

# CAN I SPLIT MY PROPERTY INTO TWO OR MORE PARCELS?

There are two different ways to subdivide (split) a parcel in Jefferson County.

## EXEMPT SUBDIVISIONS

### WHAT SPLITS ARE EXEMPT?

The following splits or subdivisions of land can occur without going through the full approval process.

1. One parcel can be split (subdivided) from a parcel once every 365 days.
2. A property line between adjoining parcels can be shifted.
3. Two or more parcels can be combined.

### WHAT SIZE DO THE LOTS NEED TO BE?

The new parcel and remaining parcel (sometimes called the parent parcel or remnant parcel) both must meet the minimum lot width and lot area for the parcel's zoning as outlined in *Chapter 2: Zoning Districts*.

### WHAT IS THE PROCESS FOR EXEMPT SUBDIVISIONS?

A survey is required for all exempt subdivisions in order to verify that the split qualifies as exempt. If the subdivision qualifies as exempt, the applicant may then record the split at the recorder's office and then obtain with any necessary permits prior to construction.

*Chapter 7: Administration & Procedures for more information)*

## MAJOR SUBDIVISIONS\*

\*If the split does not qualify as an exempt subdivision, it is considered a major subdivision.

### WHAT SIZE DO THE LOTS NEED TO BE?

All parcels must meet the lot standards for the parcel's zoning as outlined in Chapter 2: Zoning Districts.

### DO I HAVE TO HAVE COVENANTS?

Covenants are required if the parcels are zoned AG.

### DO I HAVE TO BUILD SIDEWALKS?

Sidewalks are required along both sides of all internal roads and perimeter roads if the gross density is less than 1 acre.

### DO I HAVE TO BUILD A PUBLIC ROAD OR SIDEWALKS?

If all lots are at least 10 acres, each lot may have a driveway that directly connects to the adjacent public road.

If any of the lots are less than 10 acres, then the property owner must construct an internal public road to the standards in the Jefferson County Street Standards.

### WHAT IS THE PROCESS FOR MAJOR SUBDIVISIONS?

A sketch plan application is required for all major subdivisions that will be reviewed at a Plan Commission meeting.

If no new public roads are required, the property owner may submit an application for both the primary plat and secondary plat at the same time and these can both be approved at the same Plan Commission meeting.

If new public roads are being built, the applicant must submit separate applications for the primary plat, construction documents, and secondary plat, each of which can be approved at separate Plan Commission meetings.