

## **APPLICATION FOR LOT SPLIT**

### **Explanation of Procedures**

Whenever there is a tract or previously subdivided parcel of land, under single ownership, which is to be re-subdivided into four (4) or fewer lots, the proposed subdivision may be excepted from the procedural requirements of the Land Development Code (i.e., preliminary and final plat plats are not required); however, this shall not constitute an exception from the design and improvement requirements as contained in the Land Development Code. Application requests of this nature are considered lot splits.

#### Procedure:

1. Application for lot split shall be filed with the Community Development Department. The Department will only process complete applications for review.
2. Application shall consist of the following:
  - a. The deed(s), with legal description to be considered;
  - b. Legal description and survey of proposed tracts prepared by a land surveyor registered in the State of Oklahoma;
  - c. A \$70.00 filing fee; and
  - d. Certified list of property owners located within 300 feet of the lot split request.
3. The Community Development department shall review lot split application to ensure the request complies with the following standards:
  - a. All proposed tracts or lots shall meet design and improvement requirements of the Land Development Code;
  - b. All tracts or lots shall be served by public dedicated infrastructure consisting of a concrete street, permitted sanitary sewer and water systems, and meet any adopted drainage improvement requirements;
  - c. Whenever the installation of a sanitary sewer line is not required, septic tanks or other unit disposal system may be permitted in accordance with the following:
    1. A lot for residential use on which a unit disposal system is located shall not be less than twenty-two thousand five hundred (22,500) square feet in area;
    2. No portion of any unit disposal system shall be located closer than twenty (20) feet to the lot line on which the system is located; and
    3. All unit disposal systems shall comply with the requirements of the Oklahoma Department of Environmental Quality.
  - d. All subdivisions of tracts or lots shall not create landlocked residuals or unusable residuals;

- e. All tracts or lots must abut an existing alley or adequate easement to ensure public or private utility availability;
- f. Tracts or lots subdivided to accommodate an existing encroachment, such as a building line encroachment, shall be conveyed jointly until encroachment no longer exists; and
- g. Provision of street right-of-way easements in accordance with Land Development Code requirements.

Lot split application requirements are provided in City of Duncan Land Development Code Section 12-420(C)(1). The Land Development Code is available online at [www.cityofduncan.com](http://www.cityofduncan.com).

- 4. Applications for Sketch Plat must be submitted to the Community Development Department not less than twenty (20) days prior to the Planning Commission meeting for consideration of such item. The Planning Commission meets every 3<sup>rd</sup> Tuesday of each month for regular meeting.
- 5. The Community Development Department will prepare a public hearing notice for mailing. The public notice will be mailed for receipt by adjoining property owners of the proposed development not less than ten (10) days prior to the Planning Commission hearing.
- 6. The Planning Commission will hold a public hearing to consider such application. Planning Commission will review the request and recommend approval, approval with conditions, or denial.
- 7. Upon approval of the lot split application, the Community Development Director, as authorized by motion of the Planning Commission, shall sign the lot split certificate.
- 8. If the application is denied, the reason for denial shall be stated in writing and transmitted to the applicant.

MAILING ADDRESS:

Please send application to:

Duncan City Hall  
Community Development Department  
ATTN: Dana L. Schoening  
Community Development Director  
720 W. Willow Avenue  
Duncan, OK 73533

**CITY OF DUNCAN**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**City Hall – 720 Willow Ave, Duncan, Oklahoma 73533**

**Telephone: 580-251-7711**

**Fax: 580-255-1710**

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**APPLICATION FOR LOT SPLIT**

1. Name of Property Owner: \_\_\_\_\_

2. Address of Property Owner: \_\_\_\_\_

3. Phone Number of Property Owner: \_\_\_\_\_

4. Name of Party(ies) Purchasing Property: \_\_\_\_\_

5. Address and Phone Number of Party(ies) Purchasing Property: \_\_\_\_\_

6. Location of Parcel: \_\_\_\_\_

7. Present Use: \_\_\_\_\_

8. Proposed Use: \_\_\_\_\_

9. Zoning Classification of Property to be Conveyed: \_\_\_\_\_

10. Type of Street or Roadway Access: \_\_\_\_\_

11. Utility Access: \_\_\_\_\_

12. Date Submitted: \_\_\_\_\_ Planning Commission Meeting Date: \_\_\_\_\_

A lot split certificate of special subdivision is required to file your deed(s) if your application is approved. Please indicate below how we should handle your approval (check appropriate circle below).

Mail to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Hold, I will pick up the approval in person.