



Case No.: _____
Date Received: _____
CPC Hearing Date: _____
Application Fee of \$50

APPLICATION FOR LOT SPLIT

Name of Applicant: _____ Daytime Phone: _____

Address of Applicant: _____

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

Email: _____

Legal Description of Existing Undivided Lot (as shown on the Record of the County Clerk):

First Lot to be Created – Legal Description of Proposed Lot:

Second Lot to be Created – Legal Description of Proposed Lot:

Third Lot to be Created – Legal Description of Proposed Lot:

ADDITIONAL INFORMATION REQUIRED:

1. A survey that accurately depicts the lot split 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? _____

**The CPC may grant conditional approval where application has been made for water and/or sewer service.*

I certify that this information is true and correct.

SIGNATURE (Applicant) _____

SIGNATURE (Property Owner if not Applicant) _____



COMMUNITY DEVELOPMENT DEPARTMENT

LOT SPLIT PROCEDURE

The following procedures to review lot split applications are intended to facilitate the review and approval of the subdivision of lots of land or previously platted parcels within the Bartlesville city limits.

I. **General**

- A. Land subdivision is defined as: Any division of land into two (2) or more lots, parcels, tracts, or areas, any one of which has an area of less than ten (10) acres, or the re-subdivision of land heretofore divided into lots, sites or parcels.
- B. The subdivision of land within the Bartlesville city limits shall be in accordance with the adopted Subdivision Regulations. The City Planning Commission (CPC), however, may waive the procedural provisions requiring the filing of a plat under circumstances contained therein.
- C. All applications for lot splits shall be made on forms provided by the Secretary to the CPC.

II. **Lot Splits**

- A. Platted Parcels. The CPC may approve the re-subdivision of a previously platted lot into two (2) separate lots without replatting where each of the resulting lots meets the minimum lot size and frontage requirements of the zoning district in which the lot is located.
- B. Unplatted Parcels. The subdivision of previously unplatted parcels with no improvements thereon shall be platted in accordance with the Subdivision Regulations of the City of Bartlesville. Lot splits may be approved by the CPC for lots of land previously improved where the intent and purpose of the Subdivision Regulations are not impaired in granting such lot splits.
- C. Townhouse Lots. Where townhouse dwelling units have been constructed on a platted lot or lots in accordance with the zoning district regulations, the CPC may approve the re-subdivision of the platted lot(s) into smaller lots without replatting, provided each lot has a minimum width of 20 feet and contains at least 1,000 square feet of area.

III. **Required Documents**. The following must be submitted, complete and in final form to the Community Development Department at least fourteen (14) days prior to the CPC meeting:

- 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;
5. Existing street rights-of-way;
6. Location, dimension, 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. Application Fee of \$50

IV. Review and Approval Steps.

- A. Complete the lot split application and bring it with *all required material*, including the \$50 filing fee, to the Community Development Department at the address below. Staff will make sure your application is complete; incomplete applications will not be accepted.
- B. Your application, along with the filing fee, must be submitted to the Community Development Department **at least 14 days prior** to the next CPC meeting. The CPC generally meets on the fourth Tuesday of each month unless the schedule is altered by a holiday during that particular month. Applications that do not meet this deadline schedule **will not** be accepted.
- C. Staff will research and analyze your request and prepare a staff report with a recommendation, which will be mailed to each CPC member, as well as to the applicant.
- D. Your request will be considered at a public hearing during the next scheduled CPC meeting. You will be sent notice of this meeting, and you and/or your representative must be present. Staff will introduce your request, and you and any interested citizen will have the opportunity to speak to the commission concerning your request.
- E. At the conclusion of this review, the CPC, by majority vote, shall approve, conditionally approve, or disapprove the lot split request. Wherever a street, easement, or other element is to be dedicated, the action of the CPC shall be forwarded to the governing body for final approval and acceptance of the dedication. For all other lot split applications, the action of the CPC shall be final.

The City Planning Commission meetings are held at 5:30 p.m. in the City Council Chambers, City Hall, 401 S. Johnstone Ave., Bartlesville, OK. If you have any further questions, please contact the Community Development Department at 918-338-4238.