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**LOT MERGE APPLICATION**

**Applicant :** \_\_\_\_\_

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

**Phone :** (\_\_\_\_) \_\_\_\_\_ **Cell :** (\_\_\_\_) \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**E-mail address :** \_\_\_\_\_

**Property address (Lot 1) :** \_\_\_\_\_

**Property address (Lot 2) :** \_\_\_\_\_

**Legal Description (Lot 1) :** \_\_\_\_\_

\_\_\_\_\_  
**Legal Description (Lot 2) :** \_\_\_\_\_

**Number of Acres (Lot 1) :** \_\_\_\_\_ **Number of Acres (Lot 2) :** \_\_\_\_\_

**Total Combined Acres :** \_\_\_\_\_

**Number of tracts being merged :** \_\_\_\_\_ **Property zoning district :** \_\_\_\_\_

**County Parcel Number (Lot 1) :** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Lot Dimension :** \_\_\_\_\_

**County Parcel Number (Lot 2) :** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Lot Dimension :** \_\_\_\_\_

*(If more than two (2) lots are being merged, list all other, property addresses, lot dimensions and County Parcel Numbers and dimensions on a separate page.)*

**I hereby certify and attest that I am the current and legal owner of the above described properties located in the City of Choctaw and that I received a copy of the Policies and Procedures regulating this application.**

\_\_\_\_\_  
Signature of Owner, or authorized agent

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE, ADMINISTRATIVE USE ONLY**

**Permit # :** \_\_\_\_\_

**Receipt # :** \_\_\_\_\_

**Total Amount Paid : \$** \_\_\_\_\_

**Date Paid :** \_\_\_\_\_

Cash

Check # \_\_\_\_\_

Credit Card \_\_\_\_\_

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## LOT MERGE POLICIES AND PROCEDURES

Please provide the following information and documents which must be completed in full and accepted by the City. If any requirement(s) are not satisfied, a reason is thereby created for the denial of this application.

### 1. DOCUMENTS REQUIRED FROM APPLICANT

- A. Provide a copy of the original deed indicating the legal description of the tract(s), site(s) or parcels proposed for merge.
- B. If your property is adjacent to a section line road, a 17' easement is required (additional to the statutory 33' right-of-way). If your property fronts a street less than 50' wide, a 25' or less easement is required from the centerline. No tract shall be created or designated on a public street with frontage less than required by zoning. No easement will be created that might be used as a private road in the future.
- C. Provide a copy of the percolation results for septic tanks approved by the City-County Health Department (if applicable).
- D. Provide a copy of water well drilling approval by the City-County Health Department (if applicable).

### 2. DOCUMENTS REQUIRED FROM A REGISTERED SURVEYOR

Certified surveys, prepared by a land surveyor registered in the State of Oklahoma, shall be submitted on the original tract and the resubdivision thereof. The surveys shall show the following:

- A. Provide one (1) certified survey sketch of total site:
  - 1. Legal description of total area and computed area to the hundredth of an acre.
  - 2. Scale, North point, and date
  - 3. Key Map showing the location of the tract(s) referenced to existing and proposed major streets and section line roads.
  - 4. Location of existing buildings (size and type) and dedicated streets at the point where they adjoin and/or are immediately adjacent to the site.
  - 5. Length of boundaries of the tract(s) created and proposed location and width of streets, alleys, and types of easements and building setback lines where applicable.
  - 6. Location of FEMA's NFIP floodway easement and 100 and 500 year flood zone boundary. With the NFIP panel information
  - 7. Location of utilities and stormwater infrastructure including existing or proposed, whether on or adjacent to site.
  - 8. General drainage shown by use of directional arrows.
  - 9. Surveyor's Certificate: Original signature and seal of the registered land surveyor preparing the plat of survey properly notarized.
- B. Provide one (1) certified survey sketch for each resulting new tract:  
Other requirements same as paragraph A. above.
- C. Provide warranty deed for the new tract created with legal description and name of seller.  
Note: If property is on a private road, the new deed must be clearly marked as such.

### 3. GENERAL REQUIREMENTS

- A. Minimum lot size and area regulations shall be in conformance with the appropriate zoning district except for the following:
  - 1. Minimum frontage for septic tanks is 120 feet.
  - 2. Minimum lot size for septic tanks is 24,000 square feet.
  - 3. Lot size is net size (does not include rights-of-way or road easements (public or private)).
  - 4. Private road location—minimum lot size is 2 acres net.

### FEES (NON-REFUNDABLE)

1. Filing Fee	\$100.00
2. Water Development Fee (if Applicable)	\$325.00
3. Sewer Development Fee (if Applicable)	\$325.00
4. Emergency Siren Fee	\$ 25.00