

CITY OF SHAWNEE

222 N. BROADWAY
SHAWNEE, OK 74801

PLANNING DEPARTMENT

PHONE: (405) 878-1616

FAX: (405) 878-1587

Application for Deed Approval

The deed approval process is most commonly used to adjust lot lines between tracts, parcels and lots. Deed approval applications are reviewed in accordance with Section 30.3 of the Shawnee Subdivision Ordinance. Review is administrative and applications are reviewed within 10 working days of submittal.

	Applicant (Property 1)	Co-Applicant (Property 2, if applicable)
Name		
Mailing Address	_____ _____ City State Zip	_____ _____ City State Zip
Contact Number	Phone/Cell: _____	Phone/Cell: _____
Site Address		
Contact/Agent Address	Name: _____ _____ City State Zip	Name: _____ _____ City State Zip
Contact Number	Phone/Cell: _____	Phone/Cell: _____
Zoning		

Affidavit and Certification:

The undersigned person(s), having an interest in the above-described property, hereby submit this Application in accordance with the provision of the Shawnee Subdivision Regulations and Shawnee Zoning Code; do hereby certify that the information given herein and attached is true and correct to the best of my/our knowledge and belief.

Owner's Signature (Property 1) Date

Owner's Signature (Property 2) Date

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For deed approval resulting in a lot line adjustment, please provide dimensions of each reconfigured lot:

	Deed 1	Deed 2	Deed 3	Deed 4
Area				
Width				
Length				
Frontage				

Note: If the above dimensions do not meet applicable minimum zoning standards, the deed approval application will be denied.

Application for deed approval review shall be filed with the Director. Deed approval application submittal requirements shall consist of the following (pursuant to Section 30.3.2 of the Shawnee Subdivision Code):

Applicant Checklist	Required Submittal Information	Staff/Office Checklist
	The deed with legal description to be approved. In the case of a lot line adjustment, all deeds affected shall be submitted for approval concurrently.	<i>For staff and office use only at time of submittal</i>
	Copy of original deeds and legal descriptions.	
	A certified survey, prepared by a land surveyor, registered in the State of Oklahoma showing the following: <ul style="list-style-type: none"> a. The legal decription of the subject tract; b. Scale, north arrow and date; c. Name and address of owner of record; d. Key map showing the location of the subject tract, parcel or lot referenced to existing and proposed major streets and government section lines; e. Location of existing structures, dedicated and/or private streets where they adjoin; f. Easements and location of public utilities to serve the tract, parcel or lot showing widths where applicable; and g. Original signatures and seal of the registered land surveyor preparing the plat of survey properly notarized. 	
	Deed of tracts or lots bordering the proposed deed approval if deemed necessary by the Director.	

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	All lots affected shall be submitted for approval concurrently (e.g., lot line adjustments between two parcels require two separate deeds) (Sec. 30.3.3).	
	The approval of any lot line adjustment shall not result in the creation of any lot which is unusable or does not meet the requirements of the Shawnee Zoning Code (Sec. 30.3.3).	
	Fee of \$25 per deed: _____ Deeds x \$25 = _____	

(OFFICE USE ONLY)

Permit Number: _____

Amount Pd: _____ **Date:** _____

Assigned to: _____