

**SECTION 2**  
**MINOR SUBDIVISIONS**

SECTION:

- 21-2-1: Qualification
- 21-2-2: Content and Date Requirements
- 21-2-3: Design Standards
- 21-2-4: Processing

**21-2-1: QUALIFICATION:** This Section shall apply to the following applications:

- A. In the case of a request to divide a portion of a lot where the division is to permit the adding of a parcel of land to an abutting lot so that no additional lots are created and both new lots conform to zoning ordinance lot size minimum standards.
- B. In the case of a request to combine two (2) existing platted lots.
- C. In the case of a request to divide a lot from a larger tract of land and thereby creating no more than two lots, both of which conform to Zoning Ordinance minimum standards. To qualify, the parcel of land shall not have been part of a minor subdivision within the last five (5) years.
- D. In the case of a request to divide a base lot which is a part of a recorded plat on which has been constructed a two-family dwelling, townhouse or quadraminium, where the division is to permit individual private ownership of a single dwelling unit within such a structure and the newly created property lines will not cause any of the unit lots or the structure to be in violation of this Chapter, the Zoning Ordinance, or the State Building Code.

**21-2-2: CONTENT AND DATA REQUIREMENTS:**

- A. Certificate of Survey: The requested minor division shall be prepared by a registered land surveyor in the form of a Certificate of Survey.
- B. Property Description and Submission Information: The data and supportive information detailing the proposed subdivision shall be the same as required for a preliminary plat as described in Section 6 of this Chapter. Exceptions, as stipulated in writing, may be granted by the Zoning Administrator.

**21-2-3. DESIGN STANDARDS:** The minor subdivision shall conform to all design standards as specified in this Chapter. Any proposed deviation from said standards shall require the processing of a variance request.

**21-2-4: PROCESSING:**

- A. If the land division involves property which has been previously platted, or the total property area included is greater than ten (10) acres, the Zoning Administrator may approve the subdivision, provided that it complies with applicable provisions of this Chapter.
- <sup>1</sup> B. In the case of applications involving property lying within the Urban Service Area, which has not been previously platted, and is less than ten (10) acres in total area, applicable processing provisions of Section 21-3-2, Preliminary Platting shall be followed.
- <sup>1</sup> C. In the case of applications involving property lying within the Rural Service Area which has not been previously platted and is less than ten (10) acres in total area, the Zoning Administrator may approve the subdivision, provided it complies with applicable provisions of this Chapter.