

CREEK COUNTY PLANNING COMMISSION

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**LOT SPLIT**

**APPLICATION INFORMATION**

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

COUNTY REFERRAL CITIES: \_\_\_\_\_

PRIOR APPROVAL: ( ) Y ( ) N REFERENCE CASE #: \_\_\_\_\_

CCPC HEARING DATE: \_\_\_\_\_ CCPC ACTION: \_\_\_\_\_

BOA REFERENCE CASE: \_\_\_\_\_ BOA HEARING DATE: \_\_\_\_\_ BOA ACTION: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION OF UNDIVIDED TRACT: \_\_\_\_\_

PRESENT USE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ STR: \_\_\_\_\_

COUNTY COMMISSION DISTRICT: \_\_\_\_\_

WATER: \_\_\_\_\_  RURAL WATER DISTRICT: \_\_\_\_\_  WELL

SEWER \_\_\_\_\_  SEPTIC/AEROBIC SYSTEM.

<b>APPLICANT INFORMATION</b>	<b>PROPERTY OWNER INFORMATION</b>
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
<b>I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.</b>	
SIGNATURE & DATE: _____	

DOES OWNER CONSENT TO THIS APPLICATION  Y  N.

WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

<b>APPLICATION FEES (Make checks payable to Creek County Planning and Zoning)</b>		
TOTAL DUE:	<b>\$50</b>	RECEIPT NUMBER:

**SUBMITTAL REQUIREMENTS:**

**Survey Requirements**– All Lot Splits require a survey of the original parent tracts and exhibits clearly describing the final legal descriptions of the split tracts. This document must be prepared by a licensed surveyor. This must accompany your application at time of submission.

**Documents should be no larger than 8 x 10 inches.**

## CCPC LOT SPLIT CHECKLIST

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The following are requirements for submitting a Lot Split application. More information and materials may be necessary for review and approval.

### **Legal Descriptions:**

Legal description of the entire, undivided tract

Legal description of each lot that results from the split, including the remainder

### **Survey Showing: (8x10, North Arrow & Scale, Signed and Sealed by Surveyor)**

Proposed lot lines with new dimensions for each tract

Location and names of all abutting streets

#### *Residential:*

Location of all existing buildings with their use and distance from new lot lines

Location of all driveways and parking areas with dimensions

Amount of open space on each proposed tract if lots are small with coverage by buildings and drives

#### *Non-Residential:*

Location of all existing buildings with distance from new lot lines

Proposed use of each tract and gross floor area of each building

Location of all existing ground signs and amount of display surface area for each sign

Location of all existing parking areas with the number of spaces on each of the new lots

Location of landscaped areas with size

### **Zoning:**

Average lot width

Lot area (does not include property within the planned right-of-way)

Land area (County only)

Street frontage

Building setbacks

### **Deeds:**

Copy of original deed

New deed for new proposed tract

New deed for the remaining tract.