

### **Information for Lot Splits:**

1. Lot splits are required if you are splitting one single parcel of land in separate parcels of 10 acres or less.
2. Property can only have up to 3 separate parcels after the split is done. If it is more than 3 separate parcels, it will be considered a subdivision and will have to be platted and follow the Subdivision Regulations.
3. Comply with the proper zoning by lot size.
  - a. A-1 (Agriculture) 5 Acres.
  - b. R-1 minimum 6,000 square feet
  - c. R-1A minimum 30,000 square feet.
  - d. R-1B minimum 80,000 square feet.
4. Application and all requirements listed on the application **must be met** before the application will be accepted. If it is past the 10 working days prior to the meeting it will go on the next months meeting.
5. Lot splits go before the Planning Commission. If it is in conjunction with a rezoning, and it is approved, it will be with the contingency of the approval of the rezoning by council. Planning Commission shall be final, although the applicant may elect to appeal to the City Council.



# City of Tuttle

221 W. Main Street  
PO Box 10  
Tuttle, OK 73089  
(405) 381-2335 Office (405) 381-3852 Fax

## APPLICATION FOR LOT SPLIT

Owner of Property: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Applicant or Designated Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

General Location or Street Address: \_\_\_\_\_

Property's Current Zoning: \_\_\_\_\_

Reason for Lot Split: \_\_\_\_\_

\_\_\_\_\_

### \*\*\*\*\*DOCUMENTS REQUIRED\*\*\*\*\*

1. A copy of the original **Deed** for the lot split to show proof of ownership. **New Deeds** for each new tract (If you are splitting 3-ways then you will need 3 different new deeds prepared.) Add a space on your new deeds for the lot split approval signed and dated by the Planning Commission Chairman and the City Seal with the City Clerk's signature. **Example on next page.**
2. A detailed survey prepared by a **Land Surveyor Registered** in the State of Oklahoma. **Survey must have the following information:**
  - a. The original tract of land.
  - b. Proposed lot split.
  - c. Easements (50 ft from any section line). Building line set backs on Section line roads is 75 ft.
  - d. Flood zone.
  - e. Ingress and egress streets.

- f. The original legal description plus the new legal descriptions per lot split on the survey.
  - g. Seal & signature of surveyor.
  - h. Location of structures & existing structures
  - i. Location of water well or water services.
  - j. Location of septic system or sewer line.
3. **If in a Subdivision**, applicant is responsible for providing a certified list of the correct-property owners of record and their current addresses. The list will include all the property owners, within a 300-foot radius of the property lines of the land being split, to whom the City must give written notice. **If** this list does not include minimum of **10** different property owners, the radius will be extended in 100 feet increments to maximum of 1,000 feet, until the minimum is met.
4. Applications must be turned in **10 working days** prior to the next scheduled Planning Commission meeting.

Lot Split Fee:	\$100.00	Not in a Subdivision.
Lot Split Fee:	\$200.00	In a Subdivision.

Signature of Land Owner: \_\_\_\_\_  
 \_\_\_\_\_

\* Must have **signature of everyone** listed on the deed! It must be notarized if not signed in front of the clerk.

Date Received: \_\_\_\_\_  
 Planning Commission Date: \_\_\_\_\_  
 City Clerk: \_\_\_\_\_

**Example:** A space on your deed will need to be available for the following information.

\_\_\_\_\_  
 Date Lot Split/Deed Approved

Attest: (Seal)

\_\_\_\_\_  
 Planning Commission Chairman

\_\_\_\_\_  
 City Clerk