



**City of Tonganoxie**  
GENERAL INFORMATION  
and  
LOT SPLIT/ADJUSTMENT APPLICATION

The Governing Body of the City of Tonganoxie has the right to approve the issuance of a building permit on existing lots that are divided into not more than two (2) tracts. The owner of the property does not have to plat (or replat) the property, provided that all of the requirements are met, and that it is understood that no further splits will be allowed on either of the resulting lots, regardless of ownership changes.

**PROCEDURE FOR LOT SPLITS/CONSOLIDATION/ADJUSTMENT**

A written application shall be made to the planning department. For detailed information relating to application submittal requirements and the review process, see the Tonganoxie Subdivision Regulations for procedures in Section 6-0 at City Hall or on the city website [www.tonganoxie.org](http://www.tonganoxie.org). The application must be submitted according to the timeline in the Application and Review Schedule prior to the Planning Commission meeting. The City Engineer and City Planner will review the application for compliance with all regulations, and make a recommendation to the Planning Commission. The Planning Commission will then review the application and make a recommendation to the City Council. If the City Council approves the Lot Split, the applicant shall file it with the Register of Deeds Office. A stamped copy of the filed request must be returned to the City Clerk. A building permit for the new lots can then be issued. If a permit is issued, it is only in effect for one year. Failure to use the permit within a year shall void the permit. Any further request must be resubmitted to the Governing body.

Applications for Lot Splits/Consolidations/Adjustments must include all of the following information:

1. Copies of the plot plan, certified by a licensed land surveyor or engineer (scale of 1 inch = 30 feet) which shall include the following information:
  - a. General location as related to the nearest existing streets and rights of way.
  - b. Location of existing easements and utilities.
  - c. Dimensions of the divided portion.
  - d. Location and width of access ways, existing and proposed.
  - e. Dimensions of all existing structures and their locations with respect to existing lot lines.

2. Legal description of the property

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3. Zoning of the property

4. Has this lot been split or divided in the past? \_\_\_\_\_

If yes please explain:

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In order to expedite the receipt and review of all applications, copies should be submitted to:

**Assistant City Manager**

P.O. Box 326

526 E 4<sup>th</sup> St

Tonganoxie, KS 66086

Phone: 913-845-2620 ext. 1040

Office Hours are Monday – Friday 8:00 a.m. to 4:30 p.m.

When requested, additional copies of the submitted materials should be provided to:

**Chris Brewster**

**Planning Consultant**

Gould Evans

4041 Mill St

Kansas City MO 64111

[Chris.brewster@gouldevans.com](mailto:Chris.brewster@gouldevans.com)

Phone: 816-931-6655

**Brian Kingsley, PE**

**Engineering Consultant**

BG Consultants

1405 Wakarusa Drive

Lawrence, Kansas 66049

[briankingsley@bgcons.com](mailto:briankingsley@bgcons.com)

Phone: 785-749-4474



**CITY OF  
TONGANOXIE**  
**Lot Split / Line Adjustment  
Application**

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Received By: \_\_\_\_\_

PC Mtg Date: \_\_\_\_\_

CC Mtg Date: \_\_\_\_\_

**Property Address** \_\_\_\_\_

**Property Owner** \_\_\_\_\_

**Property Owner Address** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Name of Agent** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**Name of Land Surveyor or Engineer** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

The owner herein agrees to comply with the subdivision regulations for the City of Tonganoxie, as amended, and all other pertinent ordinances or resolutions of the City of Tonganoxie, and statutes of the State of Kansas. It is agreed that all costs of recording the Lot Split/Consolidation/Adjustment and all other supplemental documents thereto with the Register of Deeds shall be assumed and paid by the owner.

**AFFIDAVIT**

**CITY OF TONGANOXIE  
COUNTY OF LEAVENWORTH  
STATE OF KANSAS**

WE, \_\_\_\_\_ AND \_\_\_\_\_  
(Print)

AND \_\_\_\_\_ AND \_\_\_\_\_  
(Print)

being duly sworn, depose and say that we are the owners of said property involved in this petition and that the foregoing signatures, statements, and answers herein contained in the information herewith submitted are in all respects true and correct to the best of our knowledge and belief.

Signed and entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public in and for the County of Leavenworth, Kansas

(Seal)

\_\_\_\_\_  
Signature

My Commission Expires: \_\_\_\_\_