



City Staff to complete this section

CASE NUMBER _____

RELATED CASE #: _____

APPLICATION FOR LOT SPLIT

- **Application fee: \$75.00**
- **The current property owner(s) must sign the application or the City’s form authorizing the owner’s representative to sign the application on behalf of the owner.**
- **All drawings must be drawn to scale. Document submittal must consist of one paper copy and one electronic copy in PDF format. All documents larger than 8-1/2” x 11” must be folded to that size**
- **One paper copy and one electronic WORD format, of All legal descriptions**
- **All existing buildings shall be shown along with the dimensions from the building to the proposed lot lines.**
- **All Utility Company release signatures must be provided.**

PROJECT NAME: _____

NAME OF APPLICANT: _____
Person/Firm (Please Print)

ADDRESS: _____
CITY/STATE ZIP CODE:

EMAIL: _____ PHONE NO.: _____

PROPERTY OWNER: _____

OWNER ADDRESS: _____
CITY/STATE ZIP CODE:

EMAIL: _____ PHONE NO.: _____

COUNTY: _____ QUARTER SECTION: _____ SECTION/TOWNSHIP/RANGE: _____

ACERAGE: _____ CURRENT NO. OF LOTS: _____ PLAT/SUBDIVISON NAME: _____

ARE THERE ANY PRIVATE DEED/PLAT RESTRICTIONS ON THE PROPERTY? YES NO, IF YES, EXPLAIN: _____

PROJECT ADDRESS OR GENERAL LOCATION: _____

PRESENT ZONING/USE:

RELATED CASE NUMBERS:

100 YEAR FEMA FLOODPLAIN ON PROPERTY? YES NO

APPLICATION MUST BE SIGNED AND APPROVED BY EACH UTILITY COMPANY LISTED BELOW BEFORE THIS APPLICATION IS SUBMITTED TO THE CITY.

UTILITY COMPANY RELEASE SIGNATURES

PROJECT NAME:

ONG (OKLAHOMA NATURAL GAS):

DATE:

PSO (PUBLIC SERVICE COMPANY OF OKLAHOMA):

DATE:

COX COMMUNICATIONS:

DATE:

WINDSTREAM:

DATE:

RURAL WATER DISTRICT #4:
(IF APPLICABLE)

DATE:

LOT(S) PRIOR TO SPLIT

LEGAL DESCRIPTION FOR THE LOT(S) PRIOR TO THE COMBINATION (MAY BE ATTACHED):

TYPE OF WATER SUPPLY (**CHECK ONE**): CITY MAIN WELL OTHER

TYPE OF SANITARY SEWER (**CHECK ONE**): CITY SEWER SEPTIC TANK DISPOSAL TANK

STREET(S) FRONT/FACE:

LOT DIMENSIONS AND SQUARE FOOTAGE:

PROPOSED USE:

LOT 1 INFORMATION

LEGAL DESCRIPTION OF THE 1ST TRACT TO BE CREATED (MAY BE ATTACHED):

TYPE OF WATER SUPPLY (**CHECK ONE**): CITY MAIN WELL OTHER

TYPE OF SANITARY SEWER (**CHECK ONE**): CITY SEWER SEPTIC TANK DISPOSAL TANK

STREET(S) FRONT/FACE:

LOT DIMENSIONS AND SQUARE FOOTAGE:

PROPOSED USE:

LOT 2 INFORMATION

LEGAL DESCRIPTION OF THE 2ND TRACT TO BE CREATED (MAY BE ATTACHED):

TYPE OF WATER SUPPLY (**CHECK ONE**): CITY MAIN WELL OTHER

TYPE OF SANITARY SEWER (**CHECK ONE**): CITY SEWER SEPTIC TANK DISPOSAL TANK

STREET(S) FRONT/FACE:

LOT DIMENSIONS AND SQUARE FOOTAGE:

PROPOSED USE:

CHECK BOX IF ADDITIONAL LOTS ARE BEING CREATED. PLEASE ATTACH ADDITIONAL LOT INFORMATION.

I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE DEVELOPMENT PROCEDURES AND GUIDELINES, INCLUDING PLATTING AND SITE PLAN REVIEWS IF REQUIRED AND ALL FEES AND CHARGES RELATED TO SITE IMPROVEMENTS, DEVELOPMENT AND BUILDING PERMIT COSTS.

SIGNATURE OF APPLICANT:

DATE:

(PRINT NAME OF APPLICANT SIGNING):

CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM

SIGNATURE OF PROPERTY OWNER:

DATE:

(PRINT NAME OF OWNER SIGNING):

CONTACT PERSON FOR THIS APPLICATION:

(Please Print)

CONTACT PERSON'S PHONE NUMBER:

CITY STAFF TO COMPLETE THIS SECTION

DATE SUBMITTED: _____ CUTOFF DATE: _____

PLANNING COMMISSION DATE: _____

REC'D BY: _____ FEE: _____ PAID: _____



CITY OF BROKEN ARROW, OKLAHOMA
GENERAL GUIDELINES FOR APPLYING FOR LOT SPLIT

APPLICANT MUST COMPLETE THE APPLICATION AND OBTAIN SIGNATURES FROM THE UTILITY COMPANIES LISTED BELOW, INDICATING THEIR APPROVAL OF THE PROPOSED LOT SPLIT, PRIOR TO FILING THE APPLICATION WITH THE DEVELOPMENT SERVICES DEPARTMENT, CITY OF BROKEN ARROW

SUBMIT THE RELATED LEGAL DESCRIPTION(S) IN ELECTRONIC WORD FORMAT, AS WELL AS A PAPER COPY

THE REQUESTED LOT DIMENSIONS MUST BE IN CONFORMANCE WITH THE ZONING ON THE PROPERTY. IF YOU ARE UNCERTAIN ABOUT THE ZONING OR NECESSARY REQUIREMENTS FOR SPLITTING LOTS, CONTACT THE DEVELOPMENT SERVICES DEPARTMENT.

SKETCH/ PLAT/SURVEY, OR OTHER TYPE OF DRAWING (DRAWN TO SCALE ON 8 ½” X 11” OR 11” X 17” PAPER), ACCURATELY DISPLAYING THE LOT (S) PRIOR TO SPLITTING MUST BE SUBMITTED. IN ADDITION TO SKETCH/PLAT/SURVEY, OR OTHER TYPE OF DRAWING FOR LOT(S) AFTER PROPOSED LOT SPLIT MUST ACCOMPANY THE APPLICATION. ALL EXISTING BUILDINGS ON THE PROPERTY MUST BE SHOWN ON THE DRAWINGS ALONG WITH THE DIMENSION FROM THE PROPOSED PROPERTY LINE TO THE EXISTING BUILDING. **SUBMIT ONE PAPER COPY AND ONE ELECTRONIC COPY IN PDF FORMAT.**

APPLICATION FEE IS \$75.00

UTILITY COMPANY CONTACTS

<p><u>ONG</u> Robert Rielly 5848 East 15th Street Tulsa, OK 74112 Phone: (918) 831-8371 Fax: (918) 831-8250 robert.rielly@onegas.com</p>	<p><u>AEP/PSO</u> Tyler Devereux, Distribution Right of Way 212 East 6th Street Tulsa, OK 74119 Phone: 918-599-2488 Fax: 918-599-3226 thdevereux@aep.com</p>
<p><u>WINDSTREAM</u> Angela Rahe 1814 W Tacoma St Broken Arrow, OK 74012 Phone: (918) 451-3427 Fax: (918) 451-1865 Angela.rahe@windstream.com</p>	<p><u>COX COMMUNICATIONS</u> Justin Rich 11811 E. 51st Street Tulsa, OK 74146 Phone: (918) 286-4245 Fax: (918) 286-4018 Justin.rich@cox.com</p>
<p><u>RURAL WATER DISTRICT #4</u> Rick Lang, Operations Manager 9816 S. 239th E. Ave. Broken Arrow, OK 74014 Phone: (918) 258-2331 Fax: (918) 251-5206 rlang@wagonerrwd4.com</p>	

For further information, please call the Broken Arrow Development Services Department at 918-259-8412. Applicants may also visit the City’s web site at: www.brokenarrowok.gov