

CREEK COUNTY PLANNING COMMISSION
 317 E Lee Ste 101 - Sapulpa, Oklahoma 74066 - (918) 227-6369
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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 COMMISION DISTRICT: _____

WATER: _____ RURAL WATER DISTRICT: _____ WELL

SEWER _____ SEPTIC/AEROBIC SYSTEM.

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

WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? _____

APPLICATION FEES (Make checks payable to Creek County Planning and Zoning)		
TOTAL DUE:	\$50	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

The following are requirements for submitting a Lot Split application. More information and materials may be necessary for review and approval.
APPLICATION AND ALL SUPPORTING DOCUMENTS MUST BE TURNED IN BY 4:00 PM

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
- Provide a copy of the covenants, if applicable.
- New deed for new proposed tract
- New deed for the remaining tract.