



**VILLAGE OF
GENEVA~ON~THE~LAKE**

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**VILLAGE OF GENEVA ON THE LAKE
APPLICATION FOR MINOR SUBDIVISION**

This form is to be used for minor subdivisions or splits which meet the following requirements:

- 1) The land has not been subject to more than four splits or subdivisions during the preceding 12 month period.
- 2) The land created is less than 5 acres in size.
- 3) No public or private streets are created.
- 4) There are adequate sewer lines and drainage lines or culverts for the land
- 5) The land created, and the land remaining meet the zoning requirements for the district in acreage and frontage.
- 6) The subdivision creates no landlocked parcels.
- 7) This application is accompanied by a \$150 fee payable to the Village of Geneva on the Lake.

Name: _____ Date Submitted: _____

Address: _____

Phone #.: Home: _____ Work: _____ Cell: _____

- 1) Provide a copy of the deed showing you have ownership of the land to be subdivided?
- 2) Provide a copy of a legal survey showing the metes and bounds of the proposed subdivision and all parcels created or remaining, including distances for frontage, and all streets and roads adjacent to or abutting the property.
- 3) Has the land been subject to four or more splits or subdivisions during the last 12 months? _____
- 4) What is the zoning designation for the land to be subdivided? _____
- 5) How large is the parcel to be subdivided? _____
- 6) What is the frontage of the parcel to be subdivided? _____
- 7) What is the size of the new parcel created by the subdivision? _____

8) What is the frontage for the new parcel created by the subdivision and what roads abut the property? _____

9) What are the sizes and frontage for the remaining parcel or other additional parcels?

Remaining parcel acreage _____ front footage _____

Additional parcels created _____ front footage _____ (if any)

Describe the access to the property for sewer lines.

10) Describe existing drainage systems.

11) Describe the purpose of the subdivision.

I verify that the information I have provided is truthful and accurate to the best of my knowledge.

Signature of Applicant

Please Note: this is not a Zoning Permit. Any construction of any buildings or structures requires a zoning permit.

Procedure

1) Fill out and return this application to the Mayor at Village Hall at least seven (7) days prior to the Planning Commission meeting. All Planning Commission meetings are scheduled for the Third Thursday of each month at 7:00 p.m. at Village Hall. Before the Planning Commission will review your application, you must complete all sections of this application, provide all documents requested and pay the review fee of \$150.00. You will be notified of the Planning Commission meeting by regular mail at the address you have provided above.

2) Please bring all of your maps and deeds, and any other documents to the Planning Commission meeting.

3) If Planning approves your application, you must prepare the deed(s) for the split at your cost and present them to the Mayor for the Village stamp of approval before you can record them at the County. The Mayor will stamp "Subdivision Approved" on the deed itself. It is your responsibility to record the deed at the County Recorder's Office.