

**SAPULPA METROPOLITAN AREA PLANNING COMMISSION  
LOT SPLIT APPLICATION**

**INSTRUCTIONS**

1. Complete the application and submit to Creek County Planning Office (317 East Lee, Suite 101) no later than the last working of the month prior to the next month's SMAPC meeting. The SMAPC meets the fourth (4<sup>th</sup>) Tuesday of every month [third (3<sup>rd</sup>) Tuesday in November and December] at 7:00 P.M. in the Commission Room at the Sapulpa City Hall, 425 East Dewey, Sapulpa, OK 74066.
2. Submit with application:
  - One copy of a survey, prepared by a Professional Land Surveyor, that includes:
    - (1) All existing and proposed property lines and dimensions.
    - (2) All existing buildings represented to scale and dimensioned from existing and new property lines.
    - (3) Adjacent roads, roadway widths and existing access limitations.
    - (4) 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.
    - (5) North arrow, scale of drawing, date of drawing, street names, and all other typical survey elements.
  - Copy of the deed to the original undivided lot of record.
  - Copy of deeds to the two new proposed lots (recommended to be prepared by Title Abstract company).
  - Copy of sewer bill or soil profile or percolation test approved by the Department of Environmental Quality.
  - Application Review Fee of \$50.00, checks made payable to the SMAPC.
3. The SMAPC will consider the facts and approve or deny your request according to its conformance with the Creek County Zoning and Subdivision Regulations. Should you be unable to attend, a representative at your direction should attend to respond to any questions the Commission might have.
4. With the application, submit deeds to new lots to be formed by the approved Lot-Split to the Creek County Planning Office for the Lot-Split certificate, prior to filing in the Land Records Department of Creek County Clerk's office.

**ORIGINAL LOT INFORMATION:**

Address or Descriptive Location: \_\_\_\_\_  
 Owner(s) of Record: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
 Current Use: \_\_\_\_\_ Frontage on Publicly-Maintained Street (feet): \_\_\_\_\_  
 Legal description of existing undivided lot of record: *(Should this space not be sufficient, please attach separately)*

Proposed Lot 1 Information:		Proposed Lot 2 Information:	
Legal Description:		Legal Description:	
Lot Size:	Lot Frontage:	Lot Size:	Lot Frontage:
Water Source:	Sewer Source:	Water Source:	Sewer Source:
Electric:	Telephone:	Electric:	Telephone:
Gas:	Cable:	Gas:	Cable:
Proposed Use:		Proposed Use:	
Address of Tract:		Address of Tract:	
Signature of land owner(s): _____		Date: _____	
Name(s): _____		Phone (Day): _____	
Mailing Address: _____			

<b>For Planning Office Use Only:</b>			
\$50.00 Fee Paid _____	Check # _____	SMAPC Date _____	Action _____
CCLS- _____	CZM # _____	Reference Case # _____	Deed Released: _____
			Prior Appr.: <u>Y / N</u>