



P.O. BOX 180 OWASSO, OKLAHOMA 74055 (918) 376-1500 FAX (918) 376-1597

## PRELIMINARY PLAT CHECKLIST

**SUBMIT THIS CHECKLIST TOGETHER WITH APPROPRIATE APPLICATION FORM WITH ALL MATERIAL REQUIRED FOR PLANNING COMMISSION REVIEW. IN ORDER TO MAINTAIN THE PROCESSING SCHEDULE, INCOMPLETE SUBMITTAL PACKAGES CANNOT BE ACCEPTED. A PREAPPLICATION CONFERENCE WITH THE CITY PLANNER IS REQUIRED TO DISCUSS ZONING CODE REQUIREMENTS, SUBDIVISION DESIGN REQUIREMENTS, PLATTING PROCEDURES AND IMPROVEMENTS CONSTRUCTION. PLEASE CHECK (X) ITEMS ADDRESSED.**

### SUBMITTAL REQUIREMENTS:

Preliminary Plat application packets must be submitted to the City Planner no later than the deadline shown on the official City of Owasso calendar. The Preliminary Plat shall be accompanied by an application, supplied by the City Planner, plans including all Preliminary Plat requirements as listed below, and a fee as established by ordinance.

\_\_\_\_\_ Twenty-four (24) copies of the Preliminary Plat\*

\_\_\_\_\_ Fifteen (15) Full Size Copies (24" x 36")\*

\_\_\_\_\_ Ten (10) 1/2 Scale Copies\*

\_\_\_\_\_ One 8 1/2" x 11" Copy

**\*Plans should be folded to be no larger than 9"x12" in size**

\_\_\_\_\_ One Digital Copy (dwg. Format)

- E-mail to: [mhensley@cityofowasso.com](mailto:mhensley@cityofowasso.com)  
(If Applicable).

\_\_\_\_\_ Completed application and fee as required:  
\$200

\_\_\_\_\_ Owner authorization to proceed with application. Attach copy if applicant is not record owner or record owner's agent.



---

P.O. BOX 180 OWASSO, OKLAHOMA 74055 (918) 376-1500 FAX (918) 376-1597

## **PRELIMINARY PLAT REQUIREMENTS:**

- \_\_\_\_\_ Preliminary Plat shall be drawn at a scale of one hundred feet (100') to one inch (1") or larger. All printing shall be clear and legible. All sheets shall be of a consistent size of twenty-four inches (24") by thirty-six inches (36") or larger. Each sheet shall be sealed by a registered professional engineer or surveyor. The Preliminary Plat shall contain or be accompanied by the following:
  - \_\_\_\_\_ The proposed name of the subdivision. The name shall not duplicate or too closely resemble names of existing subdivisions in Tulsa or Rogers Counties.
  - \_\_\_\_\_ The names and addresses of the owner(s) of record, the subdivider(s), and the registered engineer or land surveyor preparing the plat.
  - \_\_\_\_\_ An accurate legal description of the property and a complete boundary survey showing the dimensions, distances to the nearest one-hundredth foot, bearings to the nearest second and acreage to the nearest one-hundredth acre. Include evidence of survey closure.
  - \_\_\_\_\_ Indication of the scale (i.e. 1"=100'), bar scale, and north arrow and date.
  - \_\_\_\_\_ Location Map (does not have to be drawn to scale), showing the locations of subdivisions within the mile section.
  - \_\_\_\_\_ The location of property lines of adjoining unplatted land and the names of adjoining subdivisions and property owners and the location of city limits boundaries if adjoining the subdivision.
  - \_\_\_\_\_ The topography with contour intervals of not more than two (2) feet based on United States and Geodetic Survey data.
  - \_\_\_\_\_ The location and description of all existing structures.
  - \_\_\_\_\_ The location of all ponds, lakes and streams, and the areas subject to flooding based upon the regulatory flood.
  - \_\_\_\_\_ The location, width and name of each existing or proposed street or other public way, railroad, and utility easement, bridge, park and other public open space within or adjacent to the proposed subdivision.

