



**CITY OF CHOCTAW**  
2500 N Choctaw Rd / PO Box 567, Choctaw, OK 73020  
Phone (405)390.8198 / Fax (405)390.3332

**Short Form Subdivision (Lot Split)  
APPLICATION**

(Please Print in Ink or Type)

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

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

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

**Property address :** \_\_\_\_\_

**Legal Description :** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Number of Acres :** \_\_\_\_\_

**Number of proposed tracts :** \_\_\_\_\_

**Property zoning district :** \_\_\_\_\_

I hereby certify and attest that I am the current and legal owner of the above described property 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

**\*Owner or authorized agent must be present at public meeting.**

**Do Not Write Below This Line—Official Use Only**

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

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

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

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

Cash

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

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

**County Parcel Number:** \_\_\_\_\_

## SHORT FORM SUBDIVISION (LOT SPLIT) POLICIES AND PROCEDURES

Please provide the following information and documents which must be completed in full and accepted by the City at least twenty (20) days prior to the Planning Commission's regular scheduled meeting (first Thursday of each month). If any requirement(s) are not satisfied, a reason is thereby created for the denial of this application to be placed on the Planning Commission agenda.

### 1. DOCUMENTS REQUIRED FROM APPLICANT

- A. Provide a copy of the original deed indicating the legal description of the tract, site or parcel proposed for split.
- B. If your property fronts 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 test 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 subdivision 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 tract:  
Other requirements same as paragraph A. above.
- C. Provide one (1) warranty deed for the new tract(s) 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.
- D. Provide a certified list of all property owners' names and addresses within 300' of the area to be rezoned that has been compiled and prepared by the Oklahoma County Assessor's Office or a title company authorized to issue title policies in the state of Oklahoma.

### 3. GENERAL REQUIREMENTS

- A. No more than three (3) tracts, parcels or lots shall be created or approved from the original legal description.
- B. For the land subdivision described immediately above, the land shall not be resubdivided for a period of two (2) years from the date of creation or approval of the short form subdivision, unless it is fully platted.
- C. Minimum lot size and area regulations shall be in conformance with the appropriate zoning district except for the following:
  - 1. Minimum frontage must comply with the assigned zoning regulations.
  - 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.
- D. Survey pins on all corners. Tract(s) to be posted and flagged adequately to be visible from the public street.
- E. Property shall be posted with a "Public Notice" sign.

#### FEES (NON-REFUNDABLE)

1. City/County Filing Fee	Billed actual cost
2. Platted Property	\$100.00/per lot
3. Unplatted Property	\$300.00/per lot
4. Water Development Fee	\$325.00/per lot
5. Sewer Development Fee	\$325.00/per lot
6. Emergency Siren Fee	\$ 25.00/per lot

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**SHORT FORM SUBDIVISION (LOT SPLIT)**  
**CHECKLIST**  
(For official use only)

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

The following information and documents must be completed and reviewed by Code Administrator, with Staff letter returned to City Clerk prior to being placed on the Planning Commission/Council agenda. There are no exemption for design requirements (Subdivision regulations Sec. 7.02). Applicant or representative (with written proof from applicant) must be in attendance for the Planning Commission meeting.

1. Zoning District: \_\_\_\_\_ Min. Lot Size for zone: \_\_\_\_\_ sq ft.  
(Min. 24,000 sq ft. for Septic Tank)
2. Utilities: City Water: \_\_\_\_\_ Private Well: \_\_\_\_\_  
City Sewer: \_\_\_\_\_ Septic Tank: \_\_\_\_\_
3. Frontage on Public Road: \_\_\_\_\_ ft. Required for zone: \_\_\_\_\_ ft.
4. Documents prepared and signed by registered land surveyor:
  - A. Survey sketch of total site with legal description and area, showing location, width and type of all easements showing whether existing or proposed:  
yes  no
  - B. Survey sketch and legal description of each site split out with area, showing location, width and type of all easements showing whether existing or proposed:  
yes  no
5. Copy of filed Deed on base tract furnished:  
yes  no
6. On existing improved lots, will resulting tracts still meet zoning district requirements? (See Planning and Zoning Regulations):  
yes  no
7. Staff Report received:  
yes  no
8. Additional 17' easement document received (if applicable):  
yes  no
9. Filing Fee paid  
yes  no
10. Public Notice Sign posted  
yes  no

Approved:    **yes**         **no**

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date

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