

Herriman

Division of a Two-Family Dwelling

Property Owner or Applicant's Name _____

Mailing Address _____

Telephone _____ Fax _____

Agent's Name _____

Mailing Address _____

Telephone _____ Fax _____

Property Address _____

Signature

Date

APPLICATION PROCESS AND REQUIREMENTS

The division of a two-family dwelling allows a duplex to be split into a separate owned single family attached dwelling. Separate utilities and adequate fire walls for zero lot lines are required for each dwelling. The minimum lot size shall be at least 1/2 the area required for the zone, but no less than 4,000 square feet for each unit. There shall be two parking spaces that are not in tandem on each lot. The request is reviewed and rendered by the City Planner.

OTHER REQUIREMENTS FOR A DUPLEX LOT SPLIT

Completed application form: signed!!

A document verifying proof of ownership: the current property owner must be the applicant, but may designate an authorized agent to act in his behalf. Please submit a proof of ownership which should include either a Warranty Deed, Trust Deed, Quit Claim Deed or a property tax notice.

A snapshot of the parcel: please include the whole site in the snapshot.

5 site plans:

Site plans are to be on a minimum sheet size of 18" x 24", at a scale which suitably fits the paper (using an engineers scale; 1" = 10', 1" = 20', etc.). The following must be included on the site plan:

North point, scale and date of drawing.

Property lines with dimensions, and adjoining streets, right-of-ways, easements, waterways, etc.

Access roads, driveways, parking, turn-arounds, etc.

Location and dimensions of all existing and proposed structures and buildings.

Decks, porches, or other parts which extend past the normal outline of the building.

Separate utilities for each dwelling unit (water and sewer).

An adequate fire wall between each unit (approved by the fire department).

Square footage for both lots should be provided (parcels should meet minimum lot area requirements).

3 building elevations: (front, rear, and side views) showing existing and proposed ground lines which match the

topography shown on the site plans.

APPLICATION FEE

[] **Duplex-lot split** \$100.00

APPLICATION PROCESSING

Copies of the site plans are submitted to various agencies for their review and comment. After receiving comments from the other agencies, staff will review the application and render a decision. If you have any additional information, please feel free to contact the staff.

APPEAL

The final decision of the planning staff may be appealed by letter to the Planning Commission within 10 days after denial of the planning staff.

For Herriman Use Only

Filing Number _____	Date of Submittal _____	Filing Fee _____
Receipt Number _____	Zone _____	Accepted by _____