



**DEPARTMENT OF PLANNING AND BUILDING**  
STARKE COUNTY PLAN COMMISSION  
53 East Mound Street, Knox, IN 46534  
Office: 574-772-9133 | plancomm75@starke.in.gov

## Zoning Compliance Routing Form: Parcel Splits & Boundary Alterations

*To the Applicant: Pursuant to the Starke County Subdivision Control Ordinance (Section 5-1-17), no parcel of land may be split, transferred, or recorded without prior compliance review by the Director of Planning and Building or their designated representative. Please complete Section 1 and bring this form to the Planning & Building Department.*

### SECTION 1: PROPERTY & APPLICANT INFORMATION *(To be completed by Applicant)*

- **Property Owner Name:** \_\_\_\_\_
- **Applicant/Agent Name (if different):** \_\_\_\_\_
- **Applicant Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_
- **Original Parcel Number(s):** \_\_\_\_\_
- **Property Address/Location:** \_\_\_\_\_
- **Township:** \_\_\_\_\_
- **Brief Description of Request (e.g., splitting 2 acres off a 10-acre parent tract):**

### SECTION 2: PROPOSED ACTION & EXEMPTION STATUS *(To be completed by Department)*

**Current Zoning District:**  R-1    R-2    R-3    Ag    Other: \_\_\_\_\_

**Public Sewer Available?**  Yes    No

#### Type of Split:

- **Standard Subdivision** (Subject to full Plan Commission review)
- **Minor Split / Administrative**
- **Exempt from Subdivision Regulations** (Check reason below):
  - Lot Line Adjustment (No new lots created)
  - First Split within 2-Year Period (Does not meet definition of Subdivision)
  - Ag Split (10+ acres for agricultural use)
  - Court Decree / Estate Settlement
  - Public Agency Acquisition

**SECTION 3: ZONING DIMENSIONAL REVIEW** *(To be completed by Department)*

*(Note: Even if exempt from Subdivision routing, all new parcels must meet Zoning Ordinance Z-1 minimums unless specified within court order).*

Zoning Standard	Required (Per Chart #1)	Proposed	Compliant?
Minimum Lot Area	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Minimum Lot Width	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Depth-to-Width Ratio	Max 3:1 (Res. Build)	_____	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Public Road Frontage	Yes	_____	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

**SECTION 4: OFFICIAL DETERMINATION** *(For Auditor / Recorder Reference)*

**APPROVED:** The proposed split meets the minimum requirements of the Starke County Zoning Ordinance (Z-1) and/or is an approved exemption under the Subdivision Control Regulations. **Cleared for Recording.**

**DENIED:** The proposed split fails to meet minimum county zoning or subdivision requirements and may not be legally transferred or recorded.

*Reason for Denial:* \_\_\_\_\_

**Director / Deputy Administrative Assistant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Notice to Auditor/Recorder: Do not process new parcel numbers or record deeds for altered boundaries without an "APPROVED" checkmark and signature in Section 4.*