



City of Bethany

A great place to live, work, shop, and grow a business!

PACKET B

MINOR SUBDIVISION PROCEDURE

A. ELIGIBILITY FOR MINOR SUBDIVISION.

Whenever a tract of less than two (2) acres comprising the total area of a single ownership is to be subdivided into three (3) or fewer lots, or whenever a proposed subdivision zoned for single-family, residential use contains three (3) or fewer lots, a preliminary and final plat will not be required. This procedure shall not constitute an exemption from any of the design or off-site improvement requirements contained in this Chapter.

Applicable Code: Section 154.33.

B. REQUIRED DOCUMENTS AND FEES. The following must be submitted, complete and in final form, to the Community Development Department at least twenty-one (21) days prior to any regular Planning Commission meeting:

1. Deed(s) with legal descriptions.
2. Written application and **\$1,063.00 + \$63/ac filing fee AND Notice of Public Hearing fee - \$150.00.**
3. A list of all property owners within three hundred (300) feet of the exterior boundaries of the property, with the list being current and certified by a bonded abstractor or the County Assessor of Oklahoma County.
4. An accurate survey of the tract, prepared by a land surveyor registered in the State, and the proposed subdivision thereof. The survey shall be in suitable form for filing with the County Recorder of Deeds Office and contain the following information:
 - a. Dimensions of the property with appropriate ties to either quarter corners or section corners.
 - b. Locations and dimensions of all existing buildings.
 - c. Distances of existing buildings from property lines.
 - d. Dimensions of all proposed lots.
 - e. Name, location, and right-of-way width and alignment of all adjacent streets and alleys.
 - f. Location and dimensions of all easements of record.
 - g. Location and size of all city utility mains servicing the property.
 - h. Location of all utility service lines within the property.
 - i. North arrow and scale of the survey.

- j. Signature and seal of a registered land surveyor in the State of Oklahoma.
- k. The survey drawing to be no greater than 18" x 24".

C. REVIEW AND APPROVAL STEP.

1. The Community Development Staff will review the proposed minor subdivision to ensure compliance with all design and public improvement requirements. All proposed lots shall be adequately serviced by adequate City water mains, sanitary sewers, storm drainage facilities, streets, sidewalks and shall be graded to drain in a manner that will not adversely impact proposed or existing development. If each lot is not serviced by adequate public improvements the applicant shall submit engineered plans for the construction or extension of such facilities. The applicant is responsible for producing drainage and grading plans prepared by a registered engineer in accordance with Section 154.56 of the Subdivision Code.
2. The applicant may request deferrals of public improvement requirements so long as such deferrals do not cause adverse impacts to surrounding properties. Such requests for deferrals shall be made in writing on the attached application form.
3. The Planning Commission shall approve, approve conditionally, or disapprove the minor subdivision. If the application is disapproved, the reasons for disapproval shall be stated in writing, with reference made to the express provision of the regulations to which the proposed minor subdivision does not conform, and shall be transmitted to the applicant.
4. Whenever a deviation or deferral is requested from the design requirements contained herein, or whenever a street, easement, or other element is to be dedicated, the action of the Planning Commission shall be forwarded to the City Council for its approval and for acceptance of the dedication. For all other minor subdivision applications, the action of the Planning Commission shall be final.



The City of
BETHANY

MINOR SUBDIVISION APPLICATION

(Please Print or Type)

Name of Applicant: _____ Phone #: _____

Applicant's Home Address: _____

Name of Property Owner: _____ Phone #: _____

Address of tract(s) to be subdivided: _____

Legal Description: _____

Current Zoning of Property: _____

Comprehensive Plan designation: _____

PUBLIC IMPROVEMENT DEFERRALS OR WAIVERS REQUESTED.

Type of Improvement: _____

Reason for Deferral: _____

Type of Improvement: _____

Reason for Deferral: _____

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