

City of Nicoma Park
2221 Nichols Drive, P.O. Box 250, Nicoma Park, OK 73066
Phone: (405) 769-5673 ♦ Fax: (405) 769-1041

REQUIREMENTS FOR SUBDIVISION OF LAND/LOT SPLIT

(Sec. 4.021 of Subdivision Regulations)

1. Completed application for subdivision of land/lot split.
2. One drawing and legal description showing the property before the subdivision/lot split.
3. One drawing and legal description showing the proposed subdivision/lot split. (Drawing for 2 & 3 may be combined.) If the property contains easements, the easements should be included on the drawings.
4. Two deeds for the proposed lot split. (Deeds are required to be stamped by the City prior to submitting to county records.)
5. The two pieces of property must have access easements, if they do not border on streets providing ingress and egress.
6. City ordinance requires existing buildings be a minimum distance from the property line. (Required distance varies according to zoning district.)
7. If City sewer is not available on property being divided, minimum lot size is three-fourths to one acre per lot. (Minimum separation of water well and septic is fifty (50) feet.)
8. The application must be filed with the City Clerk, who will establish a schedule to present the application to the Planning Commission. Information must be received no later than one week prior to Planning Commission meeting date to be considered at that meeting.
9. The Planning Commission meets the third Thursday of the month. The Planning Commission will take action on the application and pass the proposed subdivision/lot split with their recommendation of approval or disapproval on to the City Council.
10. The City Council meets the first Tuesday of the month. They will take their action of final approval/disapproval.