



June 2, 2003 Revised October 1, 2012

City Planning and Development

CPD-DS Resolving Building Code Issues Related to Lot Splits and Subdivision Plats

information bulletin no. 149

www.kcmo.gov/planning

This procedure is intended to address those projects consisting solely of the relocation of property lines on existing properties (lot splits or subdivision plats) for parcels containing existing buildings or structures. Applications for lot split or subdivision plat may include proposed property lines located either inside or outside of buildings currently existing on the property. In those cases involving the establishment of new property lines in association with other planned construction, such applications shall be handled in accordance with CPD-DS [Information Bulletin Number 110](#), with fees determined per KCMO Code of Ordinances Chapter 18. Because the establishment of new property lines can affect the overall compliance of the building, including, but not limited to, issues regarding allowable area, exterior wall and opening protection, zoning setbacks and parking, the proposal must be reviewed for code compliance. Therefore, such projects shall be logged in for plans review and undergo a field inspection (when deemed necessary by CPD-DS) to verify the new conditions of the property and building. To insure timely and accurate processing of these applications, please adhere to the following procedure.

Exception: These provisions shall not apply to types of ownership (e.g. condominium) that do not involve a lot split or creation of a property line on the underlying parcel.

REQUIRED DOCUMENTS

A certificate of survey sealed by a registered land surveyor shall be submitted indicating the location of all existing property lines and buildings, and the location of the proposed property lines. Additional building plans (floor plans, wall details, etc.) sealed by a registered design professional shall be submitted as needed to demonstrate compliance of the existing structure as related to the new property line location. Such additional plans may be submitted with the application for lot split or may be submitted separately to CPD-DS for review and approval.

APPLICATION PROCEDURES

Applications for lot split or subdivision plat shall be submitted to the Department of City Planning, Development Management Division in accordance with the requirements of Chapter 66, Subdivision Regulations. . If there is an existing building on the property, documents for such projects will be routed to CPD-DS for review.

FEE

A 'Code Compliance Verification Letter' fee as described in KCMO Code of Ordinances Section 18-20 (c) (11) will be assessed prior to review.

Exceptions: In these cases, no fee will be required:

1. Existing one- or two-family dwelling with exterior property line relocation only.
2. Existing buildings, where the original permit submittal indicated the future proposed property line locations (including buildings designed as IRC townhouses), and where still under an open building permit. If construction is required to make the building conform for the new property line location, a permit will be required for that work, and a fee in accordance with KCBRC 18-20 (b) shall be assessed based upon the valuation of the work. The permit fee is in addition to the Code Compliance Verification Letter fee.

REVIEW

CPD-DS staff will review the application for compliance with the Kansas City Building and Rehabilitation Code (KCBRC) regarding issues related to the proposed property lines. Lot splits for parcels with 1 and 2 family dwellings will be reviewed by the CPD-DS Permits Division, unless a new property line is located within a building. All other projects will be reviewed by the CPD-DS Plans Review Division. The building(s) will be reviewed for code compliance only for those issues affected by the proposed property line relocation. This procedure is not intended to result in a building that is in full compliance with all current code requirements.

Reference will be made to the original approved plans or plans currently in review for the construction of the building, if available. The CPD-DS review will indicate whether building permits or changes to previously approved plans are required to achieve compliance with the KCBRC. Any required building permit or changes to previously approved plans will require a plans review submittal from the applicant prepared in accordance to [Information Bulletin No. 110](#) – Checklist for Building Permit Plans Submittal.

INSPECTION

Projects consisting solely of the relocation of property lines shall be inspected for conformance with the reviewed plans through the current established inspection procedures. The requirement for inspection may be waived when such verification is deemed to be unnecessary by the plans reviewer based on the specific project conditions.