

Quick Reference Guide for:

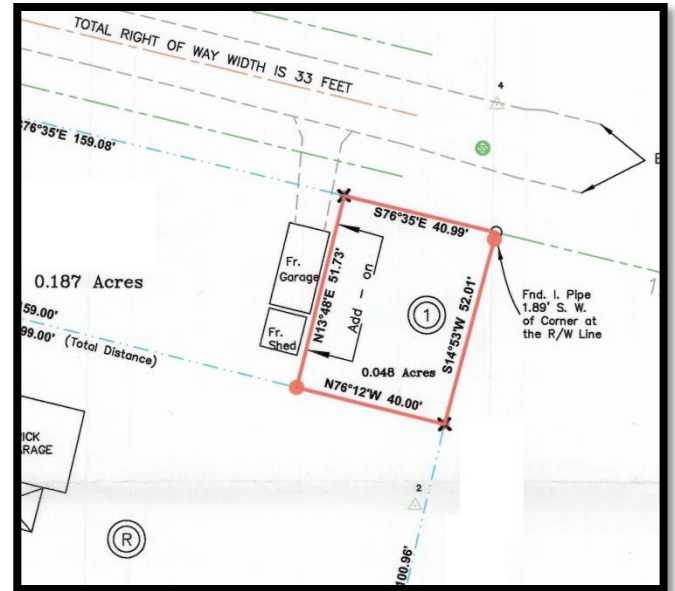
Lot-Addition and Lot-Consolidation Subdivisions

What is a Lot-Addition subdivision?

A lot-addition subdivision is any subdivision which proposes to subdivide a portion of an existing parcel to add to a separate adjacent parcel. This is typically the simplest subdivision type and usually only surveyed requires a plan, Subdivision and Land Development Application, and a fee to be submitted. Plans will be sent to the municipality for their comment as required by the [Subdivision and Land Development Ordinance](#) (SLDO). Lot-addition subdivisions are considered minor subdivision plans which means they can be approved by the chairman of the planning commission outside of a regular planning commission meeting.

However, access and sewage planning is still something which must be considered. In rare circumstances a lot-addition subdivision may propose to subdivide the lot in a way which would sever access to a public road or diminish lot size to a point which would prove detrimental to future sewage disposal. In these instances the applicant may need to establish a right-of-way or complete sewage planning prior to final approval. Additionally, residual lots may not be subdivided in a way which would result in a parcel which doesn't meet the requirements of the local zoning ordinance.

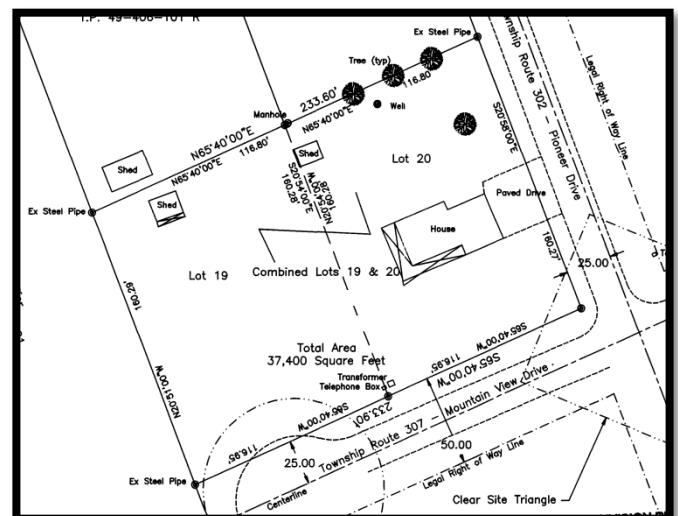
All lot-addition approvals are conditioned on the applicant combining the lot(s)/parcel(s) by deed.



What is a Lot-Consolidation subdivision?

A lot-consolidation is any subdivision which proposes to combine two or more entire parcels to form one new lot. Unlike lot-addition subdivisions, lot-consolidation subdivisions cannot create access or sewage management issues because no parcel's lot area will be reduced. The perimeter boundary of the new lot must be surveyed for the lot-consolidation plan. This type of subdivision requires a plan, Subdivision and Land Development Application, and a fee to be submitted. Plans will be sent to the municipality for their comment as required by the SLDO. Lot-consolidation subdivisions are considered minor subdivision plans which means they can be approved by the chairman of the planning commission outside of a regular planning commission meeting.

All lot-consolidation approvals are conditioned on the applicant combining the lot(s)/parcel(s) by deed.



Required documentation

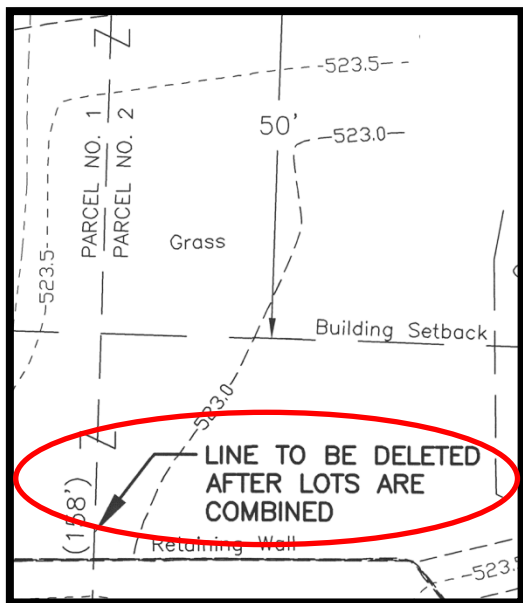
The following must be submitted for any lot-addition or lot-consolidation subdivision.

- Completed Subdivision and Land Development Application
- 6 copies of the subdivision plan (fewer copies may be sent with prior approval from the SLDO Administrator)
- Application Fee

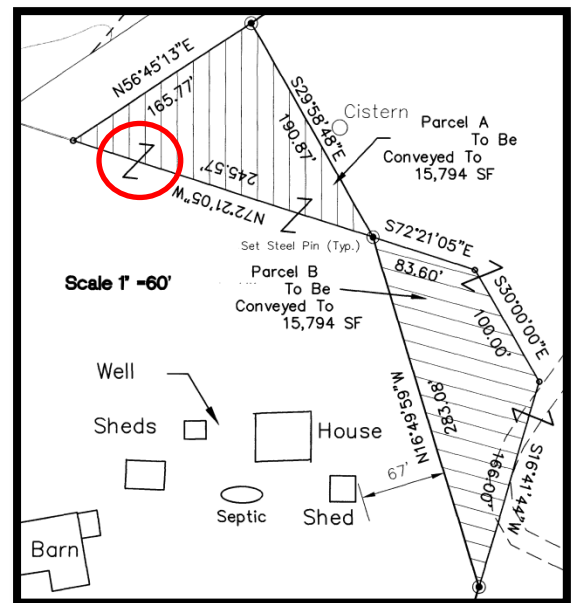
Plan requirements (for surveyors)

The following information must be put on all lot-addition and lot-consolidation subdivision plans in addition to the requirements listed under SLDO Section 2.2.B and outlined in the “General Plan Requirements” document available on www.lyco.org/SLDO.

- Lot-Addition Note – a note must be placed on the plan which indicates that the lot(s)/parcel(s) to be added together will be considered as one. The note below can be used as a template for plan notes.
 - Lot #1 is a lot-addition to parcel #01-001-100 and shall be considered as one for subdivision, land development, zoning, tax parcel number, and sewage purposes and in one deed of record for each respective parcel. Each lot may be described separately within the same deed provided a note is added to the deed that they be considered as one.
- The plan should show by graphic or label where parcels will be combined. This has been accomplished in a variety of ways, below are some examples of how this can be shown.



Lot line deletion note



Tie graphic

- Lot-consolidation subdivisions must show the metes and bounds of the perimeter boundary of the new parcel. Lot-Addition subdivisions only need to have the piece of land being transferred surveyed, or the perimeter boundary of the new parcel if the applicant desires. The residual may need surveyed to verify lot size when the residual will be close to minimum lot size requirements.

Procedure

Below is the typical process which every lot-addition/lot-consolidation subdivision must go through. Typically it's expected that a lot-addition/lot-consolidation subdivision will take about 1-2 months to be processed depending on when it's submitted in relation to the municipal meeting. Plans submitted at least two weeks before a municipal meeting are expected to be finished sooner than ones submitted right before or after a municipal meeting. This is because most municipalities within the partnership only hold meetings once per month. Additional time may be needed if other documentation or coordination is required.

