

## Steps involved with a Property Division

### If someone wants to do a property divide:

1. Complete and submit 'Petition for Dividing Property' to the Town Clerk.

Include a Plot Plan, CSM, perk test, - and also a list of neighbors (names & addresses) within 200 feet, and \$75 fee.

- a. Is the divide for an agricultural or a residential lot?
  - b. Is the divide for a proposed business or some other purpose?
  - c. Is a zoning change required?
  - d. Will a variance be required?
  - e. Is a perk test required?
  - f. Will a conditional use permit be required?
  - g. What is the size of the proposed division or subdivision (in acres)?
2. Present to Plan Commission and respond to Plan Commission questions. If a variance is required, the variance must be obtained before proceeding with step 3.
  3. Plan Commission will review a second time. Options are: refer to Town Board or deny request.
  4. If recommended, it is referred to Town Board for approval. If there is no zoning change request proceed to Step 8.
  5. If the land division includes a zoning change request, the Town Board will schedule a Public Hearing. Fee of \$325 needs to be paid at this time.
  6. Notice of the Public Hearing is posted, published twice, and neighbors are notified.
  7. Public Hearing takes place.
  8. Either approved or denied by the Town Board
  9. If approved, the CSM is registered with the County and a copy is returned to the applicant with a bill for the Registration Fee with the County.