

City of Greenleaf
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Memorandum

Date: 18 June 2018
To: Whom it may concern
cc:
From: Amy Woodruff, City Engineer / Zoning Official
Lee C. Belt, City Clerk / Assistant Zoning Official

RE: REDUCTION OF DENSITY (COMBINING LOTS)

Greetings!

Greenleaf City Code gives a process for administrative lot split (GC §9-6-1:D), but does not specify a reverse process to administratively combine two contiguous parcels with the same ownership. This memorandum gives guidance for those interested in combining two (2) lots into one property with one (1) resulting deed and legal description.

The City recommends utilization of a reduction in density survey.

The reduction in density survey basically involves preparation of a single property description combining two contiguous lots. A deed is recorded using the single description and a record of survey is prepared and recorded to document the combining of two parcels into one parcel.

There may be additional steps required to vacate utility easements or other easements established with a plat. Please review the plat of record with your surveyor to determine if plat easements need to be addressed.