



**Community Development Department**

Planning Division  
Final Plat Application

200 S MAIN • P.O. BOX 180 • OWASSO, OKLAHOMA 74055 • (918) 376-1500 • [planning@cityofowasso.com](mailto:planning@cityofowasso.com)

**FINAL PLAT APPLICATION**

**FOR OFFICE USE ONLY**

Case Number:	
Date Received:	
TAC Date:	
PC Date:	
CC Date:	
Fee Paid (\$500.00)	

**CONTACT INFORMATION:**

PROPERTY OWNER NAME:

PHONE:

OWNER ADDRESS:

STREET

CITY

STATE

ZIP

OWNER EMAIL:

APPLICANT NAME:

PHONE:

(If different than owner)

APPLICANT ADDRESS:

STREET

CITY

STATE

ZIP

APPLICANT EMAIL:

ENGINEER/DESIGN FIRM:

PHONE:

FIRM ADDRESS:

STREET

CITY

STATE

ZIP

FIRM EMAIL:

**PROPERTY INFORMATION:**

PROJECT NAME:

SUBDIVISION/DEVELOPMENT NAME:

PROPERTY ADDRESS:

STREET

CITY

STATE

ZIP

COUNTY:

ACREAGE:

SQUARE FOOTAGE OF BUILDING(S):

CURRENT ZONING:



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### TYPE OF DEVELOPMENT:

Retail/Commercial

Multi-Family Residential

Office

Mixed Use

Industrial

Other:

Number of dwelling units if a residential project:

### SUBMITTAL:

Please submit this completed application form with all required items to the Owasso [Planning Division](#). Applicants must submit a paper copy of all materials to Owasso City Hall **and** an electronic copy of all materials to [planning@cityofowasso.com](mailto:planning@cityofowasso.com). Applications are due on or before the 1<sup>st</sup> of the month to be eligible for addition to that month's Technical Advisory Committee (TAC) meeting agenda. After review by the Technical Advisory Committee, the application is included on the agendas for the next [Planning Commission](#) and [City Council](#) meetings. The applicant or the applicant's representative must be in attendance at the Technical Advisory Committee, Planning Commission, and City Council meetings when their item is on the agenda.

The submitted final plat application packet must include:

Completed final plat application and the accompanying checklist

Final plat that meets all requirements as listed on the checklist

Conceptual landscape plan (if applicable)

Ten (10) full size (24" x 36") copies of the final plat

Five (5) half-sized (11" x 17") copies of the final plat

One (1) digital copy of all sheets in PDF format e-mailed to [planning@cityofowasso.com](mailto:planning@cityofowasso.com)

Application fee of \$500.00

Owner's signature (Attach an owner authorization letter if applicant is not record owner's agent.)

Please note that the [Engineering Division](#) of the Public Works Department requires a separate submittal packet that will contain the complete civil drawing set. Please contact them directly at (918)272-4959 for additional information.



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**SIGNATURES**

I, \_\_\_\_\_ (applicant name), hereby certify that the attached and completed application contains the information required by the City of Owasso as specified above. I understand the submission of incomplete and inaccurate information may result in a delay in processing and action on this application.

Signature of Applicant:

Date:

Signature of Property Owner:

Date:

*The property owner must sign the application or it will not be processed.*

**FOR OFFICE USE ONLY**

Staff Signature:

Date:

Staff Comments: