



LOT SPLIT FILING PROCEDURES

To file for a Lot Split, the following items must be submitted together to the Planning and Zoning Office located in the Linn County Courthouse Annex. All items listed must be submitted to be considered a completed application.

- Survey** must be an original survey of the property with the proposed boundaries; must contain two original surveyor signatures (commonly used in Linn County: Allenbrand-Drews & Assoc. and Greg Grant Rls Surveying)
- Grant of Road Easement** may be necessary; determined by surveyor
- New deeds** two new deeds, one for each of the new properties; obtained by taking the survey to a title company (commonly used in Linn County: Linn County Abstract)
- Application** a completed Lot Split Agreement provided by the Planning and Zoning office or online at linncountyks.com
- Fees** two checks; one to Linn County Treasurer in the amount of \$50 (lot split fee); one to Register of Deeds in an amount to be determined by number of pages recorded

Once the completed application packet is received by Planning and Zoning, it is sent to the main Courthouse for approval by the mapping department, sent back to Planning and Zoning to await approval by the Board of County Commissioners, and then sent to the Register of Deeds' office for submission.

THE PROCESS FOR A LOT SPLIT CAN TAKE UP TO TWO WEEKS TO FINISH ONCE A COMPLETED APPLICATION PACKET HAS BEEN RECEIVED BY PLANNING/ZONING.

Building and/or Sanitation permits for properties which have not yet been established cannot be issued until the entire process has been completed.