



The City of Oklahoma City
Planning Department, Subdivision and Zoning
 420 West Main Street, Suite 910, Oklahoma City, Oklahoma, 73102
 Phone: (405) 297-2623 – Web: <https://www.okc.gov>

ADMINISTRATIVE DEED APPROVAL

Request for Lot Split / Lot Line Adjustment / Deed Approval

Staff Use Only:

File Date: _____

Zoning: _____

Pre-Existing Exempted

RA District Use and Development Only

Pre-Annexation (Date: _____)

Address of Property (Leave blank if unknown or unassigned)

County Assessor account number

Name of County

SUBMITTAL REQUIREMENTS:

- One (1) copy of Proposed, unexecuted Deed(s) in a .pdf file format.
- One (1) copy of Proposed Legal Description(s) in a .pdf file format.
- One (1) copy of Boundary Survey or Site Plan, matching the proposed Legal Description, and showing North Arrow, existing property lines (dashed line), proposed property lines (bold line), and centerlines of frontage roads. Proposed boundary lines must include distance and bearing information.
- Maps, Site Plan and, or Survey Exhibits must be of 600dpi minimum resolution, and in a .pdf file format. Photographic file formats of drawings, maps, or other documents will not be accepted.
- A filing fee of \$50.00 per each Lot Split, or Deed must be remitted within One (1) business day of submittal confirmation. (Make checks payable to “City Treasurer”)

Property described by Metes and Bounds in excess of Five (5) Acres is not eligible for Deed Approval in accordance with OS 11 § 47-116, unless said property is part of a rural subdivision which includes the establishment of (1) or more private roadways.

An existing lot, tract, site, or parcel of land may be subdivided into no more than three (3) lots, tracts, sites, or parcels by Administrative Approval. Approval of the deed(s) submitted shall not create a substandard lot on existing remaining or adjoining property. Both deeds must be approved simultaneously.

Approved Deed(s) must be filed with the respective County Clerk by Applicant, or Agent.

Property Owner Information (if other than Applicant):

Name (please print)

Mailing Address

City, State, Zip Code

Phone

Email

Signature of Applicant

Applicant's Name (please print)

Applicant's Mailing Address

City, State, Zip Code

Phone

Email

Staff Notes: _____

Submit your Request by Email to Subdivisionandzoning@OKC.gov

Compressed files (.zip, etc..) or links to FileShare services (Dropbox, etc..) can not be accepted for security purposes.