



City of Tuttle

A SMALL COMMUNITY, WELL CONNECTED.

Community Development Department

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LOT SPLIT INFORMATION SHEET

Some proposed lot splits may require platting, amending existing plats, or re-platting. Please contact the Community Development Department to discuss your proposal early in the process so we can determine the appropriate process for you.

All required materials should be electronically submitted as PDF's. These can be emailed to planning@cityoftuttle.com.

Fees

The fee for a lot split is \$100.

You are also responsible for all direct costs incurred by third party reviews and inspections, including legal review and engineering oversight. These costs will be invoiced to you.

Eligibility

Section 34 of the Tuttle Subdivision Regulations does not permit for lot splits if:

- Any 20-acre parcel has been split into 3 or more parcels over any period of time;
- The existing parcel has been platted;
- If the parcel has been subject to a lot split within the previous 5 years.

Application

All required materials should be electronically submitted as PDF's. These can be emailed to planning@cityoftuttle.com.

The Lot Split Application must be filled out and submitted.

An accurate survey of the parent parcel must be submitted with the application. The survey must show the following:

- The proposed child parcels;
- All current and proposed easements (public and private);
- All structures on the parent parcel, including buildings, water wells, septic tanks and lateral fields, utilities and service lines (water, sewer, gas, fiber/communications, and electric), driveways, oil & gas structures, fences, etc.;
- Hydrologic features (creeks, flood zones, etc.);
- Adjacent streets and pertinent features/conditions; and
- Seal and signature of a certified land surveyor

The following additional documents are required to be submitted with the application:

- Proposed new deeds for each new parcel (for example, if you are splitting 5 acres from a 20-acre parent parcel, you will need to submit 2 new deeds, one for the new 5-acre parcel and one for the remaining 15-acre parcel). The deeds need to have an empty space (outside of the required 1-inch margins) 3 inches tall and 5 inches wide set aside for the City of Tuttle approval stamps. Attorneys and Title Offices can typically create these new titles for you.
- The legal description of all new easements to be dedicated to the City of Tuttle in MS Word format. Staff will prepare the easement dedication form and will return to you for your signature.
- If the parent parcel is not located adjacent to a section line road or a platted roadway, then a copy of all roadway/access easements demonstrating legal access from the parent parcel to public roadway will need to be submitted and plotted by the land surveyor.

- Proof of ownership (i.e. deed) may be necessary if staff cannot locate appropriate ownership documents on the County Clerk's online database.

Timeframe

Lot Splits will not be placed on the Planning Commission agenda until it has been reviewed and signed off by City staff for compliance with all applicable local, state, and federal regulations. Complete application packets, along with the fee, must be filled with the Community Development Department at least 2 weeks prior to the next available Planning Commission meeting date.

Any easements required to be granted to the City of Tuttle must be signed and returned to the Community Development Department prior to the Planning Commission meeting.

City Council approval is not required in most cases. After approval from the Planning Commission, the deeds will be signed by the City of Tuttle and returned to the applicant.

The applicant is responsible for filing the new deeds with the Grady County Clerk within 2 years of the approval from the Planning Commission.

Other Information

Lot split approval from the Planning Commission is not necessary if:

- All parcels created and remaining have a minimum size of at least 10 acres;
- No easement dedications (public and private) are necessary;
- No public or private streets extensions are required; and
- City/TPWA/TDA owned utilities do not need to be extended.

No more than 3 parcels may be created (including the remaining portion from the parent parcel).

All parcels must be developable/usable.

All parcels must meet all requirements of the Tuttle Zoning Code for the applicable zoning district it is located in, including lot size and street frontage requirements.

If a parent parcel has legal access to a public utility, the proposed lot split must not result in the any parcels losing access to the public utility, or otherwise losing its requirement to access a public utility due to distance issues.

If the applicant disagrees with or is denied by the Planning Commission, the applicant may appeal the Planning Commission's decision to the City Council.

Any request for a deviation from the standards of the Tuttle Subdivision Regulations will require City Council approval.

If the extension of any city streets or utilities is necessary, then City Council approval will be required.

As soon as you hire your surveyor, please encourage them to contact the Community Development Department to discuss with us what is needed. This conversation should decrease the likelihood the survey work will need to be redone and delaying approval.

The 911 addressing will be assigned by Community Development staff. You will need to fill out the 911 Address Request Form when you are ready to request an address.