

What is a Preliminary Plat?

A preliminary plat is typically the third 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 preliminary plat process can be found [here](#).

A preliminary plat is the tentative, initial submittal of a plat for a piece of property that is evaluated by the Technical Advisory Committee (TAC) and then reviewed and approved by the [Owasso Planning Commission](#). The plat becomes legally valid only after a final plat application is submitted and then approved by [Owasso City Council](#).

Steps in the Preliminary 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 preliminary plat requirements and to discuss the preliminary 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 preliminary plat application must be accompanied by the preliminary plat checklist provided by the Planning Division. The preliminary plat application and checklist can be found [here](#).
- All preliminary 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 hearing scheduled

- Community Development staff will review the application and set the preliminary plat to be reviewed by the Technical Advisory Committee (TAC) and the Planning Commission 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 preliminary plat application and provides important information that the Planning Commission will need to consider when deciding on the application.

5. Technical Advisory Committee and Planning Commission 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 preliminary plat application will first be reviewed by the Technical Advisory Committee. At this meeting, utility providers and City staff are afforded the opportunity to comment on the technical aspects of the preliminary plat. The Technical Advisory Committee will forward a recommendation on to the Planning Commission.



Community Development Department
Planning Division
Preliminary Plat Process Guide

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- Next, the preliminary plat application will be reviewed by the Planning Commission. After ensuring that the preliminary plat is in compliance with the Zoning Code, Subdivision Regulations, and Engineering criteria, the Planning Commission will vote to recommend approval or disapproval.