

ADMINISTRATIVE SIMPLE LOT SUBDIVISIONS/SIMPLE LOT CONSOLIDATIONS/BOUNDARY LINE ADJUSTMENTS

City of Princeton

A. PURPOSE

This section is established to provide for administrative approval of simple lot subdivisions, simple lot consolidations and boundary line adjustments, that meet specified criteria and for the waiver of standard platting requirements specified elsewhere in the City of Princeton's Subdivision Ordinance. It is intended largely to facilitate the further division of previously platted lots, the combination of previously platted lots into fewer lots, or for the adjustment of a lot line by relocation of a common boundary.

B. DEFINITIONS

a. **Simple Lot Subdivision**

The division of one platted lot of record into two lots, each of which complies with all zoning and subdivision requirements of the City of Princeton.

b. **Simple Lot Consolidation**

The consolidation of multiple platted lots of record into one lot, which complies with all zoning and subdivision requirements of the City of Princeton.

c. **Boundary Line Adjustment**

The division of one or more lots of record for the purpose of combining a

portion or portions thereof with other thereof with other lots of record, without creating additional lots and provided that all resultant lots comply with all zoning and subdivision requirements of the City of Princeton.

C. APPLICATION FOR ADMINISTRATIVE SIMPLE LOT SUBDIVISION / SIMPLE LOT CONSOLIDATION / BOUNDARY LINE ADJUSTMENT

Any person having a legal or equitable interest in a property may file an application for administrative simple lot subdivision / simple lot consolidation / boundary line adjustment. Any such application shall be filed with the Zoning Administrator on an approved form and shall be accompanied by an accurate boundary survey and legal description of all parent parcels prior to any simple lot subdivision / simple lot consolidation / boundary line adjustment, as well as a survey and legal description identifying the resulting parcels after any simple lot subdivision / simple lot consolidation / boundary line adjustment, as well as any other such exhibits or documents and deemed appropriate by the Zoning Administrator. Said surveys must clearly identify all right-of-way boundaries as well as any and all utilities in existence of any affected properties.

D. REVIEW OF ADMINISTRATIVE SIMPLE LOT SUBDIVISION/ SIMPLE LOT CONSOLIDATION/ BOUNDARY LINE ADJUSTMENT

The Zoning Administrator shall review all applications for an administrative simple lot subdivision / simple lot consolidation / boundary line adjustment to determine compliance with the standards identified in this section and all other pertinent requirements of the City of Princeton. Upon written approval of the request, the applicant shall be responsible for any and all expenses for the preparation of all documentation required and to complete the recording of the same with the appropriate Court Recorder's office. Should the request be denied, the Zoning Administrator shall notify the applicant, in writing, of the reasons for the denial. Any appeal of city staff's decision shall be made to the Planning Commission in accordance with the procedures specified in the City of Princeton's Subdivision Ordinance.

E. FINDINGS REQUIRED FOR APPROVAL

In order for the Zoning Administrator to grant approval for a proposed administrative simple lot subdivision / simple lot consolidation / boundary line adjustment, each of the provisions shown below must be met.

Simple Lot Line Consolidation

- (1) A simple lot subdivision of land will not result in more than two lots. A simple lot consolidation will result in only one lot. A boundary line adjustment will result in no new lots being created.
- (2) All necessary utility and drainage easements are provided for.
- (3) All lots to be created by the simple lot subdivision / simple lot consolidation / boundary line adjustment conform to lot area and width requirements established for the zoning district in which the property is located.
- (4) The simple lot subdivision / simple lot consolidation / boundary line adjustment does not require dedication of public right-of-way for the purpose of gaining access to the property.
- (5) The property has not been divided through the provisions of this section within the previous five years.
- (6) The simple lot subdivision / simple lot consolidation / boundary line adjustment meets all design standards as specified elsewhere in the City of Princeton's Zoning and Subdivision Ordinances.

F. CONDITIONS OF APPROVAL

The City may impose the conditions on any proposed administrative simple lot subdivision / simple lot consolidation / boundary line adjustment that are deemed reasonable and necessary to protect the public interest and to ensure compliance with the provisions of this chapter including, but not limited to, the following:

- (1) The applicant shall provide required utility and drainage easements for all newly created lots and be responsible for the cost of filing and recording written easements with the County Recorder's office; and
- (2) The applicant shall pay parkland dedication fees for each lot created beyond the original number of lots existing prior to the simple lot subdivision / simple lot consolidation / boundary line adjustment, except when the fees have been applied to the property as part of a previous simple lot subdivision / simple lot consolidation / boundary line adjustment.

**APPLICATION FOR ADMINISTRATIVE SIMPLE LOT
SUBDIVISIONS / SIMPLE LOT CONSOLIDATIONS /
BOUNDARY LINE ADJUSTMENTS**

Application is hereby made for a Simple Lot Subdivision, Simple Lot Consolidation, Boundary Line Adjustment of _____

_____ (Legal Description of Properties).

Owner: _____

Address: _____

_____ Phone: _____

Applicant: _____

Address: _____

_____ Phone: _____

The following information is submitted in support of this application.

- 1) Completed application for Simple Lot Subdivision/Simple Lot Consolidation /Boundary Line Adjustment.
- 2) Cash fee \$_____.
- 3) Acknowledgement of Responsibility form completed.
- 4) Affirmation of Sufficient Interest form completed.
- 5) Two (2) copies of site survey by a registered surveyor.

Application for Lot Split

7) Other _____

I fully understand that I must meet with City Staff to review all submission requirements and within 30 days of receiving the application and application submittals, the Zoning Administrator shall review the application and determine:

1. If the proposal meets the ordinance criteria and does not create any undeveloped lots, the Planner/Zoning Administrator shall issue a certificate indicating that the Simple Lot Subdivision / Simple Lot Consolidation / Boundary Line Adjustment is approved.
2. Should the request be denied, the Zoning Administrator shall notify the applicant, in writing, of the reasons for the denial. Any appeal of city staff's decision shall be made to the Planning Commission in accordance with the procedures specified in the City of Princeton's Subdivision Ordinance.

Applicant's Signature

Date

Comments/Revisions: _____

Received by:

City Agent's Signature

Date

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of Applicant: _____

Phone: _____

Street address/legal description of subject project: _____

Signature

Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.