



City Staff to complete this section

CASE NUMBER \_\_\_\_\_

RELATED CASE #: \_\_\_\_\_

### APPLICATION FOR LOT SPLIT

- Application fee: \$100.00
- 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:

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RELATED CASE NUMBERS:

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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.**

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**UTILITY COMPANY RELEASE SIGNATURES**

**PROJECT NAME:**

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ONG (OKLAHOMA NATURAL GAS):

DATE:

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PSO (PUBLIC SERVICE COMPANY OF OKLAHOMA):

DATE:

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COX COMMUNICATIONS:

DATE:

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WINDSTREAM:

DATE:

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RURAL WATER DISTRICT #4:

DATE:

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(IF APPLICABLE)

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**LOT(S) PRIOR TO SPLIT**

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

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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:

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LOT DIMENSIONS AND SQUARE FOOTAGE:

PROPOSED USE:

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**LOT 1 INFORMATION**

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

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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:

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LOT DIMENSIONS AND SQUARE FOOTAGE:

PROPOSED USE:

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**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 ADDITONAL 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**

DATE SUBMITTED  
STAMP

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 \$100.00

**UTILITY COMPANY CONTACTS**

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