

# DUPLEX OR TOWNHOME LOT SPLIT

## SUBDIVIDING MULTI-FAMILY PROPERTY



### Background

The lot split process is used to divide one lot on which a duplex or townhome is located into two or more separate lots for individual sale or lease.

### Requirements

To obtain a lot split through this process, the lot on which the duplex or townhome is located must have an approved recorded plat on file and have an “R-2” or “R-3” zoning designation.

#### *Duplexes*

For a duplex on a lot zoned "R-2", a lot split can only occur where a common wall between the two units exists. The lot split must, as closely as possible, divide the property into equal halves. The lot must be contained within an approved final plat.

#### *Townhomes*

For a townhome on a lot zoned "R-3", a split can only occur where a common wall between the units exists. The lot split will only be permitted within a building area identified upon a recorded final plat. The lot split process permits the units to be surveyed and individually sold.

### Process

Lot splits do not require approval from the Planning and Zoning Commission or City Council. Approval for the lot split can be obtained administratively from the City of Raymore’s Development Services Director.

Lot splits can be accomplished by either a metes and bounds description or by replatting. To request a lot split, submit the description or plat to the City along with an application. City staff will review the application and the Development Services Director will approve the request. After receiving approval, record the description or plat with Cass County and file a recorded copy with the City.

The following certification language shall be added to the plat drawing:

Approved by the City of Raymore, Missouri on the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

James Cadoret  
Development Services Director



100 Municipal Circle  
Raymore, MO 64083

Phone: 816-331-1803  
Fax: 816-331-8067

## APPLICATION FOR LOT SPLIT

**LOT NUMBER/PLAT:** \_\_\_\_\_

**FOR OFFICE USE ONLY:** Case Number: \_\_\_\_\_

### APPLICANT/OWNER INFORMATION

**Applicant Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip:** \_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Property Owner Name** (if different than applicant): \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip:** \_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Firm Preparing the Plat/Survey:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip:** \_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

\*All correspondence on this application should be sent to (check one): \_\_\_ Applicant \_\_\_ Property Owner \_\_\_ Firm

### LOT SPLIT REQUEST

The applicant is hereby requesting a lot split for a:  
 Townhome  
 Duplex  
**Property Address:** \_\_\_\_\_  
**Number of Lots (Townhomes only):** \_\_\_\_\_

### APPLICANT'S DECLARATION

The following declarations are hereby made:

- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- The information presented and contained within this application is true and correct to the best of the undersigner(s) knowledge.

Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_