

APPLICATION/SUBDIVISION LOG SHEET

CASE # _____	DATE FILED _____
NAME OF SUBDIVISION PLAT _____	TYPE OF PLAT/PRELIMINARY OR FINAL _____
DEVELOPER _____	ENGINEER _____
MAILING ADDRESS _____	MAILING ADDRESS _____
CITY/STATE/ZIP _____	CITY/STATE/ZIP _____
PHONE _____	PHONE _____
	EMAIL ADDRESS _____

GENERAL LOCATION: _____
 PART OF THE _____ QUARTER OF SECTION _____ TOWNSHIP _____ NORTH, RANGE _____

NAME OF PRELIMINARY PLAT _____

PLAT STATISTICS TOTAL AREA OF PLAT (IN ACRES) _____

RESIDENTIAL:	# OF LOTS	UNITS	ACREAGE	GROSS DENSITY
SINGLE FAMILY	_____	_____	_____	_____
ZERO LOT LINE	_____	_____	_____	_____
OTHER RESIDENTIAL:	_____	_____	_____	_____
	_____	_____	_____	_____
MULTI-FAMILY	_____	_____	_____	_____
OFFICE/COMMERCIAL	_____	_____	_____	_____
INDUSTRIAL	_____	_____	_____	_____

UTILITY SERVICES (CHECK ONE): CITY WATER _____ WATER WELL _____ OTHER _____
 CITY SEWER _____ SEPTIC _____ OTHER _____

PUBLIC OR PRIVATE STREETS _____

ARE PORTIONS OF PLAT WITHIN 100 YEAR FLOOD PRONE AREA? _____

PLATTED COMMON AREA (IN ACRES OR FEET) _____

(staff use only):

WARD # _____ PLAT CODE: _____ FILING FEE:\$ _____

SCHOOL DISTRICT: _____ NEIGHBORHOOD ASSOCIATION: _____

AFFIRMATION

STATE OF OKLAHOMA)
) §
COUNTY OF OKLAHOMA)

I affirm that the ownership list submitted as a part of this application contains the names of all owners of record of property which are within 300 feet (or greater if required) of the property described in the attached exhibit.

Executed at Oklahoma City, Oklahoma, on the ____ day of
____ 20____,

Applicant

Subscribed and sworn to before me, a Notary Public, in and for the State of
_____, County of _____, on the ____ day of
_____, 20____.

My Commission Expires:

Notary Public
Commission# _____

FINAL PLAT CHECKLIST

Filing Fee: **Final Plat -** **\$2,200.00**
 Minor Subdivision - * **\$2,200.00**

- 10 copies of plat (must be folded)
- 3 copies each of construction plans
- 1 copy of ownership list** (see below)
- 2 copies of Subdivision Log Sheet (Application) (attached)
- 1 letter of authorization from the property owner(s) w/proof of ownership (deed to property)
- 1 letter providing specific detail of application (ie. existing or proposed improvements, etc)
- 2 copies of Landscaping Plan for Subdivision Buffer along arterial frontage (residential only)
- 2 copies of Park Agreement (if applicable)
- 2 copies of Inspection Request Form (if applicable)

The final plat shapefile(s) must be received by filing deadline to:

jared.martin@okc.gov and maryjane.dossett@okc.gov

It is preferred that shapefiles be submitted via email. They may also be submitted on a CD or DVD, or a thumb/flash drive. All plat files must be sent/saved as .shp files to import into ArcGIS. All the files are supposed to be in the City's coordinate system already, but in the case it hasn't been done we will not be able to import the files without them being set in our coordinate system and at the proper elevation (0). Make sure all layers are turned off except the plat information. The only things that should show up are the plat boundary, lot lines, street center lines and ROW. All easements, meters, building lines, etc, should be turned off before saving as a .shp file. There will also likely be more than one file created when saved as a .shp file. All files are needed in order to import the plat into GIS.

*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 10 separate individuals are provided. 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. A Planning Commission schedule of meetings with appropriate filing deadlines is attached.

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

Effective 1/2/17
Revised 10/2018



The City of
OKLAHOMA CITY
DEVELOPMENT SERVICES DEPARTMENT

Updated Submittal Requirements

Preliminary Plat Applications
Final Plat Applications
Accepted / Filed Final Plats

Updates have been made to the submittal requirements for preliminary and final plat applications. These updates are related to GIS shapefiles, construction plans, and offsite easements. Updates have also been made to the submittal requirements for filed final plats (following City Council acceptance).

GIS Shapefiles:

Generally, three (3) separate shapefiles are needed for each preliminary or final plat that is submitted. All shapefiles need to be in the City's geographic coordinate system. Shapefiles submitted in a different coordinate system or those that are lacking spatial reference data, may cause delays in processing which can result in applications being moved to later hearing dates. Three (3) shapefiles containing the following information are all that is required. Any additional information should be removed prior to the creation of shapefiles:

- 1 polygon shapefile containing the plat boundary
- 1 polygon shapefile containing the lot boundaries, common area boundaries, and right-of-way boundary
- 1 polyline (line) shapefile containing the street centerlines (this shapefile is not needed if no new streets are being constructed)

Shapefiles should be e-mailed to: jared.martin@okc.gov and maryjane.dossett@okc.gov

Alternatively, shapefiles may be submitted on a CD, DVD, or a thumb / flash drive.

Construction Plan Submittal:

- 1) Water and Sewer Plans (and associated easements) - The Utilities Department will handle the review and approval of water and sewer related construction plans. Offsite sewer and water easements will also be reviewed and approved by the Utilities Department. Once these easements are approved, the Utilities Department will route

them through City Council for acceptance and filing at the appropriate County Clerk's office.

- SD and WA plans need to be submitted directly to Alicia Holder in the Utilities Department on the 5th Floor.
 - Water and sewer related offsite easements need to be submitted to Rheanna Hare in the Utilities Department – also on the 5th Floor.
- 2) Paving and Drainage Plans (and associated easements) – The Public Works Department will handle the review and approval of paving and drainage related construction plans. Offsite utility easements (generally associated with drainage) will also be reviewed and approved by the Public Works Department. Once these easements are approved, the Public Works Department will route them through City Council for acceptance and filing at the appropriate County Clerk's office.
- PD plans, drainage studies, flood studies, etc., need to be submitted directly to Shameka Howard in the Public Works Department on the 7th floor.
 - Paving and drainage related offsite easements need to be submitted directly to Tammie Brimm in the Public Works Department – also on the 7th floor.

Filed Final Plat Submittal:

In order to reduce the time between the submittal of a filed final plat and building permit availability, the following items need to be submitted after the plat is accepted by City Council and filed at the appropriate County Clerk's office:

- Updated shapefiles of the final plat per the requirements above (if any changes were made)
- 1 mylar copy of the filed final plat
- 13 – folded, 24 x 36, copies of the filed final plat (for distribution to other city departments and state / federal agencies)

Please let me know if you have any questions or if you need any additional information.

Sincerely,



Jared J. Martin
Subdivision and Zoning Specialist
Development Services Department
420 W. Main Street Suit 910

Effective 6/25/2018