

**City of Stillwater
Lot Split
Chapter 23, Article 16**

Applications will be accepted Monday through Friday, from 8:30 AM to 11:30 AM
Per Resolution CC-2007-16

General lot split requirements and restrictions:

- a. No additional buildable tract shall be created by the division of property.
- b. No portion of the lot to be attached to an adjacent lot shall have an existing structure on it.
- c. The property to be divided shall have been previously platted and such plat shall have been recorded in the office of the County Clerk.
- d. Existing sidewalks and other improvements, as applicable, shall be extended across the entirety of the resulting lot.

This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

| APPLICANT | REQUIREMENTS | CITY |
|-----------|--|------|
| | Section 23.315 | |
| | COMPLETED APPLICATION FORM AND CHECKLIST | |
| | FILING FEE OF \$40.00 | |
| | TYPED LEGAL DESCRIPTION OF THE ENTIRE TRACT AND THE SUBDIVIDED LOTS EMAILED TO DIGITALS@STILLWATER.ORG | |
| | CERTIFIED SURVEY *** prepared by a registered land surveyor showing: <ol style="list-style-type: none"> a. Existing and proposed lot lines; b. Distances to all existing structures from proposed lot lines; c. Existing structure(s) and improvements such as driveways and sidewalks; d. Proposed private utility easements, if necessary when a service line crosses property boundaries; e. Date of field survey; f. Title block which shall include: <ol style="list-style-type: none"> 1. name of project; 2. property owner(s) with address and phone number(s) 3. deed book and page number of affected property; 4. current zoning; 5. name of preparer including address and telephone number; 6. date(s) of any revision(s). | |
| | DIGITAL SUBMISSION OF SURVEY EMAILED TO DIGITALS@STILLWATER.ORG | |

***Mortgage inspection surveys do not constitute the certified surveys required to establish property boundaries.

| INFORMATIONAL |
|--|
| Check for possible costs involved with moving any existing electric utility equipment due to plan boundaries. (Terms & Conditions of Service) |

Certification: I hereby certify that the information provided herein is both complete and accurate to the best of my knowledge and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Preparer's Signature _____ Date _____