



**OKLAHOMA COUNTY  
PLANNING COMMISSION  
320 Robert S. Kerr, Suite 101  
Oklahoma City, Oklahoma 73102**

**Lot Split Procedures,  
Requirements and Application**

A lot split is required in Unincorporated Oklahoma County when the lot split creates the division of land into two (2) lots.

There is a maximum of one lot split allowed per property per owner **A minimum of two acres is required for any parcel created by a lot split in areas zoned AA - Agricultural and Rural Residential, and a minimum of 150 feet of lot frontage is also required.**

A *complete* lot split application must be submitted in addition to a \$10.00 administrative fee. The following information is required for all lot split applications:

1. A completed and signed application form. The applicant must be the *landowner or authorized agent* of the landowner. A notarized letter of authorization from the land owner must be submitted with the application if the lot split is being requested by an authorized agent.
2. \$10.00 administrative fee.
3. Compliance with the Oklahoma County Board of County Commissioner's resolution #195-02 concerning flood hazard prevention.
4. Certified survey of the entire property (before proposed split) and certified survey of proposed lot split.
5. Relation to major section line roads.
6. Property lines and dimensions.
7. Legal description of the proposed lot split (should be two separate legal descriptions).
8. Survey pin locations.
9. Registered engineer or surveyor seal and signature.
10. Acreage of proposed lot.
11. Percolation test required for lot to be developed. Must be signed and certified by the Department of Environmental Quality (DEQ). DEQ may be reached at (405) 702-6222.
12. Notarized, signed Warranty Deeds.

If you have any questions, please contact the following personnel:

*Tyler Gammon*, Oklahoma County Planning Director (405) 713-1361  
*Ruth Walters*, Oklahoma County Planner (405) 713-1357



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**Lot Split Application**

1. \_\_\_\_\_  
Applicant Name - - please print

2. \_\_\_\_\_  
Applicant Address - - please print

3. \_\_\_\_\_ ( ) \_\_\_\_\_  
City State Zip Phone Number

4. \_\_\_\_\_  
Address of Proposed Lot Split

5. \_\_\_\_\_  
Legal Description of Property to be Split

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. \_\_\_\_\_ 7. ( ) \_\_\_\_\_  
Property Owner Property Owner Phone Number

8. \_\_\_\_\_  
Proposed Use of Property

\_\_\_\_\_  
\_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_  
Applicant's Signature Date

<b>For Office Use Only</b>	
Application No: _____	Date: _____
Payment Received From: _____	Check No: _____ Amount: _____
Payment Received By: _____	Revised 11/2003