



**INSTRUCTIONS
LOT LINE ADJUSTMENT
and / or
LOT SPLIT APPLICATION**

TO MAKE AN APPLICATION FOR LOT LINE ADJUSTMENT OR LOT SPLIT THE PROPERTY OWNER MUST PRESENT, AT LEAST TWO WEEKS PRIOR TO THE PLANNING COMMISSION MEETING, THE FOLLOWING TO THE TOWN CLERK AT THE GOLDSBY TOWN HALL, GOLDSBY, OKLAHOMA:

- 1. A completed application form**
- 2. Attach an original accurate survey or drawing of the lots involved, prepared and sealed by a land surveyor registered in the State of Oklahoma, drawn to scale, indicating the following:**

Attachment #1- Lot lines as platted, dimensioned by lengths and bearings or angles, showing:

- a. Adjacent street rights-of-way with names and widths**
- b. Building lines**
- c. All easements, and**
- d. Existing buildings, if any**

Attachment #2- Lot lines as proposed, dimensioned by lengths and bearings or angles, showing:

- a. Adjacent street rights-of-way with names and widths**
- b. Building lines**
- c. All easements, and**
- d. Existing and proposed buildings, if any**

Attachment #3- A revised legal description for each new lot.

- 3. An application fee of \$5.00 (non-refundable) for each lot or portion involved.**

The Planning Commission may approve or disapprove a request.

If approved by the Planning Commission and signed by the Town Clerk-Treasurer, the applicant will then file the approved Lot Split or Lot Line Adjustment with the McClain County Clerk.

(After recording the documents with McClain County return a copy to the Goldsby Town Hall)

A completed, approved and filed Lot Split/Lot Line Adjustment with the appropriate zoning classification is necessary before an application for a building permit can be approved.



**APPLICATION
FOR
LOT SPLIT OR LOT LINE ADJUSTMENT**

Date _____

Application No. _____

We, the undersigned, being owners of the following described property do hereby make application and petition to the Goldsby Planning Commission to allow the "Lot Split" or "Lot Line Adjustment" according to, Subdivision Regulations, Article 1. General and Administrative Provisions, Section 1-7 Exceptions to Regulations for the Town of Goldsby, McClain County Oklahoma. In Support of this application, the following facts are shown:

1. Property Location:

Street Number(s): _____

Existing Legal Description: _____

_____ (or see attached)

2. Zoning Classification: _____

3. Proposed Use of the Property: _____

4. No. of Lots _____ **@ \$5.00 each lot (non-refundable) Paid \$** _____

Signature of Owner(s)

Printed Name(s)

Lot Number

Phone Number

REQUIRED:

- Attachment #1 drawing and legal of existing lot
- Attachment #2 a. drawing showing new lot(s)
- Attachment #2 b. drawing showing remaining lot
- Attachment #3 a. legal descriptions of new lot(s)
- Attachment #3 b. legal description of remaining lot

Decision of the Goldsby Planning Commission _____ . Date _____

Member

Member

Member

Member

Goldsby Planning Commission Chairman

Building Inspector

Approved and Accepted on this _____ day of _____, 20_____.

Town Clerk