



Lot Split Application

Wagoner Metro Area Planning Commission
City of Wagoner Development Services
231 Church Street, Wagoner, OK 74467

Phone: 918-485-2554

Lot Split #: _____

Date: _____

General Requirements

Whenever there is a tract of previously subdivided parcel under single ownership that is to be re-subdivided into four (4) or fewer lots, the proposed subdivision may be exempt from the procedural provisions of the Subdivision Regulations, and a preliminary and final plat may not be required. An applicant of Lot Split process shall provide the following information:

- A. A deed(s) on each tract with legal description to be approved;
- B. A certified survey, prepared by a land surveyor registered in the State of Oklahoma, shall be submitted on the proposed tract and the re-subdivision thereof. The survey shall show the following:
 - 1. Each new tract being formed shall be labeled "Tract A, Tract B, Tract C";
 - 2. The legal description of the original tract of land, and each new tract being created by the subdivision;
 - 3. Scale, north point, and date;
 - 4. Name and address of the owner of record;
 - 5. Key map showing the location of the reference to existing and proposed major streets and government section lines;
 - 6. Location of existing buildings and dedicated streets at the point where they adjoin and/or are immediately adjacent to the subdivision;
 - 7. Length of boundaries of the tracts created measured to the nearest foot and proposed location and width of streets, alleys, and easements and building setback lines where applicable;
 - 8. Original signature and seal of the registered land surveyor preparing the plat of survey properly notarized.
- C. Copy of the original deed showing the legal description of the tract, site or parcel proposed as a Lot Split;
- D. Deeds of tracts, parcels or lots bordering the proposed Lot Split;
- E. All instruments for the dedication of required public easements and rights-of-way shall be submitted. This shall mean, in cases where private easements are required, that the applicant must submit certified copies of the instrument(s) filed of record with the appropriate county clerk;
- F. Percolation test results approved by the health department if applicable;
- G. An application fee in the amount of Seventy-Five Dollars (\$75.00) shall accompany completed the Lot Split application. The application fee is not refundable.

Name of applicant: (print) _____

Address _____ City _____ State _____ Zip code _____

Email _____ Phone (____) _____

Name of property owner: (print) _____

Address _____ City _____ State _____ Zip code _____

Email _____ Phone (____) _____

Present use of the property: _____

Full and complete legal description of undivided tract proposed to split: (attach copy of the original deed)

Full and complete legal of the 1st tract to be created: (attach copy of new deed to be approved)

Full and complete legal of the 2nd tract to be created: (attach copy of new deed to be approved)

Full and complete legal of the 3rd tract to be created: (attach copy of new deed to be approved)

Full and complete legal of the 4th tract to be created: (attach copy of new deed to be approved)

As applicant, what is your interest in this property? (Select One)

- ☐ Property Owner
- ☐ Purchaser
- ☐ Attorney/Agent for the owner

I hereby certify that the information herein submitted is complete, true and accurate and that I/we have been notified on the procedures and guidelines, including platting and site plan reviews if required and all fees and charges related to site improvements, development and building permit costs.

Signature of Applicant: _____ Date: _____

Signature of Property owner: _____ Date: _____

Notary

(SEAL)

Subscribed and sworn to before me this ____day of _____, 20____ My Commission Expires: _____

DEPARTMENT COMMISSION USE ONLY

Lot split #: _____ Fee: _____ Access: _____

Zoning requirements: _____ Easement requirements: _____

Action taken: _____ Date of application: _____