

What is a Final Plat?

A final plat is typically the fourth step in the development process for property in Owasso. A plat is a map, prepared by a registered surveyor or engineer, which is drawn to scale and depicts the location and boundaries of a piece of property. Other information typically included on a plat includes the locations of buildings and other structures, setbacks, building lines, rights-of-way, existing utilities on the property, proposed utility easements, and limits of access or no access. The platting process allows the City to ensure the property will be developed in a way that meets all requirements as set out by the [Owasso Zoning Code](#), [Subdivision Regulations](#), and [Engineering Criteria](#). A flowchart outlining the final plat process can be found [here](#).

Typically, final plat applications are submitted after approval has been attained for a preliminary plat from the [Owasso Planning Commission](#). If the property is being developed as a 1 lot, 1 block development, than the applicant may skip the preliminary plat and proceed to the final plat application.

A final plat, if approved by the [Owasso City Council](#), will serve as the legal description of the property and any development that will occur on it must meet the requirements described on the final plat.

Steps in the Final Plat Process:

1. Pre-application meeting with City staff

- This meeting provides an opportunity for Staff and an applicant and/or their representative to review the final plat requirements and to discuss the final plat process.

2. Application Submittal

- The application must be completed in its entirety and submitted with all required items to the Community Development Department. The final plat application must be accompanied by the final plat checklist provided by the Planning Division. The final plat application and checklist can be found [here](#).
- All final plat sheets and materials must be submitted in paper and electronic form (to planning@cityofowasso.com). For more information on how many copies must be submitted, please see [this](#) reference sheet.

3. Application reviewed and public hearings scheduled

- Community Development staff will review the application and set the final plat to be reviewed by the Technical Advisory Committee (TAC), the Planning Commission, and the City Council at their next regularly scheduled meetings.

4. Staff report prepared

- A staff report, also referred to as a memo, will be prepared by the Planning Division. This report summarizes the final plat application and provides important information that the Planning Commission and the City Council will need to consider when making a recommendation or taking action on the application.

5. Technical Advisory Committee, Planning Commission, and City Council meetings

- The applicant and/or the applicant's representative must attend all meetings at which their application will be discussed.
 - A City of Owasso calendar with meeting dates can be found [here](#).
- The final plat application will first be reviewed by the Technical Advisory Committee meeting. At this meeting, utility providers and City staff are afforded the opportunity to comment on the technical aspects of the final plat.



Community Development Department
Planning Division
Final Plat Process Guide

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- Next, the final plat application will be reviewed by the Planning Commission. After ensuring that the final plat is in compliance with the Zoning Code, Subdivision Regulations, and Engineering Criteria, the Planning Commission will forward a recommendation to the City Council.
- The Owasso City Council will have final consideration and action on the final plat application.

6. Filing with the County

- If the final plat application is approved by the City Council, then the property will legally be defined under the specifications of the final plat. The applicant provides 3 copies of the approved final plat (1 mylar copy and 2 paper copies, all 24" x 36") to be signed by the Mayor and City Staff. The signed copies are taken to the County to be filed, and then they are returned to Owasso City Hall.