

LOT SPLITS AND CONDITIONAL USE REQUEST REQUIREMENTS

Know the legal description of the location requiring a lot split and/or conditional use permit so that the zoning district can be determined.

The following paperwork and/or forms are required:

1. Applications for a lot split and conditional use permits are obtained from the zoning administrators office
2. An original survey and plot plan must be obtained from a licensed surveyor or engineer showing the setbacks of all buildings from the lot lines.
3. If obtaining a conditional use permit only, a site or plot plan, such as an aerial of the area indicating the location must accompany the application.
4. A certified list of the recorded names of the adjoining landowners and their addresses within the area by lines parallel to and three hundred (300) feet from the exterior boundaries of the operation, structure or use involved must be provided by a certified licensed abstractor and submitted to this office at least 15 days prior to the public hearing date. The notification area of property owners may be increased based upon the application of use and the required distances in each zoning district or otherwise specified in these regulations. Nebraska State Statutes require the adjoining landowners to be notified 10 days prior to the hearing date.
5. A no-fee residential use permit must be signed by the future party or parties who will be residing in the single-family dwelling on the proposed acreage.
6. **Conditional Use Permit is \$200.00 unless otherwise stated. Lot split fee is \$150.00.** When splitting off the existing farmstead, both permits and fees are required. **Total \$350.00.** Check is made payable to **Dodge County Zoning, 435 N Park, Room 204, Fremont, NE 68025.**
7. The applicant or a representative of the landowner of record requesting the split and/or conditional use requests must appear at the public hearing to explain their requests.
8. If the request(s) are approved, they are forwarded to the Dodge County of Supervisors for final approval. It may be necessary for the applicant to appear at the designated meeting date and time.