



**ROGERS COUNTY
PLANNING COMMISSION**

County staff to complete this section
Case # _____ Payment Received: _____
Hearing Date: _____ Time: 4:00 P.M.
Meeting Location: City of Claremore-City Hall,
City Council Chambers, 104 S. Muskogee

LOT SPLIT APPLICATION

Fee: \$50.00 (Without Waiver)

Fee: \$75.00 (With Waiver)

DATE OF APPLICATION _____

- Please See attached application guidelines.
- All plans and surveys must be drawn to scale and noted on plans.
- Application must be submitted a minimum of thirty (30) days prior to the Planning Commission hearing.
- All documents larger than 8-1/2" x 11" must be folded to that size. Please submit one paper copy of the proposal in plan form and if possible one electronic copy in PDF format.
- Letters from Water Department/District stating water is available to property must be submitted with application.
- The current property owner must sign the application.

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Name of Applicant (PRINT) _____

Address _____ City _____ Zip Code _____

Email or Fax _____ Phone _____

=====

Name of Property Owner (PRINT) _____

Address _____ City _____ Zip Code _____

Email or Fax _____ Phone _____

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Section _____ Township _____ Range _____

County Parcel Number _____ Acreage _____ No. of Lots _____ Present Zoning _____

Name of the Title/Abstract Company for Notifications _____

Legal Description of Tract (May be attached) _____

Address of Property being split _____

General Location _____

Does this lot split action involve a waiver of a provision of the Rogers County Subdivision Regulations (Sec 105 & 402b)? * Yes ___ No ___

*If yes (with waiver) means you are not platting property due to split

Any private deed/plat restrictions on this property which might impact building setbacks, height or use? Yes ___ No ___

If yes, explain _____

**LOT 1
LEGAL DESCRIPTION OF THE 1ST TRACT TO BE CREATED**

Streets or Street the 1st Track fronts/faces _____

Lot Dimensions and Square footage _____

Proposed Use _____

**LOT 2
LEGAL DESCRIPTION OF THE 2ND TRACT TO BE CREATED**

Streets or Street the 2nd Track fronts/faces _____

Lot Dimensions and Square footage _____

Proposed Use _____

**LOT 3 (if applicable)
LEGAL DESCRIPTION OF THE 3RD TRACT TO BE CREATED**

Streets or Street the 3rd Track fronts/faces _____

Lot Dimensions and Square footage _____

Proposed Use _____

I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE 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

SIGNATURE OF PROPERTY OWNER _____ DATE _____

PRINT

=====

Subscribed and sworn to before me this _____ day of _____, 20 _____

My Commission Expires: _____



(NOTARY PUBLIC)

DO NOT FILL THE FOLLOWING PAGES OUT

**The following pages are to be taken to the Abstract Company along with a copy of your Lot Split Application
AFTER Planning Commission has assigned a hearing date.**

NOTICE TO PROPERTY OWNERS
FOR LOT SPLIT APPLICATION REQUIRING WAIVER

The Rogers County Land Records indicate you are the owner of property abutting the below described property, to-wit: (include address of property)

The Owner of the above described property _____
(PRINT) Owner's Name

has applied for a Lot Split so they may _____
_____.

A public hearing on this application will be held by **CITY OF CLAREMORE-ROGERS COUNTY** Metropolitan Area Planning Commission, whose address is 200 S. Lynn Riggs Blvd., Claremore, Oklahoma, 74017, telephone number 918-923-4874. This hearing will be held

_____, 20____

at 4:00 p.m. in the Claremore City Hall, City Council Chambers, 104 S. Muskogee Ave., Claremore, Oklahoma.

You may appear, if so desired, either in person or by Agent or Attorney and be heard. The hearing of this appeal is not limited to those receiving copies of this notice and if you know of any neighbor or effected property owner, who for any reason failed to receive a copy, it would be appreciated if you would inform them of this hearing.

BY: _____ Date: _____

SUGGESTED LEGAL NOTICE

Published in the _____, _____,
(Name of Newspaper) (City)

OKLAHOMA, on _____, 20_____.
(State) (Date)

Pursuant to Title 19, O.S. Section 866.1 to 866.36 a public hearing will be held by the **CITY OF CLAREMORE-ROGERS COUNTY** Metropolitan Area Planning Commission on, _____

_____, 20 _____ at 4:00 in the Claremore City Hall, 104 S. Muskogee Ave., City Council Chambers, Claremore, Oklahoma, to hear the application of: _____

for a Lot Split requiring a Waiver of a provision of the Rogers County Subdivision Regulations for the following described property, to-wit:

(Insert complete legal description in this space & address of property)

Those who may have an interest in the above described matter may appear and be heard.

BY: _____

NOTE TO APPLICANT:

State Law requires this legal notice include a map containing enough detail that the public will be able to determine the subject property location.

**TO: CITY OF CLAREMORE-ROGERS COUNTY METROPOLITAN AREA
PLANNING COMMISSION**

In the matter of the application of _____) FILE# _____
_____))
(Applicant)

AFFIDAVIT OF MAILING

I, _____ of lawful age and being first duly sworn upon oath state; that I did on the _____ day of _____, 20_____, at the request of the **CITY OF CLAREMORE-ROGERS COUNTY** Metropolitan Area Planning Commission, mail and deposit in the United States Post Office at Claremore, Oklahoma, with postage thereon prepaid, correct and true copies of "Notice to Property Owners", to all owners of record of property abutting the property that is the subject of this application, at their last know mailing addresses as follows, to-wit:

	<u>NAME</u>	<u>ADDRESS</u>
1.		
2.		
3.	*****SEE ATTACHED*****	
4.		
5.		

Dated this _____ day of _____, 20_____.

(ABTRACTOR-AGENT)

Subscribed and sworn to before me this _____ day of _____ 20_____.

(NOTARY PUBLIC)

SEAL

My Commission expires: _____

Commission Number _____

APPLICATION GUIDELINES FOR LOT SPLIT ROGERS COUNTY ZONING ORDINANCES – CHAPTER 20

- **TIME FOR FILING:** Each Application shall be filed with the Planning Commission at least thirty (30) days prior to the date of the public hearing at which it is to be considered, unless the Planning Commission by a two-thirds (2/3) vote permits a shorter period for reasons shown.
- **FILING FEE:** \$50.00 without waiver, \$75.00 with waiver – Payable on presentation of application to the Rogers County Planning Commission.
- Notice of such hearing shall be mailed (15) days prior to hearing. Within ten (10) days of the filing date of the application, the applicant will file a completed “Affidavit of Mailing”, prepared by a licensed Abstractor, with the Planning Commission. Failure to file the Affidavit of Mailing within the allotted time, or if the mailing list is found to be incorrect, may be grounds for the Commission to deny the application.
- Mailings of “Notice to Property Owners” will be mailed to all owners of record, at their last known mailing address, of property abutting the affected property.
- Plot plans, photographs and other factual information and evidence which will help the Commission reach an intelligent decision must be attached.

Regular meetings of the City of Claremore-Rogers County Metropolitan Area Planning Commission are held on the **FIRST** and **THIRD TUESDAY** of each month. The meetings are called to order at **4:00 p.m.**, in the **CLAREMORE CITY HALL, 104 S. MUSKOGEE AVE., CITY COUNCIL CHAMBERS, CLAREMORE, OK.**

**GUIDELINES FOR LOT SPLIT REQUIRING WAIVERS
ROGERS COUNTY, OKLAHOMA**

For those lots splits that involve a waiver of a subdivision regulations or zoning requirements, the review procedure shall follow the guidelines listed in the appropriate section below. The Planning Commission shall approve or disapprove the application. Application must be submitted a minimum of thirty (30) days prior to Planning Commission hearing.

For those lot-splits that involve a waiver of a provision of these Regulations, the procedure shall be as follows:

- a) A cut-off date shall be observed which coincides with that of the submission of subdivision plats.
- b) The Planning Commission Staff shall present the application and waiver request including all applicable documentation such as utility letters to the County Engineer for review and recommendation.
- c) The recommendation of the County Engineer shall be compiled with the Planning Staff's recommendation and the application shall be heard at the next Planning Commission meeting.
- d) The Planning Commission shall hold a hearing on the lot-split as follows:
 - i. Notice of such hearing shall be required only on lot-splits requiring waivers and be given to the abutting property owners (including lot owners separated only by a residential street) by the mailing of a written notice ten (10) days prior to the hearing before the Planning Commission of the application for waiver and lot-split approval;
 - ii. The Planning Commission shall review the requested lot-split and either approve or disapprove the requested waiver;
 - iii. If approved, the lot-split approval may also be subject to the approval of the Board of Adjustment if a variance of a zoning requirement is involved;
 - iv. If the application is disapproved, the applicant may appeal the decision of the Planning Commission to the District Court as provided in Title 19, Oklahoma Statutes Section 863.10; and
 - v. Reasonable conditions may be imposed by the Planning Commission in the granting of a modification from these Subdivision Regulations.