

LOT SPLIT PLAT FILING INSTRUCTIONS

IN ORDER TO FILE AN APPLICATION FOR A LOT SPLIT PLAT, THE APPLICANT SHALL:

1. Submit a complete and signed General Application.
2. Provide six (6) copies of the Lot Split Plat and provide all other information and documents to be submitted, as required by the Manhattan Urban Area Subdivision Regulations. After any corrections, at least one (1) signed mylar copy of the Lot Split Plat shall be submitted for filing.
3. Submit a copy of Certificate of Title indicating current ownership.
4. Submit paid receipts indicating that all real estate taxes have been paid in full for all property located within the Lot Split Plat.
5. Register of Deeds filing fees shall be paid by the applicant. After the Lot Split Plat is approved, City Administration will advise the applicant of the appropriate amount to submit and the check must be made out to the Riley County or Pottawatomie County Register of Deeds, as applicable.

A complete application and all attachments and documents must be submitted before approval of a Lot Split Plat. If you have any questions about the application, or the information required to be submitted, please contact the Community Development Department, prior to submittal of the application. **Prior to making any improvements, it is the applicant's responsibility to contact Code Services (587-4506) to determine applicable building and fire codes, if a building permit is needed.**

THE APPLICANT IS STRONGLY ENCOURAGED TO CONTACT THEIR LENDING INSTITUTION AND THE APPLICABLE ABSTRACT AND TITLE INSURANCE COMPANY TO DETERMINE ANY ADDITIONAL COSTS AND PROCEDURES THAT MAY BE REQUIRED IN ADDITION TO THIS APPLICATION. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THOSE CONTACTS ARE MADE PRIOR TO FILING THE APPLICATION.