



The City of Oklahoma City
 Development Services Department
 Subdivision & Zoning Division
 420 West Main St., Suite 910
 OKC, OK 73102
 405-297-2623

**APPLICATION FOR LOT SPLIT/
 DEED APPROVAL BY PUBLIC HEARING**

Staff use only
Case # _____
Date Filed _____
Ward # _____
Nbrhd Area _____
School District _____

Name of Applicant: _____

Location of Property: _____

Existing Use of Property: _____

Proposed Use of Property: _____

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION:

- a) One copy of the proposed deed or deeds with the new legal descriptions included or attached. The deed does not have to be executed.
- b) A site plan or survey of the property indicating the proposed new lots/lot lines.
- c) A list of property owners within a 100 foot radius of the property to be subdivided/split. The list **MUST** include their mailing address and the legal description of their property and **MUST** be current within 30 days of the date of submittal of the application. The list **MUST ALSO** contain a minimum of 10 separate individual property owners. If there are less than 10 separate individual owners within the 100 feet, the radius must be extended by increments of 100 feet until the list contains no less than 10 owners. An insufficient list may result in a minimum 30-day delay in your application. You must attest on the attached "Affirmation" that the list is true and correct unless the list is certified by an abstract company or County official.
- d) One copy of the most current recorded deed of the property showing ownership.
- d) A filing fee of \$1,500.00 Make check payable to "City Treasurer".

The Planning Commission will consider the request for lot split/deed approval approximately four weeks from the time the application is submitted to the Development Services Department. If the application is approved by the Planning Commission, the "original" deed or deeds may be brought to the Development Services Department/Subdivision & Zoning Office the following day for the official stamp of approval to be placed on the original document(s).

Also Send Staff Report to: ↓

Signature of Applicant

Applicant's Name (please print)

Applicant's Mailing Address

City, State, Zip Code

Phone:

AFFIRMATION

STATE OF OKLAHOMA)
) §
COUNTY OF OKLAHOMA)

I affirm that the ownership list submitted as a part of this application contains the names of all owners of record of property which are within 100 feet (or greater if required) of the property described in the attached exhibit.

Executed at Oklahoma City, Oklahoma, on the _____ day of _____, 20____.

Applicant

Subscribed and sworn to before me, a Notary Public, in and for the State of _____, County of _____, on the _____ day of _____, 20____.

My Commission Expires:

Notary Public
Commission # _____