



Oklahoma County Planning Commission

***320 Robert S. Kerr, Suite 201
Oklahoma City, OK 73102***

Lot Split Requirements & Application

A Lot Split is required no matter the size of the current property before the lot split. (Example: splitting 160 acres into two(2) 80 acre tracts). A lot split is required.

The following Lot Splits may be administratively completed with the use of this application.

1. **Combination Lot Split:** A Lot Split where lots are conveyed to abutting owners and does not result in an additional new lot or parcel.
2. **Standard Lot Split:** A lot may be divided one (1) time during a three (3) year period to separate the lot into two (2) lots that are each at least (5) acres in area.

If you are performing a lot split that results in a lot smaller than five (5) acres you must go through the platting process. Contact staff to assist you through that process.

A complete lot split application must be submitted in addition to a **\$350** administrative fee.

The following information is required for all lot split applications:

1. The applicant must be the landowner or authorized agent of the landowner. A notarized letter of authorization from the landowner must be submitted with the application if the lot split is being requested by an authorized agent.
2. **Must comply with the Oklahoma County Subdivision, Zoning and Floodplain Regulations.**
3. Original Deed to property.
4. Certified survey of the entire property (before proposed split) and certified survey of proposed lot split.
5. Relation to major section line roads.
6. Property lines and dimensions.
7. Legal description of the proposed lot split (Must be two separate legal descriptions).
8. Survey pin locations.
9. Registered engineer or surveyor seal and signature.
10. Acreage of proposed lots.
11. Notarized, signed Warranty Deeds.

Allow a minimum of 3-5 working days for lot split application review.

If you have any questions, please contact the following staff:

Tyler Gammon - Oklahoma County Planning Director - 405-713-1361

Erik Brandt - Oklahoma County Planner - 405-713-7146

Applicant Information

Applicant _____ **Contact Name** _____
Mailing Address _____
City _____ **State** _____ **Zip** _____
Phone # _____
E-mail _____

Property Owner Information (If Different Than Applicant)

Prop. Owner _____ **Contact Name** _____
Mailing Address _____
City _____ **State** _____ **Zip** _____
Phone # _____
E-mail _____
Property Owner Signature _____ **Date** _____

Property/Project Information

Property Address _____
Section _____ **Township** _____ **Range** _____
New Lot Size #1 (Acreage) _____ **New Lot Size #2 (Acreage)** _____

Office Use Only

Application # _____	Date Submitted _____
Payment Received From _____	Check # _____
Payment Received By _____	Amount _____

Application Survey Deed(s) Payment