

# City of Harrah



## Lot Split Application



# City of Harrah

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PO BOX 636 \* 19625 NE 23<sup>rd</sup> \* Harrah, OK 73045 \* 405-454-2951 \* fax 405-454-2130

## Application for Lot Split

Bring six (6) copies of an accurate survey showing, on one sheet the land as it is and the part to be split (how it will look after the split).

With a fee of **\$100.00**

- ➔ Fill out a lot-split application and have it notarized at Harrah City Hall
  
- ➔ Application deadline to be placed on the Planning Commission Agenda is seven (7) days prior to the Planning Commission Meeting. The Harrah Planning Commission meets on the second Monday of each month. (**No Exceptions**)
  
- ➔ Bring a copy of the warranty deed that pertains to the property being split. If necessary City Hall can make copies for you.

Hints to Note:

**The City Code limits one dwelling per tract of land.**

**Each lot must abut a street not less than 35'**

**A building permit is required before construction for any structure, in addition to a lot split.**

If you have any questions please call the Planning Commission Secretary, Code Enforcement officer or City Planner at Harrah City Hall from 9 a.m. thru 5 p.m., Monday thru Friday, Phone number is (405)454-2951 or (405)454-1202.



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## Checklist for Lot Split Application

**The Applicant shall submit to the Planning Commission a copy of the Application along with all required documents at least seven (7) days prior to the meeting at which consideration is requested. The Planning Commission shall act upon the Lot-Split Plat within seventy (70) days of the first Planning Commission meeting where the Plats is reviewed or the plat shall be considered to have been approved.**

Name and address of Owner: \_\_\_\_\_

Name and address of SubDivider (if applicable): \_\_\_\_\_

Name and address of the Surveyor/ engineer Preparing this plat: \_\_\_\_\_

**Please check all items below against the plat before submitting to the Planning Commission**

### 1. Required for Submittal:

- a) Six prints of the lot split plat (survey)
- b) One copy of this checklist
- c) One document showing proof of ownership  
Or authorization for agent to act
- d.) An approved copy of the percolation test by the  
County Health Department and approval of water  
Well and septic location on lot.

### 2. The Lot Split Plat (survey) Shall Show:

- a) Boundary of proposed subdivision, legal description  
boundary dimensions, and area in feet and/or acres
- b) Name and address of Property owner
- c) Name, address and signature of surveyor/engineer  
preparing the plat.
- d) A key map
- e) North arrow, scale and date
- f) New tract, labeled Tract A, B, etc
- g) The following information relative to the land being platted:
  - 1. All existing property lines
  - 2. Section and quarter section lines
  - 3. Widths of existing right of way for streets
- h) The Location and width of :
  - 1. Streets and their names:
  - 2. Lots and Blocks
  - 3. Alleys
  - 4. Easements
  - 5. Building set back lines

Yes No

A.	A.
B.	B.
C.	C.
D.	D.
A.	A.
B.	B.
C.	C.
D.	D.
E.	E.
F.	F.
G1.	G1.
G2.	G2.
G3.	G3.
H1.	H1.
H2.	H2.
H3.	H3.
H4.	H4.
H5.	H5.



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## Application for Lot Split

Permit Number: \_\_\_\_\_

Date: \_\_\_\_\_

Application is hereby made to the Harrah Planning Commission for consideration of a lot split on the following described property (Legal Description):

Physical Address or General Location: \_\_\_\_\_

**ATTACH SIX (6) COPIES OF AN ACCURATE SURVEY OF THE SUBJECT PROPERTY**

Current Zoning Classification: \_\_\_\_\_

Present use of property: \_\_\_\_\_

Proposed use of Property: \_\_\_\_\_

Record owner of Property: \_\_\_\_\_ Address: \_\_\_\_\_

If applicant is other than the owner, indicate applicant's interest:

Purchaser  Lessee  Agent for  Other ( )

Are there any deed restrictions controlling the use of this property? \_\_\_\_\_ If so attach a copy thereof.



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**I hereby certify that the information submitted is complete, true and accurate.**

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**Applicant---- Do not write below this line**

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Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Fees: \$ \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

How is the Property shown on the Comprehensive Plan Map?: \_\_\_\_\_

Planning Commission Action and Date(s): \_\_\_\_\_

\_\_\_\_\_

Entered on Town map by: \_\_\_\_\_ Date: \_\_\_\_\_



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## Certification of Ownership

Date: \_\_\_\_\_

I, \_\_\_\_\_ Hereby certify and attest that I am the owner of, the legal agent for the owner, or that I have an option to purchase and therefore act on behalf of and with the consent of the owner of the following described property in the City of Harrah, Oklahoma.

And, I further Certify and attest that this legal description describes accurately the property requested for review.

Owner's signature: \_\_\_\_\_

Agent's signature: \_\_\_\_\_

### NOTARY

Before me, the undersigned a notary public, in and for the State of Oklahoma, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Personally appeared \_\_\_\_\_, To me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me it was executed as a free and voluntary act and deed for the uses and purposed therein set forth.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Comm Number

(Seal)  
My commission expires:



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## 12-416: LOT SPLIT SUBDIVISIONS:

**A. Purpose:** The purpose of providing for the processing of lot split plats is to facilitate the conveyance of simple property divisions while maintaining sound planning principles. The lot split process simply avoids the expense of platting. Those matters which shall be considered as lot splits shall be those which involve the dividing or redividing of a single parcel of land into not more than three (3) resulting parcels, and which dividing shall not involve the extension, opening, vacating, narrowing, or change of alignment of any thoroughfare, street, right of way, or easement. The determination of eligibility for processing of a lot split plat shall be made from the records of the ownership of property as of the date these regulations are adopted, or the date of any previous lot split, whichever is earlier. Once a parcel has been subdivided and results in a smaller parcel, the smaller parcel may not be the subject of a subsequent lot split plat except to the extent necessary to correct the area or shape of existing lots or to add area to existing lots, but in no event shall it result in additional building sites. All lots to be considered for lot split plats must comply with all other ordinances and regulations concerning subdivisions in the city. (Prior Code, Chapter 16, as amended)

**B. Lot Split Plat Submittal:** The applicant shall submit to the planning commission four (4) copies of the lot split plat and a completed one copy of the lot split plat checklist with all required documents, seven (7) days prior to the meeting at which consideration is requested. The planning commission shall act upon the lot-split plat within seventy (70) days of the first planning commission meeting where the plat is reviewed or the plat shall be considered to have been approved.

### **C. Conditions And Procedures: Consideration of lot split plats shall be permitted under the following conditions and procedures:**

1. Submission of materials by the applicant to the secretary of the planning commission seven (7) days prior to the next regularly scheduled meeting. As a minimum these requirements shall include:

a. A deed on each tract with legal description to be approved.

b. Four (4) copies of a certified survey, prepared by a land surveyor registered in the state of Oklahoma, shall be submitted on the proposed tract and the resubdivision 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 arrow and date.

(4) Name and address of the owner of record.



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- (5) Key map showing the location of the reference to existing and proposed major streets and governmental section lines.
- (6) Location of existing buildings and dedicated streets at the point where they adjoin or are immediately adjacent to the lot split subdivision.
- (7) Length of boundaries of the tracts created measured to the nearest foot and proposed location and width of streets, alleys and easements and building setback lines where applicable.
- (8) Original signature and seal of the registered land surveyor preparing the plat of survey properly notarized.

c. One copy of the lot split checklist.

d. Deeds of tracts, parcels or lots bordering the proposed lot split subdivision if deemed necessary by the planning commission.

e. All instruments for the dedication or required public easements and rights of way shall be submitted. 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 appropriate county clerk.

f. Percolation test results approved by the health department if applicable.

### **D. Improvements Required: The following requirements are mandatory for lot splits:**

1. All Current Subdivision Regulations Met: All current subdivision regulations shall be met according to section 12-403 of this chapter, including all ordinances and regulations relating to the improvements of streets and the installation of water, sewer and drainage facilities, unless otherwise stated in these regulations.

2. Street Paving: The city shall require the installation of street paving in accordance with city standards with the application for a lot split, if the paving does not already exist, except that the planning commission and city council may vary that requirement when the following conditions exist:

a. A residential lot on an approved private road;

b. A residential lot on a hard surfaced, but not necessarily curbed, road;

c. A residential lot on an unpaved road when it is determined that the entire area is rural in nature and that paving should not be installed;

d. A residential lot on an approved public street; or

e. When it would be impractical to require paving because the property is abutting a street included within an approved street bond program or where such paving can be best accomplished through an assessment district.





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**3. Sanitary Sewer:** Upon application for a lot split, the city shall require the extension and installation of sanitary sewer lines as required in sections 17-326 through 17-331 of this code. If a subdivided tract, parcel or lot is not in conformance with the above mentioned sections, a septic system may be utilized under the following conditions:

- a. Approved percolation test results by the county health department.
- b. The septic system shall be installed and inspected in accordance with the state health department regulations.

**4. Lot Size:** Tracts, parcels or lots must meet the lot width, and area requirements of the particular zoning district in which it is located. However, the following subsections will take precedence, when they can be applied:

- a. Agricultural and residential property must have a minimum of one hundred feet (100') of frontage and eighty seven thousand one hundred twenty (87,120) square feet of area when the lot(s) submitted for deed approval gains its primary access from an arterial road.
- b. The lot is serviced by public water/septic systems - minimum twenty two thousand five hundred (22,500) square feet.
- c. The lot is served by private water well/septic system - minimum thirty five thousand (35,000) square feet or as otherwise required by "Septic Tank and Subsurface Tile Systems", bulletin no. 600, Oklahoma state department of health.

**5. Water:** The city shall require the extension and installation of water mains to serve this tract, parcel or lot as required by sections 17-201 through 17-216 of this code. If a private water well is utilized, then it shall meet the following conditions:

- a. Approval of water well drilling by the health department must be secured.
- b. The tract, parcel or lot must meet the locational criteria and health department criteria if water well and septic tank are both used.

**E. Review Of Materials:** Review of the materials received by the administrative staff and transmittal to the planning commission at least seven (7) days prior to consideration at the next regular meeting of the planning commission.

**F. Consideration By The Planning Commission:** If the application is approved, it shall be certified by the signature of the chair of the planning commission and attested by the secretary. If the application is denied the reasons for denial shall be stated in writing, with reference made to the express provisions of the regulations to which the application does not conform, and shall be transmitted to the applicant. (Prior Code, Chapter 16, as amended; amd. Ord. 1991-17, 9-19-1991; Ord. 1994-14, 5-19-1994; Ord. 1994-28, 12-1-1994)



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## **12-417: EXCEPTION TO ALLOW LOT LINE ADJUSTMENTS:**

A. The purpose of this section is to allow adjustments to be made to lot lines of platted lots for the purpose of adjusting the size of building sites; however, it is not intended that extensive replatting be accomplished by use of this section. The lot line adjustments shall be permitted for the purpose stated, but shall not violate any of the provisions of this chapter of this code or of the design and improvement provisions of this chapter, and shall meet the following conditions:

1. No additional lot shall be created by any lot line adjustment.
2. No lot line adjustment shall be allowed unless all required off-site improvements are either completed and accepted by the city, or their construction is secured under applicable requirements contained in this chapter.
3. All proposed residential dwelling sites contained in a proposed lot line adjustment shall have a width at the front building line which is equal to or greater than the narrowest width lot, measured at the front building line, which fronts on the same street as the proposed dwelling site and which is located within the same block, or is across the street from the same block, in which the dwelling site is located.
4. All proposed parcels or building sites involved in a lot line adjustment shall abut on either an existing alley or adequate utility easement and on a public street.
5. Unusable parcels shall not be created as a result of any lot line adjustment.

B. Lot line adjustments shall be administered by the technical review committee. Each lot line adjustment shall be processed in accord with the standardized form and procedure recommended by the planning commission and approved by the city council.

C. The lot adjustment committee may approve or disapprove a request. Approval of a request shall be by unanimous signed consent of the total membership of the lot adjustment committee. Any disapproved request may be appealed to the planning commission and subsequently to the city council. (Prior Code, Chapter 16, as amended)