



TULSA COUNTY PLANNING COMMISSION

INCOG - 2 West 2nd Street, Suite 800 - Tulsa, Oklahoma 74103 - (918) 584-7526

incog.org

LOT LINE ADJUSTMENT

APPLICATION INFORMATION

RECEIVED BY: _____ DATE FILED: _____ CASE NUMBER: _____

RELATED CASE: _____ PARCEL #: _____

SUBJECT PROPERTY INFORMATION

ADDRESSES OR DESCRIPTIVE LOCATION: _____

LOT LINE ADJUSTMENT ☐ LOT LINE ADJUSTMENT (COMBINATION ONLY) ☐

PRESENT USE: _____ PRESENT ZONING: _____ T-R-S: _____ CCD: _____

☐ CITY WATER: _____ ☐ RURAL WATER DISTRICT: _____ ☐ WELL

☐ CITY SEWER _____ ☐ SEPTIC/AEROBIC SYSTEM

LETTERS FROM CITY UTILITIES OR RURAL WATER DISTRICTS ARE REQUIRED IF UTILIZING THOSE SOURCES.

MODIFICATION FROM SUBDIVISION AND DEVELOPMENT REGULATIONS REQUESTED (IF ANY):

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.	
SIGNATURE & DATE:	

DOES OWNER CONSENT TO THIS APPLICATION ☐ Y ☐ N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER?

APPLICATION FEES (Make checks payable to INCOG)		
TOTAL DUE:	\$ 150	RECEIPT NUMBER:

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

SUBMITTAL REQUIREMENTS:

Survey Requirements (Involving Land Divisions) – A survey must accompany your application at the time of submission. All Lot Line Adjustments involving the division of land require a survey of the original parent tracts and clearly describing the actions wishing to be taken in the application. This document must be prepared and stamped by a licensed surveyor. Please refer to the Lot Line Adjustment Checklist available at incog.org or in our office for complete survey requirements.

Requirements (Combination Only)- Applications must include an exhibit clearly identifying the legal descriptions of the tracts wishing to be combined. If Tracts are not vacant please provide site plan showing location of all existing buildings. Please be prepared to email the exhibits in an electronic word document if requested by TCPC staff.

Documents should be no larger than 11 x 17 inches.

DISPOSITION

PAR RECOMMENDATION: _____ ADMINISTRATIVE/TCPC ACTION: _____ DATE: _____

LAND USE ADMINISTRATOR SIGNATURE: _____

CONDITIONS/COMMENTS: _____

INSTRUMENTS RELEASED: _____



LOT LINE ADJUSTMENT

Tulsa County Planning Commission (TCPC) Case Number: CLLA-_____

ACKNOWLEDGEMENT OF PLATTING REQUIREMENTS:

I understand that no application may be approved by the land use administrator or the planning commission if approval of the application would result in the creation of 5 or more lots from the parent tract, as calculated cumulatively for the 5-year period immediately preceding the submittal date of the application for lot-split/adjustment. Land divisions that result in the creation of 5 or more lots from a parent tract, calculated as described in the foregoing sentence, are subject to a platting requirement. If during evaluation of your application staff learns that approving your application would result in 5 or more lots, staff will withdraw your application. Fees paid for your application will be refunded at the sole discretion of the land use administrator.

Signature and Date _____

ZONING CONFORMITY ACKNOWLEDGEMENT:

I understand that no application may be approved by the land use administrator or the planning commission if approval of the application would result in a lot that does not comply with the zoning code. If during evaluation of your application, staff learns that approving your application would result in a lot that does not comply with the zoning code, staff will withdraw your application, and you will be advised to seek relief from the applicable Board of Adjustment. Fees paid for your application will be refunded at the sole discretion of the land use administrator.

Signature and Date _____

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LOT LINE ADJUSTMENT

TCPC LOT LINE ADJUSTMENT CHECKLIST

Requirements for a Lot Line Adjustment application. More information and materials may be necessary before approval.

ALL LOT LINE ADJUSTMENTS

Lot and Area Requirements:

- ✓ Average lot width
- ✓ Lot area (does not include property within the planned right of way)
- ✓ Land area (County only)
- ✓ Street frontage
- ✓ Open space/Livability space
- ✓ Building setbacks

COMBINATIONS ONLY

- ✓ Legal description of each individual existing tract to be combined
- ✓ Site plan or survey showing lot lines and all existing structures, if lots are not vacant

ADJUSTMENTS INVOLVING LAND DIVISION

Legal Descriptions:

- ✓ Legal description of each existing tract
- ✓ Legal description of each lot that results from the split, including the remainder
- ✓ Separate legal description for each tract required to be tied to another tract

Survey Showing: (11x17, North Arrow & Scale, Signed and Sealed by Surveyor)

- ✓ Proposed split line(s) with new dimensions for each tract
- ✓ Location and names of all abutting streets
- ✓ Planned right-of-way per the Major Street and Highway Plan, available at:
http://www.incog.org/Mapping_GIS_Resources/mapping_map_index.html
- ✓ Location of septic tank and lateral lines (if applicable)
- ✓ Closure report

Non-Residential:

- ✓ Location of all existing buildings with distance from new lot lines
- ✓ Proposed use of each tract and gross floor area of each building
- ✓ Location of all existing ground signs and amount of display surface area for each sign
- ✓ Location of all existing parking areas with the number of spaces on each of the new lots
- ✓ Location of landscaped areas with size

Residential:

- ✓ Location of all existing buildings with their use and distance from new lot lines
- ✓ Location of all driveways and parking areas with dimensions
- ✓ Amount of open space on each proposed tract if lots are small with coverage by buildings and drives

Additional Information:

- ✓ You may be required to deed appropriate right-of-way to the City/County to conform to the Major Street and Highway Plan
- ✓ Letter from water district and/or sewer supplier stating water and/or sewer will be supplied to all tracts is required with submittal (if other than City of Tulsa services)
- ✓ Additional permits and testing will be required by the Oklahoma Department of Environmental Quality before any permits are issued for additional septic or aerobic systems
- ✓ When writing new deeds, leave a blank space of 4 x 1.5 inches for the TCPC approval stamp on pages containing legal descriptions

✓ Please have the surveyor or person who writes the legal descriptions of the properties provide us with a digital text (not an image or PDF) version of these legal descriptions (a .txt or Microsoft Word document, for example).

✓ Please send us all documents in high resolution. Our team needs to be able to read all text and numbers in the surveys.