

PRELIMINARY PLAT CHECKLIST

Filing Fee: *Under 10 acres - \$2,135.00*
 10 or more acres - \$2,235.00

10 copies of plat (must be folded)
5 copies of supporting maps (if any)
2 copies of ownership list (see below)*
2 copies of Subdivision Log Sheet (attached)
1 letter of authorization from the property owner(s)

~If possible, please send the final plat drawing in autocad format to:
hoa.tran@okc.gov

If not possible, 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.

***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 preliminary plat. Planning Commission review is approximately six weeks from the time the application is submitted to the Development Services Department. Once the Planning Commission makes a decision, the developer may submit a final plat on all or a portion of the preliminary plat. Attached is a Planning Commission schedule of meetings with appropriate filing deadlines.

Preliminary Plats expire five (5) years from the date of Planning Commission approval or five (5) years from the date of the last Final Plat approved by the Planning Commission.

\$1,200.00 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*