

PACKET C

SUBDIVISION PROCEDURE

STEP ONE

Pre-application meeting with Community Development staff. Obtain a copy of Subdivision Ordinance (Section 154.01 - 154.79). Commence the preparation of a preliminary plat.

STEP TWO

A. Submission of a preliminary plat application including:

1. Application form filled out.
2. Payment of an application fee and Notice of Hearing fee.

less than 10 acres	\$1,000.00
10-40 acres	\$1,250.00
more than 40 acres	\$1,563.00
Notice of Hearing Fee	\$ 150.00

3. A list of the names and addresses of all property owners of record within a 300 foot radius of the exterior boundaries of the property. This must be a current list and must be prepared and certified by a bonded abstractor or the County Assessor of Oklahoma County.
 4. Attach ten (10) copies of the preliminary plat.
- B. A Planning Commission hearing date will be set by the Community Department Staff at least fourteen (14) days prior to the next Planning and Zoning Commission meeting.
- C. The Planning and Zoning Commission will review the preliminary plat and will recommend approval, approval contingent on modifications, or denial. These recommendations will be forwarded to the City Council.
- D. The City Council will make the final determination on whether the plat should be approved, modified, or denied.

STEP THREE

- A. Submission of a final plat application includes:
 - a. Payment of an application fee of **\$625.00** and a public hearing fee of **\$150.00**.
 - b. Attach five (5) copies of the final plat.
 - c. Attach seven (7) sets of construction plans for public improvements.
 - d. Attach a transmittal letter indicating any proposed off-site improvements.
 - e. Attach an engineer's itemized estimate of the cost of each public improvement.
 - f. Attach a construction program detailing the timing of the installation of each public improvement.

- B. A Planning Commission hearing date will be set by the Community Department Staff at least fourteen (14) days prior to the next Planning and Zoning Commission meeting.

- C. The Planning and Zoning Commission will review the final plat and will recommend approval, approval contingent on modifications, or denial. These recommendations will be forwarded to the City Council.

- D. The City Council will make the final determination on whether the plat should be approved, modified, or denied.

SUBDIVISION APPLICATION

Name of proposed subdivision: _____

Location: _____

Legal Description (type here or attach to application): _____

Total area of property: _____

Number of lot(s) created: _____

Current Zoning: _____

Current Comprehensive Plan designation: _____

Name/ Address/Phone/Fax of Engineer: _____

Name/ Address/Phone/Fax of Surveyor: _____

Applicant(s) Name (print name): _____

Address: _____

Phone # (daytime): _____

Fax #: _____

Applicant(s) Signature: _____

Property Owner(s) Name (print name): _____

Property Owner(s) Signature: _____

Address: _____

Phone # (daytime): _____

Fax #: _____