



# TULSA METROPOLITAN AREA PLANNING COMMISSION

INCOG - 2 West 2nd Street, Suite 800 - Tulsa, Oklahoma 74103 - (918) 584-7526 - FAX (918) 583-1024

[incog.org](http://incog.org)

## EXEMPT LAND DIVISION

### APPLICATION INFORMATION

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

RELATED CASE: \_\_\_\_\_

PARCEL #: \_\_\_\_\_

### SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION OF UNDIVIDED TRACT: \_\_\_\_\_

PRESENT USE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ TRS: \_\_\_\_\_ CCD: \_\_\_\_\_

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.	
SIGNATURE & DATE: _____	

DOES OWNER CONSENT TO THIS APPLICATION [ ] Y [ ] N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

APPLICATION FEES (Make checks payable to INCOG)		
TOTAL DUE:	\$100	RECEIPT NUMBER:

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

### SUBMITTAL REQUIREMENTS:

**Survey Requirements**— All Exempt Land Divisions require a survey of the original parent tracts and exhibits clearly describing the final legal descriptions of the split tracts. This document must be prepared and stamped by a licensed surveyor or engineer. Please refer to the Exempt Land Division Checklist available at [tulsaplanning.org](http://tulsaplanning.org) or in our office for complete survey requirements. This must accompany your application at time of submission.

**Documents should be no larger than 11 x 17 inches.**

### DETERMINATION OF EXEMPT LAND STATUS

[ ] LAND DIVISION IS EXEMPT FROM A LOT SPLIT OR SUBDIVISION PLAT REQUIREMENT

[ ] LAND DIVISION REQUIRES LOT SPLIT APPROVAL

[ ] LAND DIVISION REQUIRES SUBDIVISION PLAT

LAND USE ADMINISTRATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS/COMMENTS: \_\_\_\_\_

INSTRUMENTS RELEASED: \_\_\_\_\_



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### **EXEMPT LAND DIVISION**

**Tulsa Metropolitan Area Planning Commission (TMAPC) Case Number:** \_\_\_\_\_

#### **AKNOWLEDGEMENT:**

I understand that the exempt land division determination procedures are intended to result in written documentation that a proposed land division is exempt from the subdivision and lot split procedures of Article 10 of the Tulsa Metropolitan Area Subdivision and Development Regulations. While exempt land divisions are exempt from subdivision and lot split procedural requirements, they are not exempt from compliance with applicable zoning or building regulations or from compliance with other applicable provisions of the Tulsa Metropolitan Area Subdivision and Development Regulation.

**Signature and Date** \_\_\_\_\_

**Tulsa Metropolitan Area Planning Commission**  
2 West 2<sup>nd</sup> Street, Suite 800  
Tulsa, Oklahoma 74103  
(918) 584-7526  
[tulsaplanning.org](http://tulsaplanning.org)



**EXEMPT LAND DIVISION**

**TMAPC EXEMPT LAND DIVISION CHECKLIST**

The following requirements for submitting an Exempt Land Division application. More information and materials may be necessary for review and approval.

**Legal Descriptions:**

- ✓ Legal description of the entire, undivided tract
- ✓ Legal description of each lot that results from the split, including the remainder

**Plot Plan: (11x17, North Arrow & Scale)**

- ✓ Proposed split line(s) with new dimensions for each tract
- ✓ Location and names of all abutting streets

**Additional Information:**

- ✓ Additional permits and testing will be required by the Oklahoma Department of Environmental Quality before any permits are issued for additional septic or aerobic systems
- ✓ When bringing in your new deeds please leave a blank space of 4 x 3 inches for the Exempt Land Division stamp on pages containing legal descriptions