



**EL RENO**  
WE'RE PROUD OF OUR *routes.*

## Community Development Department

101 N. Choctaw El Reno, OK 73036 • (405)-295-9317

### Plat Filing Application

#### APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner of Record, if not same as applicant: \_\_\_\_\_

Relationship to owner: \_\_\_\_\_

Address of Property: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Addition: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* APPLICANT MUST APPEAR ON DATE OF PUBLIC HEARING \*\***

#### Fees:

Sketch Plat Application: \$ 150 + Engineering Fees

Preliminary Plat Application: \$ 850 + Engineering Fees

Final Plat Application: \$ 425 + Engineering Fees

Short Form Subdivision/Lot Split \$ 100

#### § 361-146 Procedure.

For the purposes of providing a proper arrangement of streets and assuring the adequacy of open spaces for traffic, utilities, and access of emergency vehicles, commensurate with the intensification of land use customarily incident to a change of zoning, a platting requirement is established, as follows:

#### A.

For any land which has been rezoned upon application of a private party, no building permit or zoning clearance permit shall be issued until that portion of the tract on which the permit is sought has been included within a subdivision plat or replat, as the case may be, submitted to and approved by the City Council upon the recommendation of the Planning Commission, and filed of record in the office of the County Clerk where the property is situated; provided that the City Council, upon the recommendation of the Planning Commission, may waive the platting requirement upon a determination that the above-stated purposes have been achieved by previous platting or could not be achieved by a plat or replat.

## PRELIMINARY PLAT CHECKLIST – §312-28

- ☐ Plat shall be drawn to scale of 100 feet to the inch.
- ☐ Date, scale and compass showing North point.
- ☐ Subdivision name and all intended street names.
- ☐ The name of the subdivider, the engineer and/or surveyor preparing the plat.
- ☐ Legal description showing location of the plat.
- ☐ Topographic survey map of the area being subdivided, showing contours at two-foot intervals.
- ☐ A key map showing the location of the plat in the section, township, and range in which the plat is located.
- ☐ Location and names of adjacent subdivisions and the owners of adjoining parcels of unsubdivided land.
- ☐ Location, widths, and names of all existing platted or dedicated streets, alleys, or other public ways and easements, railroad and utility rights-of-way, parks, watercourses, drainage ditches, permanent buildings, bridges, and other pertinent data as required by the Planning Commission.
- ☐ The water elevations of adjoining lakes or streams at the date of the survey and the approximate high- and low- water elevations of such lakes or streams. All elevations shall refer to the established United States Coast and Geodetic Survey datum.
- ☐ When a subdivision borders a lake or stream, the distance and bearings of a meander line shall be established not less than 20 feet back from the ordinary high-water mark of the lake or from the bank of the stream.
- ☐ Layout and width of all new streets and right-of-way, including alleys, highways, and easements, whether private or public, and for public and private utilities.
- ☐ The proposed street names and system of numbering lots and blocks.
- ☐ The exact length of the exterior boundaries of the land to be subdivided (property boundary line shall be shown in heavy line).
- ☐ Approximate dimensions of all lots.
- ☐ Approximate radii of all curves and lengths of all tangents.
- ☐ Approximate location and area of property to be dedicated for public use or to be reserved by deed covenant for use of all property owners in the subdivision, with any conditions of such dedication or reservation.
- ☐ The location, size, and type of sanitary and storm sewers, water mains, culverts, and other surface and subsurface structures and pipelines existing within or immediately adjacent to the proposed subdivision; and the location, layout, type and proposed size of the following structures and utilities:
  - ☐ Water mains and storage facilities
  - ☐ Sanitary sewer mains, submains, and laterals
  - ☐ Storm sewers, culverts, and drainage structures
  - ☐ Street improvements
- ☐ The location of all drainage channels and subsurface drainage structures, and the proposed method of disposing of all runoffs from the proposed subdivision, and the location and size of all drainage easements relating thereto, whether they are located within or outside of the proposed plat.



## Plat Filing Application

- ☐ Where deed restrictions are to be recorded on the plat, a brief description of the proposed restrictions should accompany the preliminary plat.
- ☐ A description of the improvements such as grading, paving, tree planting, walks, and installation of utilities which the subdivider proposes to make, and the time when they are proposed to be made, shall accompany the preliminary plat.

### PRELIMINARY PLAT REQUIRED DOCUMENTATION AND PROCEDURE

- ☐ Predevelopment report accurately describing:
  - Dimensions, size, and location
  - Existing topography
  - Soil types
  - Vegetation
  - Flood hazard areas.
  - Other significant surface features
  - Existing land use
  - Existing runoff volume, rates, and routing
- ☐ **ONE PHYSICAL & ONE DIGITAL COPY** of a plan for the control of erosion sedimentation, which contains:
  - Data showing the nature and extent of the proposed clearing, grading and development or improvement operations.
  - An estimate of soil loss during and after development.
  - Proposal for the control of erosion and sedimentation during and after development including a statement of actions proposed to assure erosion control for all areas of the site that will be unprotected for long periods or during peak rainy periods and for natural drainageways prior to and during construction.
  - Proposed topography of the site after development or improvement including the method of handling runoff and stormwater.
- ☐ A written statement of the impact on upstream and downstream drainage prepared by a registered professional engineer and approved by the city. The accuracy and validity of any drainage impact statement and attachments shall be capable of withstanding serious challenge at any stage in the review and approval process to be accepted as a part of the project. Accordingly, the alleviation of adverse impacts by on-site and off-site improvements relating to the drainage are of important concern and should be satisfactory provided as required by this chapter.
- ☐ A description of proposed easements and/or rights-of-way, and the provision of binding agreements between cooperating developers for drainage improvements required outside of subdivision development boundaries. Public easements and right-of-way dedications shall be initiated by the developer, property owner planning property improvement or legal agent thereof, shall be prepared in the manner prescribed by law, and shall be submitted in accordance with the timing and routing requirements of this or another applicable chapter.