

CITY OF SHAWNEE

222 N. BROADWAY
SHAWNEE, OK 74801

PLANNING DEPARTMENT

PHONE: (405) 878-1616

FAX: (405) 878-1587

Application for Lot Split (short form subdivision)

The Short Form Subdivision process is used to create up to three lots within a tract or previously subdivided parcel under single ownership. No more than three tracts, parcels or lots can be created or approved based on the original legal description submitted at the time of original application for land subdivision. Short Form Subdivision applications are reviewed in accordance with Article III, Section 30 of the Shawnee Subdivision Ordinance. Review may be administrative (10 days) or may require Planning Commission and City Commission approval, if dedications are required or as otherwise determined by the Director.

	Applicant (Property 1)
Name	
Mailing Address	 <hr/> <hr/>
	City State Zip
Contact Information	Phone/Cell: _____ Fax: _____ Email: _____
Site Address	
Contact/Agent	Name: <hr/>
<i>Address</i>	<hr/> City State Zip
Contact Number	Phone/Cell: _____ Fax: _____ Email: _____
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

Date

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Please provide dimensions of each proposed tract:

	Tract A	Tract B	Tract C
Area			
Width			
Length			
Frontage			

Note: If the above dimensions do not meet applicable minimum zoning standards, the short form subdivision application will be denied.

Application for Short Form Subdivision shall be filed with the Director. Deed approval application submittal requirements shall consist of the following (pursuant to Section 30.2.2 of the Shawnee Subdivision Code):

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

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	All instruments for dedication of required public easements and rights-of-way. This shall mean, in cases where private easements are required, that the applicant must submit certified copies of the instrument(s) filed of record with the County Clerk.	
	Percolation test results approved by the Health Department, if applicable.	
	Application fee of \$75.00	

(OFFICE USE ONLY)

Permit Number: _____

Amount Pd: _____ **Date:** _____

Assigned to: _____

Form Last Updated: 1/23/09