

**LINCOLN PLANNING COMMISSION
LOT SPLIT PROCEDURE AND REQUIREMENTS
NOVEMBER 2001**

Instructions for Preparation of an Application for a "Lot Split" Within the City of Lincoln, or Within the Lincoln Planning Area

1. Pick up an application and instruction for a "Lot Split" at the City of Lincoln.
2. Have a Registered Land Surveyor complete a boundary survey of the existing parcel of land you are wishing to split and have the surveyor prepare a plat of the proposed lot split to ALL the Plat requirements contained in this packet.
3. Obtain a copy of the Warranty Deed for the property in question and a parcel map (obtain from the County Courthouse).
4. Submit ten (10) copies of the completed application, Warranty Deed, Parcel Map, and the Plat of Survey to the City of Lincoln at least ten (10) days prior to the scheduled monthly Lincoln Planning Commission meeting (Held on the first Monday of each month).