



## COWETA MINOR SUBDIVISION AND LOT COMBINATION PROCEDURES

A minor subdivision is the process of dividing a lot of record into two or three lots and is required for any division of land. A lot combination is the combining of two or three lots.

The first step in making an application is to visit with the planning staff at the City of Coweta. The purpose of the pre-application conference is to review your proposed minor subdivision and development of the site, as well as to learn how, if any, Coweta plans may affect the site in question (i.e. need additional right of way, water or sewer service...).

Provide staff with the following:

- Legal description
- \$25.00 filing fee
- Completed application form
- Drawings/survey and 3+legal descriptions: original tract and the new tracts being created. The drawings shall include all existing and proposed lot lines, all existing buildings and improvements and their distances from lot lines, adjacent streets and their widths, a north arrow and scale. The subdivider is encouraged to limit drawing sizes to 8 ½” by 14”.

Upon receipt of the completed form and other required materials, the City Planner will begin preparing your case for review and assign you a case number. Minor subdivisions may require a Technical Advisory Committee review. Requirements for utilities, easements, spacing and design will be discussed for the minor subdivision at the meeting. The City Planner will inform you about the meeting date, time and place. Minor subdivisions meeting all bulk and area requirements of the corresponding zoning district can be administratively approved by Staff.

If the minor subdivision is approved, you will be required to bring your original deed to the city offices to be signed by the City Clerk and Mayor. After being signed by the City Clerk and Mayor, the deed is to be taken to the County Clerk’s office at the County Courthouse for filing.

All above information is for general guidance. For further details, call the City of Coweta, 486-2189.

Case Number \_\_\_\_\_  
TAC Meeting Date \_\_\_\_\_

# COWETA MINOR SUBDIVISION APPLICATION

Coweta City Hall 310 S Broadway Coweta, Oklahoma 74429- (918) 486-2189 FAX (918) 486-5366

www.cityofcoweta-ok.gov

## APPLICATION INFORMATION

APPLICATION DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_ MINOR SUB NUMBER \_\_\_\_\_  
 PRIOR MINOR SUB? [ ] YES [ ] NO TO TAC: \_\_\_\_\_ TO PC: \_\_\_\_\_  
 [ ] CITY [ ] COUNTY REFERRAL CITIES: \_\_\_\_\_  
 BOARD OF ADJUSTMENT REFERENCE CASE: \_\_\_\_\_ BOA HEARING DATE IF PENDING: \_\_\_\_\_

## SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_  
 LEGAL DESCRIPTION OF UNDIVIDED TRACT \_\_\_\_\_  
 PRESENT USE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ S-T-R: \_\_\_\_\_ CZM: \_\_\_\_\_  
 PROPOSED USE: \_\_\_\_\_  
 WATER SUPPLY: \_\_\_\_\_ SANITARY SEWER: \_\_\_\_\_ Wagoner Co. Tax ID#: \_\_\_\_\_

| <b>INFORMATION ABOUT YOUR MINOR SUBDIVISION PROPOSAL</b>  |   |
|---|---|
| <b>ORIGINAL TRACT: (PLEASE ATTACH)</b>  | <b>TRACT 1 LEGAL: (PLEASE ATTACH)</b>   |
| STREET FRONTAGE:  | STREET FRONTAGE:                        |
| LOT WIDTH:  | LOT WIDTH:                              |
| LOT SIZE  | LOT SIZE                                |
| INST. RELEASED:   | INST. RELEASED:                         |
| <b>TRACT 2 LEGAL: : (PLEASE ATTACH)</b>   | <b>TRACT 3 LEGAL: : (PLEASE ATTACH)</b> |
| STREET FRONTAGE:  | STREET FRONTAGE:                        |
| LOT WIDTH:  | LOT WIDTH:                              |
| LOT SIZE  | LOT SIZE                                |
| INST. RELEASED:   | INST. RELEASED:                         |
| <b>APPLICANT INFORMATION</b>  | <b>PROPERTY OWNER INFORMATION</b>       |
| NAME  | NAME                                    |
| ADDRESS   | ADDRESS                                 |
| CITY, ST, ZIP   | CITY, ST, ZIP                           |
| DAYTIME PHONE   | DAYTIME PHONE                           |
| E-MAIL  | E-MAIL                                  |
| FAX   | FAX                                     |
| 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

FEE: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_

## PROCESS TRACKING

WATER: SENT \_\_\_\_\_ ACTION \_\_\_\_\_ DATE \_\_\_\_\_  
 SEWER: SENT \_\_\_\_\_ ACTION \_\_\_\_\_ DATE \_\_\_\_\_  
 SEPTIC: SENT \_\_\_\_\_ ACTION \_\_\_\_\_ DATE \_\_\_\_\_  
 APPROVAL ADVISED: CITY \_\_\_\_\_ COUNTY \_\_\_\_\_

## DISPOSITION

PRIOR APPROVAL DATE: \_\_\_\_\_ TAC RECOMMENDATION: \_\_\_\_\_ PC ACTION: \_\_\_\_\_ DATE/VOTE: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_