



## Pendleton County Planning & Zoning

### Three Important Points to Remember When Dividing Property

1. The regulations allow all tracts of land as they existed within Pendleton County on January 1, 2004 to be subdivided one time, creating one new tract, without Planning Commission approval.
2. In most cases, once the survey has been submitted for review, unless a mistake is found, a survey can be approved and returned to the applicant within seven business days.
3. Never hesitate to contact P&Z staff at 859-654-1108 with any questions regarding the process for dividing property in Pendleton County.

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# THE PROCESS FOR DIVIDING PROPERTY

**If the division of property does not contain the construction of a new public or private street, the following steps are required to divide property in Pendleton County.**

**STEP 1:** An applicant can meet with Planning & Zoning (P&Z) Staff to discuss the proposed lot division. This step is optional, but recommended. There is no charge for this meeting, and often by meeting with P&Z Staff problems that could delay the approval of the lot division can be worked out in advance.

**STEP 2:** The applicant has the proposed lot division surveyed in accord with Section 3.14 of the Subdivision Regulations.

**STEP 3:** The applicant submits the survey and all required information to P&Z staff. All required information is outlined in Section 3.14 of the Subdivision Regulations.

**STEP 4:** P&Z Staff forwards the submitted materials to Planning Development Services (PDS) Staff for review.

**STEP 5:** PDS Staff reviews the survey to ensure there are no mistakes and that the proposed lot division complies with the Subdivision Regulations.

**STEP 6:** When the survey is approved, it is forwarded back to P&Z Staff. An applicant would be notified in writing if there was any reason the survey could not be approved.

**STEP 7:** When the approved survey is received by P&Z staff, the applicant will be notified that the survey has been approved and is ready to be picked up.

**STEP 8:** The applicant can now: (1) have a new deed prepared; (2) pick up the approved survey at the County Courthouse; and (3) have the new deed and approved survey recorded with the County Clerk.