

APPLICATION FOR APPROVAL OF A PRELIMINARY AND FINAL SUBDIVISION PLAT

There is a fee for submittal and review of both a (1) Preliminary Plat and a (2) Final Plat; fee must be paid at the time of application. Before a preliminary or final plat submission, the applicant or representative shall schedule a pre-submittal meeting with the Community Development Department.

CHECK BOX INDICATING PRELIMINARY OR FINAL PLAT SUBMISSION

PRELIMINARY PLAT ☐

A preliminary subdivision plat submitted for city approval shall be prepared by a registered professional land surveyor licensed in the state of Oklahoma, the preliminary plat shall illustrate, contain, or be accompanied by the information required in Section 12-5A-3 of the City's Subdivision Regulations (Title 12).

ITEM NO.	APPLICANT INITIAL	COG INITIAL	SUBMITTAL MATERIALS
1			COMPLETED APPLICATION SIGNED BY THE DEVELOPER/OWNER OR AGENT
2			LEGAL DESCRIPTION (WORD.DOC OR PDF)
3			PROCESSING FEE + \$2.00 FOR EACH REQUIRED PUBLIC HEARING NOTICE
4			LIST OF ALL ABUTTING ¹ PROPERTY OWNERS OF SUBJECT SITE, AS WELL AS 2 COPIES OF ADDRESSED ADHESIVE ENVELOPE LABELS FOR SUCH PROPERTY OWNERS AS LISTED IN THE OFFICE OF COUNTY CLERK COMPILED BY A FULLY BONDED ABSTRACT AND TITLE COMPANY
5			(5) PAPER (FOLDED TO 8-1/2" X 11") AND ONE ELECTRONIC (PDF) COPY OF PRELIMINARY SUBDIVISION PLAT
6			(5) PAPER COPIES (FOLDED TO 8-1/2" X 11") AND ONE ELECTRONIC (PDF) COPY OF THE PRELIMINARY CONSTRUCTION DOCUMENTS COVERING THE PUBLIC AND PRIVATE INFRASTRUCTURE IMPROVEMENTS NECESSARY TO SUPPORT THE PROJECT

¹ ABUTTING: In addition to the customary meaning, abutting, for the purposes of notice, shall mean contiguous or separated therefrom only by a non-arterial street.

FINAL PLAT ☐

The final subdivision plat shall be drawn at the same scale as the preliminary subdivision plat, and shall include all of the information required as a condition of approval of the preliminary subdivision plat, and shall be prepared by a registered professional land surveyor licensed in the state of Oklahoma.

The final subdivision plat shall be developed and drawn in accordance with the requirements of Oklahoma state statutes and the City's Subdivision Regulations (Title 12) and shall illustrate, contain, or be accompanied by the information required in Section 12-5A-6 of the City's Subdivision Regulations (Title 12).

ITEM NO.	APPLICANT INITIAL	COG INITIAL	SUBMITTAL MATERIALS
1			COMPLETED APPLICATION SIGNED BY THE DEVELOPER/OWNER OR AGENT
2			PROCESSING FEE
3			(3) COPIES OF THE FINAL INFRASTRUCTURE CONSTRUCTION DOCUMENTS COVERING ALL REQUIRED PUBLIC AND PRIVATE INFRASTRUCTURE IMPROVEMENTS TO SUPPORT THE SUBDIVISION SITE AS APPROVED BY THE APPROPRIATE CITY COMMUNITY DEVELOPMENT DEPARTMENTS.
4			(5) PAPER COPIES OF FINAL SUBDIVISION PLAT IN COMPLIANCE WITH THE PRELIMINARY SUBDIVISION PLAT AND ALL CONDITIONS OF APPROVAL AS WAS APPROVED BY THE PLANNING COMMISSION.

APPLICATION PROCESSING FEE

	PRELIMINARY PLAT FEE	FINAL PLAT FEE
PLAT APPLICATION FEE:	\$200.00	\$250.00
\$2.00 PER PROPERTY OWNER ON TITLE ABSTRACT REPORT:	(_____) X \$2.00 = _____	NO FEE/NOTICE FOR FINAL PLAT
TOTAL:	\$ _____	\$250.00

Complete the information below and return with submittal materials as outlined in the checklist on page 1 of the Application for Approval of Subdivision Plat; call the City Planner with questions.

PROPOSED SUBDIVISION NAME: _____

DEVELOPER'S NAME: _____

DEVELOPER'S ADDRESS: _____

DEVELOPER'S PHONE: _____ **DEVELOPER'S EMAIL:** _____

ENGINEER'S NAME: _____

ENGINEER'S ADDRESS: _____

ENGINEER'S PHONE: _____ **ENGINEER'S EMAIL:** _____

ZONING: _____ **PUD: Y/N** _____ **PUD NO.:** _____

SANITARY SEWER: ☐ CITY ☐ LAGOON ☐ SEPTIC ☐ OTHER _____

WATER PURVEYOR: ☐ CITY ☐ OTHER _____

STREET SURFACING: ☐ PORTLAND CEMENT ☐ CONCRETE ASPHALTIC CONCRETE

IF SUBMITTING FINAL PLAT, DATE OF PRELIMINARY PLAT PLANNING COMMISSION APPROVAL: _____

I, the undersigned applicant, certify information contained within this application is true and correct.

APPLICANT SIGNATURE: _____ **DATE:** _____

PROPERTY OWNER SIGNATURE: _____ **DATE:** _____

CITY OF GLENPOOL PRELIMINARY & FINAL PLATTING PROCEDURES

PRELIMINARY PLAT:

Any application submitted incomplete will not be placed on the Technical Advisory Committee (TAC) agenda (per meeting schedule). The application must be submitted by the Community Development Department cutoff deadline (per meeting schedule) in order to make the next meeting of the TAC.

The preliminary plat should be drawn in accordance with the Subdivision Regulations (Title 12), available to download on the Community Development Department webpage.

The TAC and City Staff will review the preliminary plat and recommend conditions, if any, to the Planning Commission.

The Planning Commission will review the preliminary plat and conditions recommended by TAC and Staff at the Planning Commission meeting, they may approve the preliminary plat upon these conditions, they may add or delete others, or they may deny the plat.

THE CITY OF GLENPOOL PLANNING COMMISSION MEETS AT 6:00 PM ON THE 2ND (SECOND) MONDAY OF EVERY MONTH, BE SURE TO CHECK THE OFFICIAL MEETING CALENDAR TO CONFIRM (MEETINGS ARE SOMETIMES SHIFTED TO ACCOMMODATE CITY RECOGNIZED HOLIDAYS).

MEETING ARE HELD AT THE GLENPOOL CITY HALL, COUNCIL CHAMBERS ON THE 3RD FLOOR, 12205 S. YUKON AVENUE, GLENPOOL, OK 74033

FINAL PLAT:

Following approval of the preliminary subdivision plat by the Planning Commission, the applicant shall file an application for approval of the final subdivision plat. The application must be submitted by the Community Development Department cutoff deadline (per meeting schedule) in order to make the next meeting of the TAC.

The final plat should be drawn in accordance with the Subdivision Regulations (Title 12), available to download on the Community Development Department webpage.

The TAC and City Staff will review the final plat and recommend conditions, if any, to the Planning Commission. The applicant or the representative for the applicant should make arrangements to attend the TAC meeting (per meeting schedule).

The Planning Commission will review the plat for final approval, subject to the conditions of the TAC and City Staff. If the Planning Commission denies a plat, an appeal may be made to the

Glenpool City Council. Upon approval of the final plat by the Planning Commission, the City Council will review the plat, acting to approve or deny it. The City Council has final approval on all final plats.

THE CITY OF GLENPOOL PLANNING COMMISSION MEETS AT 6:00 PM ON THE 2ND (SECOND) MONDAY OF EVERY MONTH, BE SURE TO CHECK THE OFFICIAL MEETING CALENDAR TO CONFIRM (MEETINGS ARE SOMETIMES SHIFTED TO ACCOMMODATE CITY RECOGNIZED HOLIDAYS).

MEETING ARE HELD AT THE GLENPOOL CITY HALL, COUNCIL CHAMBERS ON THE 3RD FLOOR, 12205 S. YUKON AVENUE, GLENPOOL, OK 74033

After receiving notice of final approval by Council, upon revising the final approved plat to meet all conditions of approval, submit application for Corrected Final Plat, all necessary bonds to be submitted to the City Engineer.

After the plat is recorded, the applicant submits to the Community Development Department One (1) recorded paper copy of the plat.

FOR ADDITIONAL INFORMATION, PLEASE CALL THE CITY OF GLENPOOL COMMUNITY DEVELOPMENT DEPARTMENT AT 918-209-4610 OR VISIT THE CITY'S WEBSITE: <https://www.glenpoolonline.com/>