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[www.coweta.lib.ok.us](http://www.coweta.lib.ok.us)

## PRELIMINARY 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. A PRE-APPLICATION CONFERENCE WITH THE CITY PLANNER IS REQUIRED IN ORDER TO DISCUSS ZONING CODE REQUIREMENTS, SUBDIVISION DESIGN REQUIREMENTS, PLATTING PROCEDURES AND CONSTRUCTION OF IMPROVEMENTS.**

Please mark (X) items as they are addressed:

### SUBMITTAL REQUIREMENTS

Preliminary 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 Preliminary Plat shall be accompanied by an application, supplied by the City Planner, plans including all Preliminary 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 Preliminary Plat shall be submitted to the City Planner for consideration and review by the appropriate governing body. **Consult the Coweta Subdivision Regulations for details.**

- \_\_\_\_\_ Twenty-two (22) copies of the Preliminary Plat (folded no larger than 9" x 12" in size). Three (3) copies of preliminary construction plans. (Please **DO NOT** submit rolled plans.)
- \_\_\_\_\_ One 8 ½" x 11" copy of the Preliminary Plat.
- \_\_\_\_\_ Completed application and payment of appropriate fee(s). \$50.00 + \$1.00 per lot over 10 lots
- \_\_\_\_\_ Owner authorization to proceed with the application process. Attach a copy if applicant is not "record owner" or record owner's agent.

### PRELIMINARY PLAT REQUIREMENTS

- \_\_\_\_\_ Preliminary 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.

Each sheet shall be sealed by a registered professional engineer or land surveyor.

- \_\_\_\_\_ The proposed name of the subdivision shall be identified and included on the Preliminary Plat. The name shall not duplicate or closely resemble names of existing subdivisions 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 shall be included on the Preliminary Plat.
- \_\_\_\_\_ An accurate legal description of the property and a complete boundary survey shall be included on the Preliminary Plat which details the dimensions, distances to the nearest one-hundredth foot, bearings to the nearest second and acreage to the nearest one-hundredth 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 property lines of adjoining unplatted land, the names of adjoining 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 Geodetic Survey data.
- \_\_\_\_\_ The location and description of all existing structures.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Draft of restrictive covenants.
- \_\_\_\_\_ 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 proposed lots, consecutively numbered, their dimensions and all building setback lines.
- \_\_\_\_\_ All blocks consecutively numbered.
- \_\_\_\_\_ 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
- \_\_\_\_\_ List of abutting property owners

\_\_\_\_\_  
Applicants 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 \_\_\_\_\_

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Staff Only – Do Not Write Below This Line

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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 \_\_\_\_\_