



## FINAL PLAT CHECKLIST

**PLEASE SUBMIT THIS CHECKLIST, ALONG WITH THE APPROPRIATE APPLICATION FORM, WITH ALL MATERIALS REQUIRED FOR COWETA PLANNING COMMISSION REVIEW. IN ORDER TO MAINTAIN THE PROCESSING SCHEDULE, INCOMPLETE SUBMITTAL PACKAGES CANNOT BE ACCEPTED.**

Please mark (X) items as they are addressed:

### SUBMITTAL REQUIREMENTS

Final Plat application packets must be submitted to the City Planner no later than thirty (30) days prior to the Planning Commission meeting at which time the plat will be reviewed. The Final Plat shall be accompanied by an application, supplied by the City Planner, plans including all Final Plat requirements as listed below, and a fee as established by the City of Coweta. Requests for exceptions to the regulations or requirements of the Final Plat shall be submitted to the City Planner for consideration and review by the appropriate governing body. **Consult the Coweta Subdivision Regulations for more details.**

- \_\_\_\_\_ Twenty-two (22) copies black line or blue line of the Final Plat (folded to 8 1/2" x 11" in size). Five (5) Sets of approved construction plans (Please **DO NOT** submit rolled plans).
- \_\_\_\_\_ One (1) 8 1/2" x 11" copy of the Final Plat.
- \_\_\_\_\_ One (1) half size 11" x 17" copy of the Final Plat.
- \_\_\_\_\_ Completed application and payment of appropriate fee(s). \$100.00 + \$1.00 per lot over 10 lots, max \$400.00
- \_\_\_\_\_ Owner authorization to proceed with the application process. Attach copy if applicant is not "record owner" or record owner's agent.

### FINAL PLAT REQUIREMENTS

- \_\_\_\_\_ Final Plat shall be drawn at a scale of one hundred feet (100') to one inch (1") or larger . All printing shall be clear and legible and all sheets shall be of a consistent size of twenty-four inches (24") by thirty-six inches (36") or larger.

The drawing surface of any such plat shall have a binding margin of two (2) inches at the left side of the plat and a margin of not less than one (1) inch at the right side. Where the proposed plat is of unusual size, the Final Plat may be submitted on two (2) or more sheets of the same dimensions and scales. If more than two (2) 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 land surveyor. The Final Plat shall contain or be accompanied by the following:

- \_\_\_\_\_ The name of the subdivision shall be identified and included on the Final Plat. The name shall not duplicate or closely resemble names of existing subdivision within Wagoner County.
- \_\_\_\_\_ The names and addresses of the owner(s) of record, the subdivider(s) and the registered engineer or land surveyor preparing the plat.
- \_\_\_\_\_ An accurate legal description of the property and a complete boundary survey which details the dimensions, distances to the nearest one-hundredth foot (100<sup>th</sup>), bearings to the nearest second and acreage to the nearest one-hundredth (100<sup>th</sup>) acre.
- \_\_\_\_\_ Indication of the scale (i.e., 1"=100'), bar scale, north arrow and date.
- \_\_\_\_\_ Location map detailing the locations of subdivisions within the mile section.
- \_\_\_\_\_ The 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.
- \_\_\_\_\_ The total acreage and total number of lots of the subdivision shown near the location map.
- \_\_\_\_\_ The location of property lines of adjoining unplatted land, the names of adjoining subdivisions and the locations of city limit boundaries if adjoining the subdivision.
- \_\_\_\_\_ The topography, with contour intervals of not more than two (2) feet, based on United States Coastal and Geodetic Survey data.
- \_\_\_\_\_ The location and standard construction details of all water, sanitary sewer, storm water, streets, street lights, fire hydrants and any other utility or appurtenances.
- \_\_\_\_\_ The location and description of all existing structures.
- \_\_\_\_\_ The location of lots, streets, public highways, alleys, parks, building lines, limits of no access and other features, with accurate dimensions in feet and 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.

\_\_\_\_\_ The 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 not limited, to dedication of streets and alleys, parks, drainage or other areas dedicated or reserved for public use.

\_\_\_\_\_ The names of all streets to be dedicated

\_\_\_\_\_ The location of all ponds, lakes and streams, and the areas subject to flooding based upon the regulatory flood information.

\_\_\_\_\_ The location, width and name of each existing or proposed street or other public way, railroad and utility easement, bridges, parks and other open space within or adjacent to the proposed subdivision.

\_\_\_\_\_ The 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.

\_\_\_\_\_ The location and dimensions of all easements to be dedicated. All easements shall be denoted by fine dashed lines, clearly identified, and if already on record, the recorded referenced of such easements. The width of an easement with sufficient ties to locate it definitely with respect to the subdivision must be shown.

\_\_\_\_\_ All lots located in a one hundred (100) year floodplain area of special flood hazard shall have the building pad elevation provided on each lot on the copy of the Final Plat prior to recording. The pad elevation shall be a minimum of one (1) foot above the one hundred (100) year flood elevation as identified by the Federal Emergency Management Agency (FEMA)

\_\_\_\_\_ A final copy of private restrictions/covenants affecting the subdivision or any part thereof.

\_\_\_\_\_ Reference to any separate instruments which directly affect the land being subdivided, including restrictive covenants filed in the Wagoner County Clerk's office.

\_\_\_\_\_ The location and widths of easements of all oil or gas well or dry holes drilled in search of oil or gas as shown by the records of the Oklahoma Corporation Commission.

\_\_\_\_\_ The location of facilities and land to be considered for dedication to public use or to be reserved for use of all property owners, in the subdivision, and any conditions of such dedication or reservation.

\_\_\_\_\_ All lots, consecutively numbered, their dimensions and all building setback lines.

\_\_\_\_\_ All blocks, consecutively numbered throughout the entire subdivision, and the lots numbered consecutively through each block, with areas to be excluded from platting marked “reserved” or “not for public use.”

\_\_\_\_\_ List of abutting property owners.

\_\_\_\_\_ Any other information as may be deemed by the Coweta Planning Commission as reasonably necessary for the full and proper consideration of the proposed subdivision.

\_\_\_\_\_ The following certifications shall be required on the Final Plat of record for the Wagoner County Clerk’s office:

- A. 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.
- B. Certification by registered engineer or land surveyor as to the accuracy of the survey and of the plat, and that the monuments and bench marks are accurate, as to the location shown.
- C. Certification by the Mayor and City Clerk, or the Deputy City Clerk, of The approval of the Final Plat by the Coweta City Council.

After the approved final plat is filed of record in the office of the County Clerk, the developer/subdivider shall return eight (8) certified plats, one (1) original and seven (7) copies, all with the appropriate stamps, signatures and plat number from the County Clerk’s office to the Community Development Department of the City of Coweta. The City of Coweta retains the right to hold building permits until a certified copy of the final Recorded plat is submitted to City Hall.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

Plat Name \_\_\_\_\_

STR \_\_\_\_\_

County \_\_\_\_\_

City of Coweta  
Subdivision Application

Approval Requested:

Sketch Plan       Preliminary       Final

Proposed Subdivision Name: \_\_\_\_\_

General Legal Description \_\_\_\_\_

Developer's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Engineers' Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Total Acreage: \_\_\_\_\_ No. of Lots \_\_\_\_\_ Avg. lot Size \_\_\_\_\_

Present Use of Tract \_\_\_\_\_ Present Zoning \_\_\_\_\_

Proposed Use of Tract \_\_\_\_\_ Zoning Case # \_\_\_\_\_

Type of Water Supply  City  Well  Other \_\_\_\_\_

Type of Sanitation  City  Septic  Other \_\_\_\_\_

Type of Street Surfacing (check categories that apply)

Portland Cement       Asphaltic Concrete       Other \_\_\_\_\_

Curb and gutter       Barrow ditches       Public       Private

\_\_\_\_\_  
Signature of Developer or Agent

\_\_\_\_\_  
Date

Staff Only – Do Not Write Below This Line

Approval Checklist

Sketch Plan: TAC Date \_\_\_\_\_

City Engineer \_\_\_\_\_

Preliminary Plat: TAC Date \_\_\_\_\_

Sewer \_\_\_\_\_

PC Date \_\_\_\_\_

Water \_\_\_\_\_

CC Date \_\_\_\_\_

Gas \_\_\_\_\_

Fee \_\_\_\_\_

Phone \_\_\_\_\_

Receipt # \_\_\_\_\_

Electric \_\_\_\_\_

Final Plat: TAC Date \_\_\_\_\_

Cable TV \_\_\_\_\_

TAC Date \_\_\_\_\_

Health Dept. \_\_\_\_\_

PC Date \_\_\_\_\_

Corp. Comm. \_\_\_\_\_

CC Date \_\_\_\_\_

Fee \_\_\_\_\_

Receipt # \_\_\_\_\_

Plat filed at Courthouse \_\_\_\_\_ County Plat Number \_\_\_\_\_