

## LOT / PARCEL SPLIT PROCEDURE

Miami County Planning Department  
201 S. Pearl St./Suite 201  
Paola, Ks 66071  
(913) 294-9553

This sheet summarizes the steps involved in obtaining Lot / Parcel Split approval in unincorporated Miami County, Kansas. Please refer to Article 2 (Lot Splits / Parcel Splits) of the Miami County Kansas Subdivision Regulations for specific requirements. If you have any questions regarding this procedure, contact the Planning Office during the hours of 8:00 a.m. through 4:30 p.m., weekdays.

1. Review the proposed Lot/Parcel Split with County staff  
Staff can explain the purpose of lot/parcel splits and whether your tract may be divided by this method. In general, a lot/parcel split allows a land owner to divide a single tract of land into not more than 2 tracts without going through the platting process described in Article 3 of the Miami County, Kansas Subdivision Regulations.
2. Prepare a Certificate of Survey  
Request a Certificate of Survey to be prepared by a licensed Surveyor, showing the boundaries, dimensions and description of all parcels or tracts included within the lot/parcel split with new legal descriptions of each affected property. All land divisions must comply with the requirements listed in the Miami County Subdivision and Zoning Regulations, including road frontage and minimum size and area requirements of the zoning district in which said tracts or parcels are located, and minimum setbacks for existing structures.

Per State Statute and County Resolution, all surveys dividing property in Miami County Kansas must be approved by the County Surveyor prior to recordation. Please forward electronic copies of the survey to Dick Weiss at [dweiss@miamicountyks.org](mailto:dweiss@miamicountyks.org). Please forward a "hard copy" of any survey measuring 24" x 36" or greater to Dick Weiss, 201 S. Pearl, Suite 203, Paola, KS 66071. Mr. Weiss can be reached by phone at 913-294-4337. Once the County Surveyor's review has been completed, please submit the **original** Certificate of Survey with appropriate review fees to the County Surveyor for approval. The initial review fee is \$50.00. Additional fees may apply if additional reviews are needed.

The Certificate of Survey shall show the following:

1. Boundaries, dimensions and descriptions of all lots, parcels or tracts included within the lot split.
  2. Location of existing easements and utilities, if applicable.
  3. Signature block for the County Surveyor, Planning Director and Registrar of Deeds.
3. Application

Requests for lot/parcel splits shall be made by the owner(s) of the land, or their authorized agent or representative, on an application form provided by the County Planning Department. The application shall include ALL of the following (incomplete applications will not be accepted):

- A) One (1) original size copy and one (1) reduced copy (8½” x 11”) of the Certificate of Survey. The original, recording copy will be submitted after all reviews have been completed. The recording copy should be on material approved by the Register of Deeds Office.
- B) Original, signed and notarized Deed of Dedication for right-of-way and other public purposes. Call the Planning Office for right-of-way width. **Note:** A deed of dedication is not required if the average density is less than 35 acres. Total acreage ÷ number of lots = density. **Example:** 80 acres total ÷ 2 lots = 40 acre density...No deed of dedication required. 60 acres total ÷ 2 lots = 30 acre density...Yes, deed of dedication required
- C) One copy of the current deed showing legal ownership of each affected property.
- D) A separate exhibit showing the dimensions of all existing structures, wastewater disposal systems (including lateral fields) and ponds, and their locations with respect to the existing and proposed lot or parcel lines. A signed affidavit by the owner(s) verifying the accuracy of this exhibit shall be included with this exhibit (see attached affidavit). If no such structures or facilities exist, then the owner(s) shall submit an affidavit stating that they do not exist.
- E) \$100.00 Fee to the Planning Department.
- F) Unless the surveyor has an account with the Registrar of Deeds Office, a separate check will need to be written to the Register of Deeds office to record the survey. Please contact the Registrar’s Office at 913-294-3716 to determine the appropriate recording fee.

4. Approval

The Miami County Planning Director is authorized to approve or deny lot/parcel splits in accordance with the provisions of Article 2 of the Miami County, Kansas Subdivision Regulations. Approval or denial should take place within thirty (30) days of receiving a complete application. Upon approval of the lot/parcel split, the **original** of said Certificate of Survey, signed by both the County Surveyor and County Planning Director shall be recorded in the Register of Deeds Office. Please refer to Article 2 of the Subdivision Regulations for approval guidelines.

5. County Appraiser

Boundary Line Adjustments, Lot Splits and Mergers without an ownership change will not automatically make parcel changes for taxing purposes. If you require a division of the tax statements, please consult with the County Appraiser’s office at the time the work for the adjustments is completed.