



Community Development Department

Planning Division

Quick Reference Sheet for Submittals

PRELIMINARY PLATS, FINAL PLATS, & REPLATS

- TAC meeting submittal:
 - Ten (10) full-sized (24" x 36") copies of all sheets/materials
 - Five (5) half-sized (11" x 17") copies of all sheets/materials
 - One (1) PDF copy of all sheets sent to planning@cityofowasso.com

After TAC Comments have been addressed by applicant...

- Planning Commission meeting submittal:
 - Four (4) full-sized (24" x 36") copies of all sheets/materials
 - One (1) PDF copy of all sheets/materials sent to planning@cityofowasso.com
- City Council meeting submittal:
 - Five (5) half-sized (11" x 17") copies of all sheets/materials
- After City Council has approved the final plat or replat, submit the following to the Community Development department for City signatures prior to filing with the County:
 - One (1) full-sized (24" x 36") paper copies of all sheets/materials
 - One (1) full-sized (24" x 36") mylar copy of all sheets/materials
 - If the applicant would like their own copy, provide one (1) additional full-sized (24" x 36") paper copy
 - *If changes were required by the Planning Commission or the City Council, one (1) PDF copy of all updated sheets and materials must be sent to planning@cityofowasso.com for evaluation before acquiring City signatures*

SITE PLANS

- TAC meeting submittal:
 - Ten (10) full-sized (24" x 36") copies of all sheets/materials
 - Five (5) half-sized (11" x 17") copies of all sheets/materials
 - One (1) PDF copy of all sheets/materials sent to planning@cityofowasso.com

After TAC Comments have been addressed by applicant...

- Approved site plan submittal
 - One (1) full-sized (24" x 36") copy of all sheets/materials in the site plan package
 - One (1) PDF copy of all sheets/materials sent to planning@cityofowasso.com
- For CD Sheet Set approval:
 - One (1) full-sized (24" x 36") copy of the site plan and landscape plan
 - *These two sheets (site plan and landscape plan) comprise the CD Sheet Set that is submitted to Public Works as a part of the Civil Package Set*
 - *After TAC, the Community Development Department ensures that all TAC comments have been addressed, and then the CD Sheet Set is signed and sent back to the applicant in an email.*