

CHAPTER III MINOR SUBDIVISION

3.1 INTENTIONS:

This chapter is intended to provide for a simplified method of regulation and subdivision of small numbers of lots while still requiring that such subdivision meets all the requirements of applicable ordinances and regulations.

3.2 JURISDICTION:

Any resubdivision, reorganization, lot combination, or division of land which shall contain not more than three (3) lots and further shall not adversely affect the development of the remainder of the parcel or adjoining property and shall not be in conflict with any provision or portion of the comprehensive plan, zoning ordinance, or other applicable ordinance or regulation of the city.

3.3 APPLICATION PROCEDURE:

The subdivider shall submit the minor subdivision application to the City Planner on forms provided by the planner, pay the application fee in an amount as provided by ordinance, and shall submit drawings of the proposal in accordance with the following requirements:

3.3.1 Copies:

Twelve copies of a scaled drawing shall accompany the application.

3.3.2 Specifications:

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.

3.3.3 Size:

The subdivider is encouraged to limit drawing sizes to 8 ½ inches by 14 inches.

3.3.4 Legal Description:

A complete legal description of entire property and properties including original/existing and after minor subdivision.

3.4 CITY PLANNER REVIEW:

The City Planner, upon receiving the minor subdivision application, shall:

3.4.1 Distribute:

The City Planner shall distribute copies of the application form and drawings to the Technical Advisory Committee.

3.4.2 Field Check:

The City Planner shall visually inspect the lots proposed to be subdivided.

3.4.3 Review:

The City Planner shall review the application for conformance with the Zoning Code, PUD conditions, Board of Adjustment actions, these Subdivision Regulations, and other city ordinances.

3.4.4 Recommendations:

The City Planner shall prepare recommendations including comments of officials, agencies and departments having an interest in the proposal.

3.4.5 Schedule Hearings:

The City Planner shall schedule the minor subdivision to be heard before the Technical Advisory Committee.

3.5 TECHNICAL ADVISORY COMMITTEE REVIEW:

The City Planner shall present the application at a regular Technical Advisory Committee meeting where the minor subdivision may be reviewed by the total membership of that Committee, including all utility companies, the County Health Department, the Public Works Director and the City Engineer.

3.6 ADMINISTRATIVE REVIEW:

Minor subdivisions meeting all bulk and area requirements of the corresponding zoning district can be administratively approved by Staff.

3.7 APPROVAL GUIDELINES:

The minor subdivision applications must meet the minimum Design Standards that are contained in chapter IV.

3.7.1 Lots:

- A. Lot dimensions shall conform to Zoning Code standards. In the event that the proposed tract to be subdivided does not lie within the force and effect of the Zoning Code, it is deemed desirable that single-family residential lots be a minimum of sixty (60) feet in width and six thousand (6,000) square feet in area.
- B. If the property to be subdivided is not served by public sanitary sewers and or public water, such lots to be subdivided shall exceed the requirements set forth in 3.7.1 A. above with sufficient additional area to properly accommodate a suitable private sewage disposal devices and have access to a suitable water source, tests shall be made accordingly, with the determination to be made by the County Health Department and reported by it to the City Planner.
- C. Corner lots should have such extra width and area as may be necessary to permit appropriate setbacks on both streets while insuring that adequate build able space remains (see Zoning Code Requirements).

3.7.2 Easements and Utilities:

Where a minor subdivision will result in a lot having inadequate access to utilities, dedication of easements shall be required in accordance with the recommendations of the Technical Advisory Committee.

3.7.3 Access and Streets:

A. Where a property to be subdivided is controlled by non-access provisions, no lot shall be approved where such provision will preclude access for said lot. An amendment of "limits of no access" on a recorded plat must be approved by the Planning Commission and City Council and filed of record if there is a restricted access provision on a street of the recorded plat on which the property has access. A denial of access change constitutes a denial of the requested minor subdivision.

3.7.4 Sewage Disposal:

A. Where a tract to be subdivided abuts a public sanitary sewer, no subdivision should create a lot, which is cut off from said sewer unless the approval of the Water and Sewer Department of the City of Coweta is obtained.

B. Where no sewers are reasonably accessible, each lot shall meet the minimum standards as set forth by the Wagoner County Health Department. The minor subdivision may be approved by the Coweta Planning Commission subject to the approval of a passing perk test by the Wagoner County Health Department.

C. A public water supply serving each lot is required.

D. A passing soil percolation test shall be required for each lot created as required for subdivisions.

3.7.5 Certificate of Approval:

Approval shall be shown by certificate on the instrument of transfer as required by state statute. The certification shall be signed by the City Clerk. The subdivider may then file the instrument with the County Clerk, the approval being an official document that will be contained in the abstract of the property being subdivided.