



City of Huntsville | Planning Commission

Lot Split Application

Indicate one contact person for this request: ___ Applicant ___ Representative ___ Owner

Applicant (Owner yes no)

Representative (engineer, surveyor, realtor, etc.)

Name _____

Name _____

Address _____

Address _____

Email _____

Email _____

Phone () _____

Phone () _____

Owner (if different from applicant)

Name _____

Address _____

Email _____

Phone () _____

Give exact street address/location of property: _____

**Submit legal description and/or scaled drawing of the property (may attach copy of warranty deed/survey)

1. State the reason for requesting lot split: _____

2. The effect of the proposed split upon the adjacent property and neighborhood is anticipated to be as follows: _____

Financial Interests The following entities and/or people have financial interest in this project:

Application Requirements

The Huntsville Planning Commission meets on the 4th Monday of each month. All requests for a lot split require a public hearing to be held during the Commission’s monthly meeting. The findings of the Commission must be subsequently approved by the City Council.

Applicants must:

- First step is to submit application (pages 1-2) and \$50 fee (cash or check only) to City Clerk’s office.
- Schedule a date for public hearing with City Clerk’s office or Planning Director.
- Place a public notice in a newspaper of general circulation in the city, at the expense of the applicant, stating the time, place, and subject of the public hearing at a minimum of 10 days prior to the hearing. Please note that notice must be submitted to the newspaper by Monday in order to be published in the weekly Thursday publication. (Use page 8)
- Notify an owner of each parcel of land adjacent to the property’s boundaries (including across roadways) of the proposed changes and public hearing details. Applicant shall mail/deliver **Notice of Public Hearing** form (page 5) to said owners by certified mail or by hand-delivery, at the expense of the applicant. If hand-delivered, signatures are required on **Certificate of Notification** form (page 5).
- Applicant must notify owners of adjacent property at a minimum of ten (10) days prior to Planning Commission Meeting/public hearing.
- Submit the completed *Notice of Public Hearing* and *Certificate of Notification* forms and any certified mail and/or returned mail receipts to the office of the City Clerk prior to the public hearing.

The applicant or official representative must be present at the meeting in order to answer questions the Commission members or interested parties may have.

Applicant/Representative: I certify under penalty of perjury that the foregoing statements, data, drawings, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that incorrect or false information submitted is grounds for dismissal of this application. I understand that the City may not approve this application or may set conditions upon its approval.

Name (printed): _____ Date: _____

Signature: _____

***A fee of \$50 must accompany this application. Return application to the office of the City Clerk.**

For Office Use Only	Date
Application received	
Fee received/Receipt #	
Forwarded to PC	
Notice Published	
Public Hearing	

**NOTICE OF PUBLIC HEARING
BEFORE THE CITY OF HUNTSVILLE PLANNING COMMISSION
CONCERNING LOT SPLIT REQUEST**

To all landowners possessing land adjacent to the property located at the following address:

Property Owned by: _____

NOTICE IS HEREBY GIVEN THAT an application has been filed for a lot split on the above property.

Lot split description: _____

Reason for lot split request: _____

If approved, the lot split will occur only upon the property described above.

A public hearing on proposed lot split will be held by the City of Huntsville Planning Commission in the Council Chambers at the Huntsville City Hall on _____ at _____ P.M.

All parties interested in this matter may appear and be heard at said time and place or may notify the Planning Commission of their views on this matter by letter. Paperwork should be presented to the City Clerk's office or mailed to:

Huntsville Planning Commission
City of Huntsville
P.O. Box 549
Huntsville, AR 72740

All mailed letters must arrive no later than the date of the hearing.

Certificate of Notification of Adjacent Property Owners of Lot Split Request

I hereby certify that the following adjacent property owner(s) have been notified of the time, date, and place of the public hearing concerning the lot split request:

Signature _____ Date _____

Note: All persons affected must sign this form if the required notification is hand delivered. In the case of notification by U. S. Certified Mail, all parts of this form must be completed, except the signature, and returned certified mail cards with recipients' signatures must be attached to this form.

Name _____
Signature _____
Address _____
City, State, Zip _____

Name _____
Signature _____
Address _____
City, State, Zip _____

Name _____
Signature _____
Address _____
City, State, Zip _____

Name _____
Signature _____
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Address _____
City, State, Zip _____

Name _____
Signature _____
Address _____
City, State, Zip _____

Name _____
Signature _____
Address _____
City, State, Zip _____

Affidavit

I hereby certify that I _____
print or type name

acting as agent/owner, have provided notice to affected parties in accordance with the requirements set forth in this application and that the notice information provided is, to the best of knowledge, true and factual. I am hereby enclosing the following supporting documents: copies of the notice, mailing receipts, return cards, and any notices that were undeliverable.

Signature _____

Date _____

Authorization by Owner(s) for Representative

If applicant or organization is to be represented by another party:

To the City of Huntsville Planning Commission:

I, _____ hereby authorize
_____ to represent me (us) on my (our) behalf
concerning the request for a lot split which is to be presented to the City of Huntsville Planning
Commission at the meeting to be on _____
hearing/meeting date

Print Property Owner Date

Print Property Owner Date

Signature Property Owner Date

Signature Property Owner Date

NEWSPAPER NOTIFICATION FORM

*Applicant is responsible for submission and payment to newspaper. Run this ad in "Notice" section, 1 time, at minimum of 10 days prior to the public hearing. Select and complete the appropriate notice below.

For zoning change use:

NOTICE OF PUBLIC HEARING BEFORE THE CITY OF HUNTSVILLE PLANNING COMMISSION ON APPLICATION FOR

_____. Property located at _____, owned by _____ to change zoning classification from _____ to _____. The purpose is _____

A public hearing is set for _____, _____ at City Hall.
Time Date

OR

All other requests use:

NOTICE OF PUBLIC HEARING BEFORE THE CITY OF HUNTSVILLE PLANNING COMMISSION ON APPLICATION FOR

_____. Property located at _____, owned by _____ . The purpose is _____

_____. A public hearing is set for _____, _____ at City Hall.
Time Date