the distance from buildings to the new lot lines and/or easements.
Dimensions of Proposed Division / Combination provided:	YES	NO	
Proposed Legal Description for each new "Child" parcel(s) provided:	YES	NO	

Zoning Administrator

Zoning Administrator for Approval: _____ Date Copied to Building Safety: _____

Current Zoning: _____ Existing buildings will conform to setback requirements. YES NO

New parcel(s) will conform to required parcel size, use, access, road frontage, & lot coverage. YES NO

Complies with Zoning Ordinance. YES NO

Zoning Administrator Comments: _____

Approved _____ Denied _____
Date Date

Assessor

Date forwarded to Assessor for Approval: _____

Prior # of Splits (after 3/31/1997): _____ # Remaining Splits: _____

Each Parcel has a depth of not more than 4 times the width (Depth to Width Ratio)

Child Parcel Depth _____ * 4 = _____ > _____

Approved _____ Denied _____
Date Date

Further information/documentation required _____

Land Division Checklist. All required items must be provided before the application will be considered filed. The City will have 45 days to approve or deny the application from the time a complete application is received.

1. Have a legal description of the new properties and any remaining parent parcel ____
2. Fill out the Request for Combo/Split ____
3. Obtain Tax Certification from the County Treasurer to show there are no delinquent taxes on parcels. ____
4. Return Request to Assessor ____
5. Assessor reviews, sends to Planner ____
6. Planner Approve or Deny ____
7. Update Zoning Map for Approvals ____
8. Approved Land Divisions are sent to County Land Description - A \$35.00 Fee is paid to County who will process and assign the new parcel #'s. ____