102 W Florence Street
Crescent, Iowa 51526
Office Hours: 8:30a to 4:30p

712.545.3981
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clerk@crescentiowa.org

PROPERTY LINE ADJUSTMENT PERMIT APPLICATION

Date Submitted: _____ **Office Use:** Ordinance #_____ Approved

Property Owner #1: _____

Current Address: _____

Phone(s): _____

Email: _____

Property Owner #2: _____

Current Address: _____

Phone(s): _____

Email: _____

Parcel #: _____

Location of Proposed Split: _____

Please submit detailed information on proposed lot split:_____

_____

_____

Non-Refundable Application Fee Due at Submission: $300.00

See Backside for Requirements and Instructions.

Permit review may be rushed for a fee of $200 for special Planning meeting and $400 for special Council meeting.

Office Use Only

Amount Paid: _____ ❒ Cash ❒ Check #_____ ❒ **Assessors Copy Filed**

Votes: _____

❒ **Assessors Copy Filed** ❒ **Recorded w/County** ❒ **Title Company** ❒ **Resolution & Ordinance Approved**

By Planning: ❒ Approved ❒ Denied City Official: _____ Date: _____

By BOA: ❒ Approved ❒ Denied City Official: _____ Date: _____

By Council: ❒ Approved ❒ Denied City Official: _____ Date: _____

Permit expires one year from application date.

Property Line Adjustment Permit Application Requirements and Instructions

❒ Site plan drawn on attached graph paper, 1" to 20' scale, showing property pins. Plan sketch must be attached or application will be denied.

❒ List of titleholders and contract purchasers within 200 feet of the requested location and/or all adjacent property owners (boundaries can be obtained from Pottawattamie County Auditor's Office or pottco.org.)

❒ Plat of all existing utilities, streets and alleyways.

Is the property located in a floodplain area? ❒ Yes ❒ No
If yes, you are required to obtain a Floodplain Development Permit/Application.

The undersigned certify that no person, firm, company or corporation other than the following have an ownership or equitable interest in said real estate.

I have read, understood, agree and have met all of the requirements as outlined in this application.

Property Owner #1 Signature: _____

Property Owner #2 Signature: _____

Please include your **property lines marked with pins** and **setback measurements**.