

**PAWHUSKA OSAGE COUNTY AREA PLANNING COMMISSION
LOT SPLIT APPLICATION**

THE FOLLOWING INFORMATION IS TO BE SUPPLIED BY THE APPLICANT

DATE OF APPLICATION _____ LOT SPLIT FEE: **\$25.00 PER SPLIT**

DATE OF APPROVAL _____ LOT SPLIT # _____

SECTION _____ TOWNSHIP _____ RANGE _____

NAME OF RECORD OWNER _____

LEGAL DESCRIPTION OF EXISTING UNDIVIDED TRACT PROPOSED FOR SPLIT _____

LEGAL DESCRIPTION OF FIRST TRACT TO BE CREATED _____

LEGAL DESCRIPTION OF SECOND TRACT TO BE CREATED _____

LEGAL DESCRIPTION OF THRID TRACT TO BE CREATED _____

LEGAL DESCRIPTION OF REMAINING TRACT _____

PRESENT USE OF UNDIVIDED LAND _____

DIRECTIONS TO PROPERTY BEING SPLIT _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT: (RESTRICTION OF USE ON LAND)

NAME _____ SALES THIS TRACT SINCE NOV 88 _____

MAILING ADDRESS _____ ACCESS TO LAND TO BE SOLD _____

PHONE _____ DESCRIPTION OF DRAINAGE _____

FOR COMMISSION USE

FILE NAME _____ SUBDIVISION NAME _____ BUILDING SET BACK LINES _____

ZONING RQMTS _____ MAJOR STREET PLAN RQMTS _____ UTILITY EASEMENT NEED _____

STAFF RECOMMENDATION TO COMMISSION _____

ACTION TAKEN BY PLANNING COMMISSION _____

LOT SPLIT: THE DIVISION OF ANY TRACT OF LAND INTO TWO OR MORE SEPARATE TRACTS, ANY OF WHICH CONTAINS LESS THAN TEN ACRES

THE BASIC REQUIREMENTS FOR A LOT SPLIT ARE AS FOLLOWS:

1. POTABLE WATER – WE NEED TO KNOW THE SOURCE OF YOUR DRINKING WATER. THERE MUST BE SUBMITTED PROOF THAT POTABLE WATER SUPPLY IS ADEQUATELY AVAILABLE TO EACH TRACT AND IS SAFE FOR HUMAN CONSUMPTION. THIS MAY BE DONE BY FURNISHING A LETTER FROM A MUNICIPALITY OR A RURAL WATER DISTRICT THAT A WATER TAP IS AVAILABLE, OR BY A LETTER FROM A STATE ACCREDITED HEALTH DEPARTMENT THAT ANOTHER WATER SOURCE IS AVAILABLE.
2. SEWER SYSTEM – WE NEED TO KNOW WHAT TYPE OF SYSTEM YOU INTEND TO USE, AND UPON INSTALLATION OF INSECTION OF SYSTEM WE REQUEST A COPY OF THE CERTIFICATION. THERE ARE NOW SEVERAL SYYPES OF SYSTEMS THAT CAN BE USED ASSURING PROPER SANITATION.
3. ACCESS – WE NEED TO KNOW HOW ONE CAN LEGALLY GET TO THE PROERPTY, THEN NEWLY MADE TRACTS OR LAND MUST BE SERVED WITH PUBLIC ACCESS ROUTES, EITHER BY EXISTING COUNTY ROADS OR NEWLY DEDICATED PUBLIC ROADWAY EASEMENTS. IF ACCESS EASEMENTS NEED TO BE GIVEN ON ANY OF THE PROPOSED TRACTS, PLEASE FURNISH US WITH A COPY.
4. DRAINAGE – WE WANT TO PROTECT AGAINST ANY DRAINAGE PROBLEMS. THE LOT MUST BE SPLIT IN SUCH A MANNER AS TO AVOID A POTENTIAL FOR FLOODING OF THE NEWLY MADE TRACTS OR ANY ADJACENT TRACTS.
5. GENERAL SKETCH OF THE AREA – WE NEED TO KNOW WHERE THE PROPERTY IS LOCATED, A SKETCH OF THE AREA INVOLVED, SHOWING ROADS AND LOCATION OR THE PROPOSED LOT SPLIT, SHOULD ACCOMPANY THE APPLICATION. A DETAILED SURVEY IS NOT REQUIRED, HOWEVER, THE SKETCH WILL ASSIST THE PLANNING COMMISSION IN MAKING A DETERMINATION CONCERNIING THE APPLICATION.
6. RIGHT-OF-WAY – DEDICATION OR EASEMENTS – WE MAY REQUEST ADDITIONAL ROADWAY EASEMENTS OR DEDICATIONS SO THAT THE ROAD MAY BE WIDENED AT A LATER DATE IF NECESSARY. ANY TRACT OF LAND BEING DIVIDED THAT BORDERS ON A ROAD DESIGNATED ON THE OFFICEAL MAP OF MAJOR STREETS AND HIGHWAYS OF OSAGE COUNTY MAY BE REQUESTED TO GRANT ADDITIONAL RIGHT OF WAY EASEMENTS IN ACCORDANCE WITH THE COMPREHENSIVE PLAN FOR OSAGE COUNTY. THESE MAPS ARE AVAILABLE FOR YOUR INSPETION IN THE OFFIE OF THE PLANNING COMMISSON AS WELL AS THE COUNTY CLERK’S OFFICE.

THESE GUIDELINES ARE INTENDED AS AN AID TO APPLICANTS AND SHOULD NOT BE INTERPRETTED AS A SUBROGATE TO THE SUBDIVISION REGULATIONS ADOPTED BY OSAGE COUNTY.

IF THE ABOVE ITEMS ARE MET, YOU MAY SUBMIT THE APPLICATION IN PERSON OR BY MAIL, ACCOMPANIED BY THE APPROPRIATE FEE OF \$25.00 PER SPLIT. ALL CHECKS SHOULD BE MADE PAYABLE TO THE OSAGE COUNTY CLERK. IF ADDITIONAL INFORMATION IS REQUIRED, WE WILL CONTACT YOU. AFTER STAFF REVIEW, THE APPLICATION WILL BE PLACED BEFORE THE PLANNING COMMISSION. UPON BEING APPROVED, WE WILL BE ABLE TO STAMP THE DEEDS BEFORE YOU FILE THEM.

**Contact our office for further assistance at:
(918) 287-3980 or Planning & Zoning, 628 Kihekah, Pawhuska, OK 74056.**