Creek County Planning Department

LOT SPLIT APPLICATION

1. **Complete the Lot Split Application and submit to:**
   Creek County Planning Office, 317 East Lee, Suite 101, Sapulpa, OK 74066

2. **Items to be submitted with application:**

☐ **One copy of a current survey, prepared by a Professional Land Surveyor or Engineer, that includes:**
- **All existing and proposed property lines and dimensions.**
- **All existing buildings represented to scale and dimensioned from existing and new property lines.**
- **Adjacent roads, roadway widths and existing access limitations.**
- **Location of existing building lines and road, highway, utility, and other easements and rights-of-way of record, with reference to Book and Page where filed.**
- **North arrow, scale of drawing, date of drawing, street names, and all other typical survey elements.**

☐ **Copy of the original deed of the undivided tract of record.**
☐ **Copy of deeds for the two new proposed lots (prepared by Title Abstract Company).**
☐ **Copy of sewer bill or soil profile or percolation test approved by the Department of Environmental Quality (DEQ).**
☐ **Application Review Fee of $50.00, checks made payable to Creek County Planning Department.**

3. **The Creek County Planning Office must stamp and officially approve the lot split application and any new deeds prior to final filing of the new deeds and property surveys with the Land Records Department of Creek County Clerk's office.**

ORIGINAL LOT INFORMATION:

Owner of Record: _____ **Proof of Ownership:** _____
Current Zoning: _____ **Current Use** _____
Street frontage in linear feet on County or Public maintained street:_____
Acreage| Tract Size: _____

Address of Tract: _____
Legal Description of Tract (attach copy of Deed): _____
_____
_____
_____
_____
_____
_____
_____

Signature of land owner(s): _____**Date:**_____

Name(s) _____**Phone # (Day):** _____

Mailing Address: _____

Lot Split Application doc C. Southern 5-2014

For Creek County Planning Office Use Only:

$50.00 Fee Paid _____ **Check #** _____ **Approval Date** _____ **Action** _____
CCLS-_____ **Reference Case #** _____ **Deed Released:**_____ **Prior Approval.:** **Y / N**