



**** APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE HEARINGS TO REPRESENT THE CASE****

APPLICATION FEE \$50.00

(FOR OFFICE USE ONLY)

PAID: _____

LOT SPLIT

DATE: _____

PLANNING & ZONING BOARD

LOT SPLIT APPLICATION

COMMERCIAL

RESIDENTIAL

APPLICANTS' NAME _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX : _____ Email: _____

APPLICANT IS: PROPERTY OWNER AGENT

1. LOCATION AND LEGAL DESCRIPTION OF PROPERTY **SEE ATTACHED LEGAL DESCRIPTION-** _____

2. EXISTING ZONING _____ PROPOSED ZONING _____

3. PROPOSED USE/REQUEST _____

4. PRESENT USE OR LAST KNOWN USE _____

5. ENGINEER'S NAME _____

Company/Firm _____

Street/Mailing Address _____

Phone _____ Fax _____ Email _____

****READ BEFORE SIGNING BELOW:** If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available upon submittal)

STATE OF OKLAHOMA)(

COUNTY OF DELAWARE)(

BEFORE ME, a Notary Public, on this day personally appeared _____
_____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."



[Notary seal]

****Owner / Agent (circle one)**

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____.

Notary Public in and for the State of Oklahoma

INSTRUCTIONS FOR FILING APPLICATIONS

Applications must be filled out completely and signed by the **applicant** & the **property owner**, and notarized. The application and all required information must be submitted to the Planning & Zoning Office, according to the enclosed time schedule, processing of application will be upon receipt of ALL required documents.

Fee: \$50.00

LOT SPLIT- SUBMITTAL DOCUMENTS

Submit three sets of 18"x24", and ten sets of 11"x17" copies of the proposed plat, plus the required documentation listed below:

- Completed Application including \$50 fee
- Name of Owner/ Applicant
- Name of engineering firm that prepared the plat
- Names of adjacent subdivisions, property owners of vacant, un-platted land
- Contour lines at 2 ' intervals, minimum – indicating drainage
- Lot dimensions
- Front, rear and side building setback lines of all lots in the subdivision
- Dimensions of all streets (right-of-way & paved surface), and cul-de-sacs
- Adjacent bodies of water, lake, river, stream
- Flood Plain Areas
- Location of adjacent dedicated park land, church, school or for public use
- Location of sanitary sewer/lift stations along streets
- Legal Description of Property – Total acreage
- Plat Title, Subdivision, Phase, Block, Lot, city, county & state
- Subdivision Covenants
- Drawings must have date, north arrow and scale (1"=100') shown.
- Dimensions of proposed streets: width of right-of-way, width of paved surface, diameter of cul-de-sac (measured from property line & curb), width of hammerhead at end streets
- All existing rights-of-way, adjacent streets, alleys, easements & subdivisions.
- Existing zoning, proposed zoning if applicable & adjacent zoning

- Copy of water/sewer approval from State Health Department if not on City Water or Community Water System.
- Existing lot line & proposed lot line – New Lot Numbers
- Existing lot size (Sq. Ft. or acreage) & Proposed New lot size

Required amount of copies of the Final Lot Split:

- One Mylar and one paper copy to the Planning & Zoning Office
- Two Mylar copies & 1 paper copy filed at the County
- One paper copy for applicant

Lot Split requires the following signatures:

- Property Owner
- Licensed Engineer/Surveyor
- Secretary of Planning and Zoning Commission
- County Clerk

Processing of the application will begin upon receipt of ALL required documents