



Administration Department
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Town of New Castle
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CHECKLIST LOT SPLIT

Authority: New Castle Municipal Code §§16.08.060 & 16.12.030

This is a helpful checklist and is not necessarily all inclusive for all Municipal Code requirements. It is still your responsibility to read and comply with all code requirements. All applications must include a non-refundable Application fee.

Signature _____ Date _____

The following items must be submitted to the Town Clerk:

- Development Application
- Legal description of the existing lot or parcel proposed to be split
- Name(s) and address(es) of owner(s) of the lot and the mineral estate owner(s) of the lot or parcel proposed to be split
- Proof of ownership of the lot or parcel proposed to be split
- Name(s) and address(es) of owner(s) of property within 250 feet of lot or parcel proposed to be split
- A drawing, to scale, depicting:
 - The locations and boundaries of the proposed lots
 - All existing and proposed easements and rights-of-way, including descriptions thereof
 - An indication of all adjacent property uses
- \$250.00 Non-refundable Application Fee