

# **APPLICATION FOR LOT LINE ADJUSTMENT**

## **Explanation of Procedures**

### Definition of Lot Line Adjustment Permit:

A lot line adjustment is defined as an adjustment between two or more existing adjacent parcels where the land taken from one parcel is added to an adjacent parcel and where a greater or lesser number of parcels than originally existed are not thereby created.

### Process of Lot Line Adjustment:

#### Step 1 Pre-application discussion with staff

The applicant will review the Lot line adjustment proposal with Community Development Department staff prior to the submission of a formal application. This will allow staff to advise the applicant on conformity provisions with the Land Development Code and General Plan.

#### Step 2 Filing the Lot line adjustment application

The applicant must submit a complete application, signed by the property owner(s) of all affected parcels, with one (1) copy of a tentative map indicating the proposed boundary change, and any other required supplemental information to the Community Development Department.

Lot line adjustment application request requirements are provided in City of Duncan Land Development Code Section 12-420(C)(2).

### Application submittal requirements:

1. One copy of a completed application. All property owners involved in the proposed lot line adjustment must sign the application.
2. One copy of a map (8.5" x 14" accurately drawn to a convenient engineers scale and dimensioned, showing:
  - a. Existing property line boundaries and Assessor's parcel numbers.
  - b. Proposed property lines.
  - c. Size (by area) of all parcels.
  - d. All property owners involved in the Lot line adjustment.
  - e. North arrow and scale (north arrow should be a top of sheet).
  - f. All structures, improvements, drainage facilities, utilities, easements, and right-of-ways within 20 feet of the proposed lot line adjustment.
  - g. Vicinity map showing the relationship of the parcels to the surrounding platting pattern and to the surrounding street system.
3. Written statement giving the reason for the proposed adjustment.
4. Filing fee of \$70.00.

### Step 3 Recording the Lot line adjustment

Following approval of Community Development Department, the Lot line adjustment and transfer of title is accomplished by recording new property deeds in the Stephens County Clerk's Office.

### Step 4 Notification to staff of recordation

In order to facilitate the accurate mapping of Lot line adjustments, it is required that a copy of the filed deeds and/or maps be placed on file with the Community Development Department following the recordation.

#### Time requirements:

The actual time for processing a Lot line adjustment application will vary depending on the complexity of the proposal, but generally reviews by the Community Development Department require fifteen (15) days upon receiving a completed application.

For further information, please contact the Community Development Department at:

City of Duncan  
Community Development Department  
720 W. Willow Avenue  
Duncan, OK 73533  
(580) 251-7711

**CITY OF DUNCAN  
COMMUNITY DEVELOPMENT DEPARTMENT**

**City Hall – 720 Willow Ave., Duncan, Oklahoma 73533**

**Telephone: 580-251-7711  
Fax: 580-255-1710**

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- 1. Name, Address & Phone Number of Property Owner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 2. Name, Address & Phone Number of Party(s) Purchasing Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 3. Location of Property: \_\_\_\_\_  
\_\_\_\_\_
  
- 4. Present Use: \_\_\_\_\_
  
- 5. Proposed Use: \_\_\_\_\_
  
- 6. Zoning Classification of Property to be conveyed: \_\_\_\_\_  
\_\_\_\_\_
  
- 7. Type of Street or Roadway Access: \_\_\_\_\_
  
- 8. Utility Access: \_\_\_\_\_

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature