

Chief Executive Officer  
Lorraine Cochran-Johnson

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
Juliana A. Njoku

**LOT DIVISION, LOT COMBINATION, OR BOUNDARY LINE ADJUSTMENT  
APPLICATION**

**Application Fee: \$200.00**

All applications must be accompanied by four (4) folded copies of the lot division survey.  
(All plans must be folded)

**PLEASE PRINT ALL INFORMATION**

PROJECT NAME: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_ PARCEL I.D. NO: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

DATE OF SKETCH PLAT CONFERENCE: \_\_\_\_\_

SITE ACREAGE: \_\_\_\_\_ # LOTS: \_\_\_\_\_ # UNITS: \_\_\_\_\_ SEWER: \_\_\_\_\_ SEPTIC TANK: \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ **PHONE** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**AGENT AUTHORIZATION TO RECEIVE ALL NOTIFICATIONS** \_\_\_\_\_

\_\_\_\_\_ **PHONE** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**DEVELOPER** \_\_\_\_\_ **PHONE** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**SURVEYOR / ENGINEER** \_\_\_\_\_ **PHONE** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**APPLICANT** \_\_\_\_\_ **PHONE** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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DEPARTMENT OF PLANNING & SUSTAINABILITY

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**CERTIFICATE OF CONFORMITY**

I, \_\_\_\_\_, the engineer / surveyor for the

Subdivision known as \_\_\_\_\_

located in Land Lot \_\_\_\_\_ of the \_\_\_\_\_ District, hereby certify that no lots

platted within the subdivision are non-conforming or will result in any non-conforming lots.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**NAME (PLEASE PRINT)**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY, STATE, ZIP CODE**

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