



CITY OF OWASSO

P.O. BOX 180 OWASSO, OKLAHOMA 74055 (918) 272-2251 FAX (918) 272-4997

FINAL 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. PLEASE CHECK (X) ITEMS ADDRESSED.

SUBMITTAL REQUIREMENTS:

Final Plat application packets must be submitted to the City Planner no later than the deadline shown on the official City of Owasso Calendar. The Final Plat shall be accompanied by an application, supplied by the City Planner, plans including all Final Plat requirements as listed below, and a fee as established by ordinance. Requests for Exceptions to these Regulations or requirements of the Final Plat shall be submitted in accordance with these Regulations.

_____ 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: ldarnaby@cityofowasso.com
(If Applicable).

_____ Completed application and fee as required:
\$300

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

FINAL PLAT REQUIREMENTS:

_____ Final 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. The drawing surface of any such plat shall have a binding margin of two inches (2”) at the left side of the plat and a margin of not less than one inch (1”) at the right side. Where the proposed plat is of unusual size, the Final Plat may be submitted on two or more sheets of the same dimensions and scales. If more than two sheets are required, an index sheet of the same dimensions shall be filed showing the entire development. Each sheet shall be sealed by a registered professional engineer or surveyor. The Final Plat shall contain or be accompanied by the following:

- _____ The name of the subdivision, city, county and state. The subdivision 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. Official seals of the engineer or surveyor are required.
- _____ The accurate legal description of the subdivision referenced to the section, range and township, based on an accurate traverse, giving angular and linear dimensions which must mathematically close, the allowable error of closure on any portion of a final plat shall be one foot (1’) in five thousand feet (5000’).
- _____ The location of monuments shown in reference to existing United States Coastal and Geodetic Survey data or the nearest established street lines, including true angles and distances to such reference points or monuments.
- _____ The date of preparation of the plat, north arrow and scale (written and graphic presentation).
- _____ Location Map (does not have to be drawn to scale), showing the locations of subdivisions within the mile section.
- _____ The total acreage and total number of lots of the subdivision shown near the location map.
- _____ The names of all adjacent subdivisions and the names, locations and widths of all existing streets, easements, drainageways, and other public ways adjacent to the property.
- _____ The location of lots, streets, public highways, alleys, parks, building lines, limits of no access and other features, with accurate dimensions in feet and decimals of feet, distances, angles and/or bearings. Where these lines follow a curve, the central angle, the radius, point of curvature, length of curve and length of intermediate tangents shall be shown.
- _____ The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block, with areas to be excluded from platting marked “reserved” or “not for public use”.

_____ The location and accurate dimensions of all property to be offered for dedication for public use, and all property reserved for the common use of the property owners within the subdivision, with purpose indicated. This includes, but is not limited to, dedication of streets and alleys, parks drainageways, or other areas dedicated or reserved for public use.

_____ The names of all streets to be dedicated.

_____ The dimensions of all lots and lot lines, and the bearings of those lot lines not parallel or perpendicular to the street right-of-way line.

_____ The location and dimensions of all easements to be dedicated. All easements shall be denoted by fine dashed lines, clearly identified, and if already on record, the recorded reference of such easements. The width of an easement with sufficient ties to locate it definitely with respect to the subdivision must be shown.

_____ The easements located outside the boundaries of the plat, required for plat approval. Proof of executed easements shall be provided to the City upon request of a permit to construct.

_____ The deed of dedication for all rights-of-way, easements and other properties and any deed restrictions applicable to the subdivision shall be shown.

_____ The location of every oil or gas well, or dry hole drilled in search of oil or gas, as certified by the records of the Oklahoma Corporation Commission submitted to the Planning Commission.

_____ All lots located in a one hundred (100) year flood plain area of special flood hazard shall have the building pad elevation provided on each lot on a copy of the final plat prior to recording the final plat. That pad elevation shall be a minimum of one foot (1') above the said one hundred (100) year flood elevation as identified by Federal Emergency Management Agency (FEMA) or other authority.

_____ A copy of any private restrictions affecting the subdivision or any part thereof attached to each plat.

_____ Oklahoma Department of Environmental Quality permits for water and/or sanitary sewer system construction.

_____ Reference to any separate instruments which directly affect land being subdivided, including restrictive covenants, filed in the office of the County recorder of deeds.

_____ Any other information as may be deemed by the Planning Commission as reasonably necessary for the full and proper consideration of the proposed subdivision.

_____ The following certifications shall be required on the Final Plat filed of record in the office of the County Clerk:

- A. Certification signed and acknowledged by all parties having any title interest in the land subdivided, consenting to the preparation and recording of the plat as submitted. All copies of the plat shall carry the original signatures of the owner or owners and notary public.
- B. Certification by the registered engineer or land surveyor as to the accuracy of the survey and of the plat, and that the monuments and bench marks are accurate as to location shown.
- C. Certification by the Mayor and City Clerk, or Deputy City Clerk, of the approval of the plat by the City Council.

Applicant Signature

Date