

**TULSA METROPOLITAN AREA PLANNING COMMISSION**

INCOG - 2 West 2<sup>nd</sup> Street, Suite 800 - Tulsa, Oklahoma 74103 - (918) 584-7526 - FAX (918) 583-1024 – [www.tulsaplanning.org](http://www.tulsaplanning.org)

**LOT SPLIT**

**APPLICATION INFORMATION**

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_  
 CITY  COUNTY REFERRAL CITIES: \_\_\_\_\_ RELATED CASE #: \_\_\_\_\_  
 PUD/CO REFERENCE CASE: \_\_\_\_\_ TMAPC HEARING DATE: \_\_\_\_\_ TMAPC 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: \_\_\_\_\_ TRS: \_\_\_\_\_  
 COUNTY COMMISSION DISTRICT: \_\_\_\_\_ CITY COUNCIL DISTRICT: \_\_\_\_\_  
 CITY WATER: \_\_\_\_\_  RURAL WATER DISTRICT: \_\_\_\_\_  WELL  
 CITY SEWER \_\_\_\_\_  SEPTIC/AEROBIC SYSTEM

**LETTERS FROM CITY UTILITIES OR RURAL WATER DISTRICTS ARE REQUIRED IF UTILIZING THOSE SOURCES.**

MODIFICATION FROM SUBDIVISION AND DEVELOPMENT REGULATIONS REQUESTED (IF ANY): \_\_\_\_\_  
 \_\_\_\_\_

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

DOES OWNER CONSENT TO THIS APPLICATION  Y  N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

<b>APPLICATION FEES (Make checks payable to INCOG)</b>		
TOTAL DUE:	<b>\$150</b>	RECEIPT NUMBER:

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

**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. Please refer to the Lot Split Checklist available at [tulsaplanning.org](http://tulsaplanning.org) or in our office for complete survey requirements. This must accompany your application at time of submission.

**Documents should be no larger than 11 x 17 inches.**

**DISPOSITION**

PAR RECOMMENDATION: \_\_\_\_\_ ADMINISTRATIVE/TMAPC ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_  
 LAND USE ADMINISTRATOR SIGNATURE: \_\_\_\_\_  
 CONDITIONS/COMMENTS: \_\_\_\_\_  
 INSTRUMENTS RELEASED: \_\_\_\_\_

Tulsa Metropolitan Area Planning Commission (TMAPC) Case Number: \_\_\_\_\_

**ACKNOWLEDGEMENT OF PLATTING REQUIREMENTS:**

I understand that no application may be approved by the land use administrator or the planning commission if approval of the application would result in the creation of 5 or more lots from the parent tract, as calculated cumulatively for the 5-year period immediately preceding the submittal date of the application for lot-split/adjustment. Land divisions that result in the creation of 5 or more lots from a parent tract, calculated as described in the foregoing sentence, are subject to a platting requirement. If during evaluation of your application staff learns that approving your application would result in 5 or more lots, staff will withdraw your application. Fees paid for your application will be refunded at the sole discretion of the land use administrator.

**Signature and Date** \_\_\_\_\_

**ZONING CONFORMITY ACKNOWLEDGEMENT:**

I understand that no application may be approved by the land use administrator or the planning commission if approval of the application would result in a lot that does not comply with the zoning code. If during evaluation of your application, staff learns that approving your application would result in a lot that does not comply with the zoning code, staff will withdraw your application, and you will be advised to seek relief from the applicable Board of Adjustment. Fees paid for your application will be refunded at the sole discretion of the land use administrator.

**Signature and Date** \_\_\_\_\_

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# TMAPC LOT SPLIT CHECKLIST

The following are requirements for submitting a Lot Split application.  
More information and materials may be necessary for review and approval.

## Legal Descriptions:

- ✓ Legal description of the entire, undivided tract
- ✓ Legal description of each lot that results from the split, including the remainder

## Survey Showing: (11x17, North Arrow & Scale, Signed and Sealed by Surveyor)

- ✓ Proposed lot lines with new dimensions for each tract
- ✓ Location and names of all abutting streets
- ✓ Planned right-of-way per the Major Street and Highway Plan, available at:  
[http://www.incog.org/Mapping\\_GIS\\_Resources/mapping\\_map\\_index.html](http://www.incog.org/Mapping_GIS_Resources/mapping_map_index.html)
- ✓ Location of septic tank and lateral lines (if applicable)
- ✓ Closure report

### *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

### *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

## Additional Information:

- ✓ You may be required to deed appropriate right-of-way to the City/County to conform to the Major Street and Highway Plan
- ✓ Letter from water district and/or sewer supplier stating water and/or sewer will be supplied to all tracts is required with submittal (if other than City of Tulsa services)
- ✓ Additional permits and testing will be required by the Oklahoma Department of Environmental Quality before any permits are issued for additional septic or aerobic systems
- ✓ When writing new deeds, leave a blank space of 4 x 1.5 inches for the TMAPC approval stamp on pages containing legal descriptions

## Zoning:

- ✓ Average lot width
- ✓ Lot area (does not include property within the planned right-of-way)
- ✓ Land area (County only)
- ✓ Street frontage
- ✓ Open space/Livability space
- ✓ Building setbacks