



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

APPLICATION FEE \$70.00

(FOR OFFICE USE ONLY)

PAID: _____

DATE: _____

PLANNING & ZONING BOARD
LOT SPLIT PLAT 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 _____

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, twenty days prior meeting. Processing of application will begin upon receipt of ALL required documents.

Fee: \$70.

LOT-SPLIT PLAT REVIEW- SUBMITTAL DOCUMENTS

Submit:

One 8'X11" copy of the proposed Lot Split Plat

Two 11"x17" copy of the proposed Lot Split Plat, plus the required documentation listed below:

- Completed Application including \$50 fee

- Name and addresses of the owner(s) and subdivider(s)

- Boundary and written legal description – lot dimensions, total Acreage of the property in the proposed lot-split

- Identification (plat title, subdivision, phase, block number, lot number in logical sequence) of lots proposed to be split

- Locations, names and dimensions of all existing streets, alleys, and utility easements within, bordering, or abutting the proposed lot-split

- Dimensions in feet and hundredth parts thereof, bearings, and curve data for all lot, block and 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

- Location of existing bodies of water, lake, river, stream, water-courses, structures and other physical features adjacent to the property

- Front, rear and side building setback lines of lots in the Lot-Split Plat

- Drawings must have date, north arrow and scale (1"=100') shown.

- Restrictive Covenants which shall state as a minimum:
 - The Land Use(s) permitted in the plat or various parts thereof;
 - The type of construction permitted in the plat;
 - Whether movable structures or mobile home will be permitted within the plat

Required amount of copies of the Lot Split Plat:

- 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 Plat must include the following signatures:

- Property Owner
- Licensed Engineer/Surveyor
- Chairman of Planning and Zoning Commission
- City Clerk
- County Clerk and County Treasurer