



104 W. 3rd Street Grove, Oklahoma 74344
(918) 786-6107 Fax (918) 786-8939
www.cityofgroveok.gov

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

APPLICATION FEE \$70.00 (FOR OFFICE USE ONLY)
PAID: _____ LOT SPLIT ___ LEGAL SURVEY [x]
DATE: _____
PLANNING & ZONING BOARD
LOT SPLIT APPLICATION
COMMERCIAL [] RESIDENTIAL [x]

APPLICANTS' NAME _____
MAILING ADDRESS _____
CITY/STATE/ZIP _____
PHONE _____ FAX : _____ Email: _____
APPLICANT IS: [x] 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 OR SURVEYOR'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

Applicant must be the property owner or an authorized agent of the property owner. A notarized letter of authorization from the property owner to allow the authorized agent to represent them must be included with the application

Applications must be filled out completely, signed and notarized.

REQUIRED DOCUMENTS

- Completed Application including \$70 fee
- Proof of ownership – warranty deed or quit claim deed
- 911 addresses of the lots affected;
- Street names displayed on all named roadways;
- Legal description of the entire property (before proposed split) and Legal description of lots resulting from the Lot Split including lot lines and lot dimensions
- Dimensions of all rights-of-way, adjacent streets, alleys, easements, subdivisions
- Certified survey of the entire property (before proposed split) and certified survey of proposed lot split
- Survey pin locations, with date, north arrow and scale (1"=100') shown
- Registered engineer or surveyor's seal and signature
- Copy of water/sewer approval from State Health Department if not on City Water or Sewer
- Warranty Deed of the lots resulting from the Lot Split must include Certificate of Approval

CERTIFICATE OF APPROVAL

Approval shall be shown by certification on the instrument of transfer as required by the Oklahoma State Statutes. The City Manager or the Planning & Zoning Administrator may sign the certification.

Upon affixing said written approval the property owner may then file the instrument with the County Clerk, the approval being an official document that will be contained in the abstract of the property being split.

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