

MARION COUNTY, KANSAS

Instructions for Agricultural Lot Split (Revised September 2018)

The Marion County Zoning and Subdivision Regulations have established an Agricultural Lot Split intended to provide for the creation of up to three (3) new lots from an agricultural tract of land, for a total of four (4) lots including the original parent tract, without having to rezone and plat the affected lots, provided the landowner creating the new lots enters into an Agreement with Marion County, Kansas, acknowledging that no further divisions of land from the original agricultural lot or tract of land will occur unless the then relevant Zoning and Subdivision Regulations are complied with regarding any rezoning and platting requirements. The Agricultural lot split may be approved administratively and no rezoning of the property is necessary.

The information provided herein is the formal application to execute the Agricultural Lot Split. If approved, an Agricultural Lot Split Agreement must be signed and recorded as provided in the Marion County Subdivision Regulations. This process must be completed and the relevant documents recorded with the Marion County Register of Deeds before any building permits for construction may be issued.

1. All applications must be signed by the owner of record (prior to the newly created tracts).
2. The applicant should review the Agricultural lot split provisions of the Subdivision Regulations to assure a complete understanding of the requirements. Please consult with the Zoning Administrator at 203 S. Third St., Marion, Kansas, or (620) 382-2945.
3. The application shall be accompanied by one (1) copy of the required survey drawing prepared with signature blocks for the Marion County, Kansas, Zoning Administrator and Register of Deeds. The survey needs to include all items normally shown on a plat (e.g., acreage, easements, right-of-ways, building setbacks, location of existing water mains/meters, sewer laterals, gas mains/meters, storm sewer lines, utility services, structures, etc.), if applicable.

Signature block for the Register of Deeds, prepared as for a normal plat in Marion County, Kansas; and a signature block for the Zoning Administrator worded as follows:

I, _____, Zoning Administrator of Marion County, Kansas, do hereby certify under the authority granted me by the Marion County Subdivision Regulations that the lot split or boundary shift to which my signature below is given has been approved as being in conformance with the provisions of the Marion County Subdivision Regulations. Given under my hand this ____ day of _____, 20__.

(signature line, with typed name)

4. Property taxes must be paid in full.
5. The filing **fee** for an Agricultural Lot Split application shall be **\$100.00**, made payable to Marion County Planning and Zoning.
6. A Lot Split Agreement will be drafted after the survey is complete, and needs to be signed by the owner of record (prior to the newly created tracts). Contact the Zoning Administrator regarding this document.
7. Applicant or their agent must file the Lot Split Agreement with the Register of Deeds: 200 S. Third St, Marion County Courthouse. (current filing fee is \$21 for 1st page and \$17 for each consecutive page)