

## **APPLICATION FOR LOT CONSOLIDATION/LOT ADJUSTMENT**

### **INSTRUCTIONS TO APPLICANT**

1. The applicant must complete the attached application form. All blanks should be filled in and any not applicable should be completed with N/A. All applications must be signed by the owner or his duly authorized agent.
2. The applicant should review the lot consolidation provisions of the Subdivision Rules and Regulations to assure a complete understanding of the requirements. (Sec 9.1.211 Building and Property Lines)
3. The application shall be accompanied by a digital and paper copy of the required survey.
4. The above-listed documents, together with the fee of \$20.00, shall be submitted to the Planning & Development Division, 1002 Vine St., Hays, KS.
5. These items will be reviewed by the City of Hays Zoning Administrator.
6. If this form is obtained online, please contact the Planning & Development Division at 785-628-7310.
7. No building permits will be issued until this application has been approved by the Zoning Administrator and recorded with the Ellis County Register of Deeds.

### **City of Hays Utility Requirements**

1. Water service line is required to be shut off and the service line disconnected at the corp stop for any water services previously installed that will not be used. Inspection by City of Hays is required prior to backfilling.
2. Water service line can remain once disconnected.
3. Water service meter can, ring, and lids will need to be removed for any water services previously installed that will not be used and returned to City of Hays Water Resources Department.

### **Franchised Utilities**

1. Midwest Energy Electrical Division shall be contacted for potential changes to utility locations
2. Midwest Energy Gas Division shall be contacted for potential changes to utility locations
3. Telecommunication companies shall be contacted for potential changes to utility locations



File # \_\_\_\_\_  
Date Filed \_\_\_\_\_  
Date Recorded \_\_\_\_\_

**APPLICATION FOR LOT CONSOLIDATION/LOT ADJUSTMENT**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

**LOT CONSOLIDATION/ADJUSTMENT INFORMATION:**

- 1. General Location/Address \_\_\_\_\_
- 2. Legal Description \_\_\_\_\_  
\_\_\_\_\_
- 3. Parcel ID's of Lots Being Considered: \_\_\_\_\_  
\_\_\_\_\_
- 4. Existing Zoning \_\_\_\_\_
- 5. Proposed Use \_\_\_\_\_

**Survey:**

- 1. A survey of the site prepared, stamped and signed by a registered land surveyor showing the following is required to accompany the application:
  - a. All existing property lines and structures
  - b. Site showing the proposed lot consolidation
  - c. New lot sizes and dimensions

The undersigned applicant and landowner hereby verifies and affirms that the information contained in this application is complete and accurate. The undersigned applicant and landowner understand and acknowledges that the submission of inaccurate and incorrect information may result in the denial or rejection of the application and/or result in the invalidation of any approvals issued by the City of Hays Planning & Development Office.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
AUTHORIZED AGENT (IF ANY)

**OFFICE USE ONLY:**

RECEIVED IN THE PLANNING & DEVELOPMENT DIVISION ON \_\_\_\_\_, 20\_\_\_\_, TOGETHER WITH THE APPROPRIATE FEE OF \$\_\_\_\_\_.

Recorded Copy to be distributed to:  
GIS Staff, City Clerks Office, Post Office, Dispatch/PD, County Appraiser, County EMS/Fire, County Environmental