



**SAPULPA METROPOLITAN AREA PLANNING COMMISSION**

**LOT SPLIT APPLICATION**

*For Office Use*  
Date Application Submitted \_\_\_\_\_ Received by \_\_\_\_\_ Complete? Yes or No  
Date of Public Hearing \_\_\_\_\_ Case Number \_\_\_\_\_ Approved? Yes or No

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Owner (if different\*\*) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Zoning \_\_\_\_\_ S-T-R \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

\*\*Does the Applicant have permission from the Owner to request a Lot Split? Y or N



The following items must be submitted as part of the application for a Lot Split.

1. Three (3) copies of a survey of the property to be split. Survey must be signed and stamped by a registered surveyor or Professional Civil Engineer licensed in the State of Oklahoma.
  - o All existing and proposed property lines will be shown;
  - o All existing buildings and proposed improvements and the setbacks;
  - o All adjacent streets wand widths, ROW's, utility easements and access points/easements;
  - o Location of any other easements, oil wells, and/or pipelines, or overhead power lines
2. Filed Deed of ownership with the Book & Page stamp from the County Clerk
3. New deeds that will be signed if the application is approved
4. A check payable to the City of Sapulpa (no cash or money orders) for **\$45.00** at the time of application
5. The completed and signed copy of this application.

Staff will not accept an application if all of the required documentation and the application fees are submitted.



The approval of a Lot Split does not in any way negate or circumvent the other requirements of development as stated in the City Codes.

A person knowledgeable of the application and the property must attend the meeting to represent the application.

Applicants have until the last working day of each month to submit application for the following month

Unless otherwise indicated, the SMAPC meets the 4<sup>th</sup> Tuesday of each month at 7:00 p.m.

You may contact the Urban Development Department with questions – 918-248-5918

=====

I hereby certify that I have read and understand the above requirements.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date