



# Lot-Split / Re-plat / Lot Line Adjustment Application

**Please PRINT or TYPE all information**

## APPLICANT INFORMATION

Name:	Email:	Phone #1
Mailing Address:		Phone #2
City:	State:	Zip:
Applicant's Interest in Property:		Fax #
		Indicate if you are the Architect / Builder or Developer / Consultant or Owner

## PROPERTY INFORMATION

Legal Description:	Physical Location / Address:
Proposed Subdivision Name:	Current Zoning:
Proposed Use:	Proposed Zoning:
Current Property Owner's Name:	

## IMPROVEMENTS

Describe the proposed changes:

## ENGINEER:

Name / Business Name:	Email:	Phone #1
Mailing Address:		Phone #2
City:	State:	Zip:
Engineer Oklahoma License Number:		Fax #

## LAND SURVEYOR'S NAME:

Name:	Email:	Phone #1
Mailing Address:		Phone #2
City:	State:	Zip:
Surveyor Oklahoma License Number:		Fax #

## SUBMITTAL REQUIREMENTS

- **PROJECT DESCRIPTION:** A letter stating a detailed project statement justifying the request.
- **LEGAL DESCRIPTION:** Of the property which may be obtained from the Canadian County Assessor's Office located in the Canadian County Courthouse in El Reno. The legal description can also be found on the deed to the property.
- **LOT SPLIT & LOT LINE ADJUSTMENT SURVEYS:** Two new surveys must be to scale showing proposed lot changes.
- **REPLAT SURVEY:** Survey must be to scale showing existing lots, public improvements and utilities and/or existing and proposed improvements. Must include any restrictive covenants to be included on the plat. Will need to submit 3 copies of site plan, 1 mylar and a digital PDF version.
- **RESTRICTIVE COVENANTS / APPROVALS OF WATER / SEWER PROVISIONS** (if applicable)
- **APPLICATION FEE OF \$300.00.** Check should be made payable to the City of Yukon
- **ADDITIONAL INFORMATION:** Additional Information may be requested as needed per case.

The applicant or his/her representative should be prepared to appear at public meetings to present the application to the Planning Commission and City Council unless the application can be Administratively Approved.

The applicant has prepared this application and supporting documentation and certifies that the facts stated herein, and exhibits attached hereto are true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### FOR ADMINISTRATIVE STAFF ONLY

#### APPLICATION MEETS CRITERIA FOR ADMINISTRATIVE APPROVAL:

\_\_\_\_\_  
Director or Designee's Signature

\_\_\_\_\_  
Date

#### PROCEDURE:

If Administrative Approval is applicable, this form must be accompanied by a Filing Agreement Approval Letter signed and notarized by the City Clerk and stamped with the City Seal as well as new surveys showing the new lot lines with legal descriptions. The letter, along with copies of the surveys must be filed by applicant at Canadian County preferably within 30 days. The filing agreement must be signed and returned to us with book and page information pertaining to the filing for our records.

*Note: A building permit cannot be issued until new lot information is filed at Canadian County.*