

FINAL PLAT CHECKLIST

Filing Fee: Final Plat - \$1,980.00

Minor Subdivision - \$1,920.00

- 10 copies of plat (must be folded)
- 3 copies each of construction plans
- 2 copies of construction estimates
- 2 copies of ownership list** (see below)
- 2 copies of Subdivision Log Sheet (attached)
- 1 letter of authorization from the property owner(s)
- 2 copies of Landscaping Plan (for arterial frontage)

The final plat drawing must be received by filing deadline in autocad format to:

hoa.tran@okc.gov

or submit the final plat on a 5 1/4" or High Density 3 1/2" floppy disk formatted using DOS 3.3 or higher. Drawings should be submitted in the AUTO CAD format version 10 or later, or in the alternative, a DXF format will be acceptable. Failure to submit will cause your plat to be delayed.

*A minor subdivision is the subdivision of land into 10 or fewer lots.

**The Ownership List must contain all property owners, their complete mailing address and legal description, who own property within a 100 foot radius of the exterior boundary of the plat. Radius must increase in increments of 100 feet until not less than 15 separate individuals are provided or the radius reaches 1,000 feet. The Ownership List MUST be current within 30 days of the date of submittal of the application.

There is one public hearing for consideration of a final plat. Planning Commission review is approximately four weeks from the time the application is submitted to the Development Services Department. Once the Planning Commission makes a decision, the developer has two options for dedication of the improvements. Either the improvements may be installed, inspected and approved prior to City Council acceptance; or, the developer may submit a surety (i.e. Letter of Credit, Subdivision Bond) guaranteeing installation of the improvements. The City Council hearing will be approximately three weeks after one of the options has been chosen. Attached is a Planning Commission schedule of meetings with appropriate filing deadlines.

Final Plats expire five (5) years from the date of Planning Commission approval if the dedications are not accepted by the City Council.

\$1200.00 Filing Fee for extension of expiration date.

Oklahoma City Development Services Department
Subdivision & Zoning Section
420 West Main, Suite 910
Oklahoma City, OK 73102
405-297-2623

Approved 5/22/07
Effective 7/1/09