

**CITY OF DUNCAN**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

City Hall – 1600 S Highway 81, Duncan, Oklahoma 73533

Telephone: 580-251-7711

Fax: 580-255-1710

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**SUBDIVISION AND LOT CONFIGURATION REVIEW**  
**LOT LINE ADJUSTMENT**

1. Applicant(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

2. Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

4. Property Address: \_\_\_\_\_

5. Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Present Use of Property: \_\_\_\_\_

7. Proposed Use of Property: \_\_\_\_\_

8. Current Zoning of Property: \_\_\_\_\_

9. Type of Street or Roadway Access: \_\_\_\_\_

10. Utility Access and Availability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. You must submit the following:
- Completed application form (all property owners involved must sign application)
  - Written statement giving reason for the proposed lot line adjustment
  - Copy of map/survey drawn to scale to include:
    - Existing property line boundaries and Assessor's parcel numbers
    - Proposed property lines
    - Size (by area) of all parcels
    - North arrow and scale
    - All structures, improvements, drainage facilities, utilities, easements, and right-of-ways within 20 feet of proposed lot line adjustment
    - Vicinity map showing the relationship of parcels to the surrounding platting pattern and to the surrounding street system
  - \$100.00 filing fee

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

# 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:

1. Pre-application discussion with staff  
The applicant will review the Lot Line Adjustment proposal with Community Development Department staff prior to submission of a formal application. This will allow staff to advise the applicant on conformity provisions with the Land Development Code and General Plan.
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 requests are provided in City of Duncan Land Development Code Section 12-420(C)(2).
3. Recording of 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.
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.

### 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 at 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 Lot Line Adjustment
4. Filing fee of \$100.00

### 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  
1600 S Highway 81  
Duncan, OK 73533  
(580) 251-7711