
CITY OF CHOCTAW

SHORT FORM SUBDIVISION APPLICATION (LOT SPLIT)



**SHORT FORM SUBDIVISION (LOT SPLIT)
APPLICATION**

(Please Print (In Ink) or Type)

Applicant: _____

Address: _____

Phone: _____

Property address: _____

Legal Description: _____

No. of Acres: _____

No. of Proposed Tracts: _____

Property zoning district: _____

I hereby certify and attest that I am the current and legal owner of the above described property located in the City of Choctaw and that I received a copy of the Policies and Procedures regulating this application..

Signature of Owner, or authorized Agent*

Date

***Owner or authorized agent must be present at public meeting.**

**

(For Official Use only)

County Parcel Number: _____

SHORT FORM SUBDIVISION (LOT SPLIT) POLICIES AND PROCEDURES

Please provide the following information and documents which must be completed in full and received by the City of Choctaw at least forty-five (45) days prior to the Planning Commission's regular scheduled meeting (first Thursday of each month). If any requirement(s) are not satisfied, a reason is thereby created for the removal of this application from the Planning Commission agenda.

1. DOCUMENTS REQUIRED FROM APPLICANT

- A. Provide a copy of the original deed indicating the legal description of the tract, site or parcel proposed for split.
- B. If your property fronts a section line road, a 17' easement is required (additional to the statutory 33' right-of-way). If your property fronts a street less than 50' wide, a 25' or less easement is required from the centerline. No tract shall be created or designated on a public street with frontage less than required by zoning. No easement will be created that might be used as a private road in the future..
- C. Provide a copy of the percolation test results for septic tanks approved by the City-County Health Department (if applicable).
- D. Provide a copy of water well drilling approval by the City-County Health Department (if applicable).

2. DOCUMENTS REQUIRED FROM A REGISTERED SURVEYOR

Certified surveys, prepared by a land surveyor registered in the State of Oklahoma, shall be submitted on the original tract and the resubdivision thereof. The surveys shall show the following:

- A. Provide one (1) certified survey sketch of total site:
 - 1. Legal description of total area and computed area to the hundredth of an acre.
 - 2. Scale, North point, and date.
 - 3. Key Map showing the location of the tracts referenced to existing and proposed major streets and section line roads.
 - 4. Location of existing buildings (size and type) and dedicated streets at the point where they adjoin and/or are immediately adjacent to the site.
 - 5. Length of boundaries of the tracts created and proposed location and width of streets, alleys, and types of easements and building setback lines where applicable.
 - 6. Location of utilities including existing or proposed, whether on or adjacent to site.
 - 7. General drainage shown by use of directional arrows.
 - 8. Surveyor's Certificate: Original signature and seal of the registered land surveyor preparing the plat of survey properly notarized.
- B. Provide one (1) certified survey sketch for each resulting new tract:
Other requirements same as paragraph A. above.
- C. Provide one (1) Deed for each new tract created with legal description and name of seller.
Note: If property is on a private road, the new deed must be clearly marked as such.

3. GENERAL REQUIREMENTS

- A. No more than three (3) tracts, parcels or lots shall be created or approved from the original legal description.
- B. For the land subdivision described immediately above, the land shall not be resubdivided for a period of two (2) years from the date of creation or approval of the short form subdivision, unless it is fully platted.
- C. No Deed describing land in a tract of ten (10) acres or less shall be filed of record without prior approval of the City.
- D. Minimum lot size and area regulations shall be in conformance with the appropriate zoning district except for the following:
 - 1. Minimum frontage for septic tanks is 120 feet.
 - 2. Minimum lot size for septic tanks is 24,000 square feet.
 - 3. Lot size is net size (does not include rights-of-way or road easements (public or private)).
 - 4. Private road location - minimum lot size is 2 acres net.
- E. Survey pins on all corners. Tracts to be posted and flagged adequately to be visible from the public street.
- F. Property shall be posted with a "Public Notice" sign.

FEES (Non-Refundable)

1. Filing fee	\$	100.00
2. Public Notice Sign fee	\$	45.00
3. Water and Sewer Development Fee	\$	300.00/per unit
(does not apply to property served by Choctaw Utility Authority water and sewer services)		
4. Emergency Siren Fee	\$	25.00/per lot

Applicant's Signature: _____ **Date:** _____

SHORT FORM SUBDIVISION (LOT SPLIT)
CHECKLIST
(For official use only)

Permit #: _____

The following information and documents must be completed and reviewed by Code Administrator, with Staff letter returned to City Clerk prior to being placed on the Planning Commission/Council agenda. There are no exemption for design requirements (Subdivision regulations Sec. 7.02). Applicant or representative (with written proof from applicant) must be in attendance for the Planning Commission meeting.

1. Zoning District: _____ Min. Lot size for zone: _____ sqft.
(Min. 24,000 sqft. for Septic Tank)

2. Utilities: City Water: _____ Private Well: _____
 City Sewer: _____ Septic Tank: _____

3. Frontage on Public Road: _____ ft. Required for zone: _____ ft.

4. Documents prepared and signed by registered land surveyor:
 - A. Survey sketch of total site with legal description and area, showing location, width and type of all easements showing whether existing or proposed:
yes [] no []

 - B. Survey sketch and legal description of each site split out with area, showing location, width and type of all easements showing whether existing or proposed:
yes [] no []

5. Copy of filed Deed on base tract furnished:
yes [] no []

6. On existing improved lots, will resulting tracts still meet zoning district requirements? (See Planning and Zoning Regulations):
yes [] no []

7. Staff Report received:
yes [] no []

8. Additional 17' easement document received (if applicable):
yes [] no []

9. Filing Fee paid
yes [] no []

10. Public Notice Sign posted
yes [] no []

Signature of Official

Date

**ZONING AND PLATTING
FEE SCHEDULE**

Permit Number: _____

A.	Zoning Amendment Filing Fee	\$ 200.00	\$ _____
B.	Uses Permitted on Review Filing Fee	\$ 50.00	\$ _____
C.	Variance Filing Fee	\$ 50.00	\$ _____
D.	Short Form Subdivision Filing Fee	\$ 100.00	\$ _____
E.	Platting Fees		
	1. Preliminary Plat Filing Fee	\$ 500.00	\$ _____
	2. Final Plat Filing Fee	\$ 200.00	\$ _____
	3. Capital Improvement Fund Fees		
	a. per residential unit	\$ 300.00	\$ _____
	b. for other platted areas, per sqft	\$ 0.03	\$ _____
	4. Inspection Fees		
	a. Est. cost of const. to \$ 2,000	\$ 3.5%	\$ _____
	b. Est. cost of const. (\$ 2,001 to 5,000)	\$ 3.0%	\$ _____
	c. Est. cost of const. (\$ 5,001 to 10,000)	\$ 2.5%	\$ _____
	d. Est. cost of const. (\$ 10,001 to 25,000)	\$ 2.0%	\$ _____
	e. Est. cost of const. (\$ 25,001 to 50,000)	\$ 1.5%	\$ _____
	f. Est. cost of const. over \$ 50,000	\$ 1.0%	\$ _____
F.	Public Notice Sign Fee	\$ 45.00	\$ _____
G.	Ordinance Publication Fee	\$ actual cost	\$ _____
H.	Public Hearing Advertisement	\$ actual cost	\$ _____
I.	Emergency Siren Fee	\$ 25.00/lot	\$ _____
		TOTAL COST	\$ _____

Receipt No.: _____

Date: _____

Signature of Official
