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

## FINAL PLAT CHECKLIST

Submit this checklist together with the appropriate application form and all other required material. Please check the box next to each item as addressed. In order to maintain the processing schedule, incomplete submittal packages will not be accepted.

It is strongly recommend that applicants arrange a pre-application conference to determine specific final plat issues for the property in question and avoid costly delays. Please note that some final plats associated with a planned unit development (PUD), specific use permit (SUP), or those within an overlay district may require material in addition to these requirements.

### 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). Incomplete applications will not be accepted. 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 TAC review, the application is included on the agendas for the next [Planning Commission](#) and [City Council](#) meetings. The applicant or the applicant's representative must attend the Technical Advisory Committee, Planning Commission, and City Council meetings.

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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## FINAL PLAT REQUIREMENTS

Final plats shall be drawn at a scale of one hundred feet (100') to one inch (1") or larger. All printing shall be clear and legible. 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:

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)

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

Accurate legal description of the subdivision referencing the section, range, and township; based on an accurate traverse; and giving angular and linear dimensions which must mathematically close

- Allowable error of closure on any portion of a final plat shall be one (1) foot in five thousand (5000) feet
- Written legal (traverse) and plat exhibit (graphic) must match in bearing direction
- Point of beginning and point of commencement must be shown on plat

A certificate of closure from a licensed surveyor

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

Date of preparation of the plat, north arrow, and scale (written and graphic presentation)

Location map referencing the township, section, range, and major streets (does not have to be drawn to scale)

- The map shall also show the location of the subject tract plus all subdivisions within the mile section



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Total tract acreage and total number of lots of the subdivision shown near the location map

Names of all streets to be dedicated

Names of all adjacent subdivisions and the names, locations, and widths of all existing streets, easements, drainage ways, and other public ways adjacent to the property

Location of lots, streets, public highways, alleys, parks, building lines, limits of no access, and other features with accurate dimensions in feet/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

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

Distance of all driveways/limits of access from nearest street intersection

Location of all items in the right-of-way that are within the limits of access width, as well as opposite drives, that may conflict with limits of access

- Items include surface utilities that would hinder a driveway access

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"

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, drainage ways, or other areas dedicated or reserved for public use

Location and dimensions of all easements to be dedicated

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

Deed of dedication for all rights-of-way, easements, and other properties

- Any deed restrictions applicable to the subdivision shall be shown



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Location of all proposed detention facilities

Language covering the restrictions of use for all detention facilities and reserve areas as well as the maintenance and responsible parties established for said areas

Language outlining the owner/operator of water, sanitary sewer, and storm sewers

- 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 definitively with respect to the subdivision must be shown

Show 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

- A letter from the Oklahoma Corporation Commission shall be provided that indicates the results of their findings

Show location(s) of all existing ponds, streams, or other significant bodies of water

- Identify any US Army Corps of Engineers regulated water ways

All lots located in a 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

- Pad elevation shall be a minimum of one (1) foot above the said 100-year flood elevation as identified by Federal Emergency Management Agency (FEMA) or other authority
- FEMA floodplain boundaries shall be depicted on the plat and the map year referenced

Copy of any private restrictions affecting the subdivision or any part thereof attached to each plat

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

For all residential developments, submit a conceptual landscape plan depicting any and all proposed street trees, landscaped entryways, and fence easements

- Include maintenance language for all landscaped areas/easements

Other information as may be deemed by the Planning Commission as reasonably necessary for the full and proper consideration of the proposed subdivision



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Plat shall note the address on each new lot (The City will provide street names and addresses)

Include the following required standard HOA language for all residential final plats:

As a part of the development of the addition, the owner/developer thereof has created or will create as per the Owasso Subdivision Regulations the "XX Homeowners' Association, Inc.", an Oklahoma not-for-profit corporation, as set forth in the declaration of restrictive covenants, conditions, and restrictions for XX.

Ownership, control, and maintenance of all Reserve Areas shall be the responsibility of the owner/developer until such time that the XX Homeowners' Association, Inc. is created by the owner/developer.

Include the following standard landscaping language for all final plats:

All trees shall be planted at least five feet (5') away from all underground utilities.

No alteration to approved landscape plans shall be permitted without approval from the Community Development Department.

Following the completion of the planting of all landscape material, the property owner or Homeowners' Association shall be responsible for long-term health, care, and maintenance of all plant material on site. Dead and diseased plant material shall be replaced as per the approved landscape plan.

## **APPROVAL**

Once all comments have been addressed and the final plat has been approved by City Council, one (1) mylar copy and two (2) paper copies shall be provided to the City for signatures. If the applicant desires additional copies for signatures, they may supply them.

The following certifications shall be required on the final plat filed of record in the office of the County Clerk:

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;

Certification by a registered engineer or land surveyor with a current Oklahoma license as to the accuracy of the survey and of the plat, and that the monuments and bench marks are accurate as to location shown; and



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Certification by the Mayor and City Clerk, or Deputy City Clerk, of the approval of the plat by the City Council.

*The City of Owasso does not require a signature certification block for the Planning Commission.*

**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:

**FOR OFFICE USE ONLY**

Staff Signature:

Date:

Staff Comments: