



MARION COUNTY COURTHOUSE

MARION COUNTY KANSAS  
**OFFICE OF THE PLANNING COMMISSION**

P.O. BOX 157  
MARION, KANSAS 66861  
PHONE (620) 382-2550  
Toll Free 1-800-305-8848

**INSTRUCTIONS FOR SHORT-FORM PLAT LOT SPLIT APPLICATIONS**

1. The Marion County Planning Commission requires that the attached application be completed and received at least thirty (30) days in advance of the next Commission meeting. The Commission will meet as required on the fourth Thursday of the month. The Commission will meet on the third Thursday in November. The Commission does not meet in June and December.
2. The completed application must include the non-refundable processing fee check made payable to the Marion County Treasurer in the amount of \$25.00.
3. Each application is to include:
  - > A copy of the deed of the property, which can be obtained from the Register of Deeds office located in the Marion County Courthouse. Telephone: 620-382-2151.
  - > Nine (9) copies of a scale drawing and a legal description of the Lot(s) involved and the location of any structure(s) thereon with the precise nature, location and dimensions of the proposed lot split; further the agricultural disclaimer as presented in Marion County Comprehensive Plan must also be attached.
4. Public notice of the Planning Commission application review will be published in the official county newspaper at least twenty (20) days prior to the meeting date.
5. Any action to approve an application is subject to all other applicable permits.
6. The Approved Short Form Lot Split Plats must be recorded with the Marion County Register of Deeds.
7. **A lot split shall not be approved if:**
  - A. A new street or alley is needed or proposed.*
  - B. A vacation of streets, alleys, setback lines, access control or easements is required or proposed.*
  - C. Such action will result in significant increases in service requirements or interfere with maintaining existing service levels.*

- D. There is less street right-of-way than required by these regulations or the Comprehensive Plan unless such dedication can be made by separate instrument.***
- E. All easement requirements have not been satisfied.***
- F. Such split will result in a tract without direct access to a street.***
- G. A substandard-sized (less than 5 acres) lot or parcel will be created.***
- H. The lot has been previously split in accordance with these regulations.***
- I. The lot does not meet the Land Evaluation and Site Assessment System factored values for approval.***
- J. The existing parcel is less than forty (40) acres.***
- K. The parcel is not adjacent to a rural secondary road for the development of new farmstead sites or the parcel is not adjacent to a gravel road for existing farmstead sites.***
- L. The existing structures do not meet the required setbacks.***
- M. The maximum depth of the split lot is greater than three (3) times the width thereof.***



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**MARION COUNTY AGRICULTURAL DISCLAIMER:**  
Restriction Clause and Disclosure Agreement Acknowledging Adjacent  
Agricultural Uses

*All lands within the Agricultural Zone are located in an area where land is used for commercial agricultural production. Owners, residents, and other users of this property or neighboring property may be subjected to inconvenience, discomfort, and the possibility of injury to property and health arising from the normal and accepted agricultural practices and operations, including but not limited to noise, orders, dust, the operation of machinery of any kind, including aircraft, the storage and disposal of manure, the application of fertilizers, soil amendments, herbicides, and pesticides.*

Agricultural Disclaimer presented as adopted in the Marion County Comprehensive Plan, Summer 2003.