



CITY OF GLENPOOL LOT SPLIT PROCEDURE

Any individual or company who wishes to divide or merge platted or unplatted property with the City limits of the Glenpool.

1. The applicant must fully complete the application, including the legal description on the overall tract as well as the legal description of the split tracts.
2. The requested lot dimensions must be in conformance with the zoning on the property. If you are uncertain about the zoning of your property, please contact the Community Development Department at 918-322-5409.
3. The application must be accompanied by a sketch plat, survey or other type of drawing (drawn to scale on 8.5"x 11" or 11"x17" paper) accurately demonstrating the proposed split. Please show all existing buildings on the property along with the dimensions from the proposed property line to the existing building.
4. The filing fee is \$50.00.
5. Following the receipt of the completed lot split application, Staff will research and analyze the request and produce a Staff Report. Additionally, the proposed lot split will be reviewed by the Technical Advisory Committee (TAC). The applicant or the representative for the applicant should make arrangements to attend this meeting [link to calendar](#). The comments and recommendations of the TAC along with the Staff Report will be forwarded to the Planning Commission for review.
6. The Glenpool Planning Commission will hear the request for lot split the first Tuesday of each month at 6:30 p.m. on the 2nd Floor of the Glenpool Public Safety Building located at 14536 South Elwood Avenue, Glenpool, OK 74033 [link to calendar](#). The applicant or representative of the applicant should make arrangements to attend the Planning Commission meeting. At meeting, the applicant or the representative of the applicant will have a chance to speak, as well as any interested citizens. At the conclusion of the review, the Commission will approve, approve conditionally, or deny the lot split request by majority vote. The action of the Glenpool Planning Commission shall be final.

If you have any questions, or require any further information, please call the Community Development Department at 918-322-5409.