



COMMUNITY DEVELOPMENT DEPARTMENT

PROCEDURE FOR LOT LINE ADJUSTMENT OR LOT COMBINATION

The Bartlesville Subdivision Regulations set forth the procedure for the Community Development Director to approve a lot line adjustment or a lot combination set forth below.

I. Lot Line Adjustment.

- A. A lot line adjustment is the process that is used to change property lines of existing lots. The process can be used to do a number of things, such as: combine adjacent lots into one (1) lot, alter the boundary between lots, or reconfigure the shapes of lots. In every instance, the lot line adjustment process will yield the same number of lots that you began with, or fewer.
- B. The lot line adjustment process shall not be used to create additional parcels.
- C. Lot line adjustments shall not violate any lot size or yard requirements of the Zoning Regulations.
- D. Unusable lots shall not be created as a result of any lot line adjustment.

II. Lot Combination.

- A. The purpose of a lot combination procedure is to allow an owner of two or more existing contiguous lots to combine them into one lot without a subdivision map.
- B. All lots to be combined must have identical ownership.
- C. No lot combination can be approved which would violate any provision of the Zoning Regulations or result in a use which is not permitted in the Zoning District for which the property is located.
- D. No lot combination can be approved which results in a remnant of land that did not previously exist.
- E. Lots which are combined shall not thereafter be sold, conveyed or mortgaged in their previously separated descriptions unless approved by the City of Bartlesville as required by the Subdivision Regulations.

III. Required Documents. Applications for a lot line adjustment or a lot combination shall include the following information to the Community Development Department.

- A. Written application.
- B. Scaled survey, not to exceed 1" = 100', prepared and sealed by a licensed land surveyor in the State of Oklahoma, containing the following information:
 - 1. Vicinity map showing a one-half mile radius of the site;

2. Exterior boundaries;
 3. Location and dimension of all existing and proposed lots;
 4. Location, dimension, and course of all lot lines, both existing and proposed, including the proposed adjustment to existing lot lines;
 5. Existing street rights-of-way;
 6. Location, dimensions, and course of all existing easements of record;
 7. Location and square footage of all existing or proposed structures, showing the setbacks of each from existing lot lines;
 8. Area in square feet of each parcel, existing and proposed;
 9. Location and size of all City utility mains servicing the property;
 10. Location of all utility service lines within the property;
 11. North arrow and scale of survey.
- C. Deed(s) with the new legal description that implement the lot line adjustment or lot combination **(do not record deeds at Washington County Clerk's Office yet)**.
- D. Application Fee of \$20.

IV. Review and Approval Steps.

- A. Complete the application and bring it, along with all required material, to the Community Development Department at the address below. Staff will make sure your application is complete; incomplete applications will not be accepted.
- B. Staff will review your request to insure that the proposed lot line adjustment or lot combination meets the minimum requirements for the City of Bartlesville. **Once approved, you will be notified to pick the deed(s) up and record them at the Washington County Clerk's Office.**
- C. Return one (1) copy of the deed(s) to the Community Development Department.



Case No.: _____
Date Received: _____

APPLICATION FOR LOT LINE ADJUSTMENT

Name of Applicant: _____ Daytime Phone: _____

Address of Applicant: _____

Name of Record Owner (if other than applicant) _____ Daytime Phone: _____

Email: _____

Legal Description of Existing Lots to be Adjusted (as show on the Record of the County Clerk):

Lot One:

Lot Two:

Legal Description of Proposed Lots to be Created:

Lot One:

Lot Two:

ADDITIONAL INFORMATION REQUIRED:

1. A survey that accurately depicts the proposed lot line adjustment must be attached to this application.
2. Are city sewer and water services available to each lot? Yes ___ No ___
3. Where is the closest fire hydrant? _____

I certify that this information is true and correct.

SIGNATURE (Applicant) _____

SIGNATURE (Property Owner if not Applicant) _____

OFFICE USE ONLY	
SIGNATURE _____	DATE _____
CONDITIONS:	