

CITY OF SPENCER

PO Box 660/8200 NE 36th Street

Spencer, Oklahoma 73084

405-771-3226 phone 405-771-3228 fax

Application for Short Form Subdivision (Lot Split)

Date of Application: _____

Amount of Application Fee: \$50.00

Date Paid: _____ **Receipt #:** _____

GENERAL REQUIREMENTS

Whenever there is a tract of previously subdivided parcel of land under single ownership that is to be re-subdivided into three (3) or fewer lots, the proposed subdivision may be exempt from the procedural provisions of the Subdivision Regulations, and a Preliminary and Final Plat may not be required. **ADDRESS OF ORIGINAL TRACT, BEFORE LOT SPLIT:**

An applicant for a Short Form Subdivision (Lot Split) shall provide the following information:

- A. A Quit Claim Deed on each tract with legal description to be approved. (Deeds are required to be STAMPED by the Spencer City Clerk prior to submitting to the Oklahoma County Clerk's Office for official filing.)
- B. A Certified Survey, prepared by a Land Surveyor registered in the State of Oklahoma, shall be submitted on the existing tract before the Lot Split and the Re-Subdivision thereof. The Survey shall show the following:
 1. Each new tract being formed shall be labeled "Tract A, Tract B or Tract C";
 2. The legal description of the original tract of land, and each new tract being created by the Subdivision;
 3. Scale, North Point and Date;
 4. Name and address of the owner of record;
 5. Key map showing the location of the reference to existing and proposed major streets and government section lines;
 6. Location of existing buildings and dedicated streets at the point where they adjoin and/or are immediately adjacent to the subdivision;
 7. Length of boundaries of the tracts created measured to the nearest foot and proposed location and width of streets, alleys and easements where applicable.
 8. Original signature and seal of the registered land surveyor preparing the plat of survey properly notarized.
- C. Each new tract being formed by the subdivision must have ingress and egress easements if they do not have frontage on public streets.
- D. If City Sanitary Sewer is not available to property being subdivided, Spencer City Code Section 42-185 requires not less than 22,000 square feet of lot to accommodate a private septic tank and lateral lines.
- E. If City Water is not available to property being subdivided, a minimum separation of fifty (50) feet is required between any part of the private septic tank system and a private water well.
- F. The Application for the Short Form Subdivision (Lot Split) must be filed with the Spencer City Clerk, who will establish a schedule to present the application to the Spencer Planning Commission for review and to the Spencer City Council for Final Approval or Denial. (Reminder: If the Lot Split is Approved by the City Council, the City Clerk will STAMP the Quit Claim Deeds for each tract created by the subdivision to be filed by the Applicant in the Oklahoma County Court Clerk's Office.)
- G. **Date of Proposed Planning Commission Meeting:** _____
- H. **Date of Proposed City Council Meeting:** _____

Property Owner/Applicant: _____

Mailing Address: _____

Phone Number: _____ Signature of Owner: _____

Date Signed: _____ Printed Name: _____