

CHAPER II
SUBDIVISION APPLICATION PROCEDURES

2.1 **PROCESS:**

2.1.1 **Requirement:**

Whenever any subdivision of land is proposed before any contract is made for the sale of any part of the land and before any permit for the erection of a structure in such proposed subdivision shall be granted the owner of the land or his agent shall apply for and secure Planning Commission and City Council approval of such proposed subdivision.

In planning, platting, and developing a subdivision, the subdivider shall comply with the design standards, the minimum requirements set forth in this regulation, City ordinances, and State of Oklahoma statutes.

2.1.2 **Procedure:**

Proposed subdivision to be processed as follows:

- A.** Pre-plat conference and submission of a sketch plan
- B.** T.A.C review of the sketch plan
- C.** Application for preliminary plat to the City Planner and submission of construction plans to the City Engineer
- D.** Technical Advisory Committee (T.A.C.) review of the preliminary plat and construction plans
- E.** Planning Commission review of the preliminary plat and construction plans
- F.** Revision of the preliminary plat and construction plans as required
- G.** Application for the final plat and construction plans
- H.** T.A.C. review of the final plat and construction plans
- I.** Planning Commission review of the final plat
- J.** City Council review and approval of the final plat and construction plans
- K.** Construction of subdivision improvements in accordance with the approved Construction Plans or submission of performance bonds in lieu of construction and submission of street and public utility AS Built Construction Plans
- L.** Certification of the final plat
- M.** Record the certified final plat with the appropriate county officials
- N.** Application for building permits on the lots in the subdivision

2.2 **SKETCH PLAN:**

2.2.1 **Purpose:**

The purpose of the sketch plan is to provide the subdivider, the Planning Commission, and city officials an opportunity to identify some of the potential problems concerning the land use, general design and overall approaches to installation of improvements before the preparation of more detailed platting documents. This step in the overall subdivision process is very important because

it is at the initial part of the process when decisions are to be made that can have a great impact on the subdivider and the community.

It is important that all of the land to be included in the proposed subdivision shall be included in the sketch plan so that an overview of an entire area can be accomplished.

2.2.2 Sketch Plan Conference:

A conference shall be held between the subdivider and the City Planner to discuss Zoning Code requirements, subdivision design requirements, platting procedures and improvements construction. At the conference the subdivider shall submit to the City Planner 15 copies of the sketch plan. The sketch plan may be submitted in the form of a freehand pencil sketch but shall be a clear and legible product drawn approximately to scale. It need not be certified by a registered engineer or surveyor. A review of the sketch plan will be conducted by the City Planner, the Technical Advisory Committee, and the subdivider at a meeting scheduled by the City Planner (Section 1.13). The comments of the review group shall not be binding on the subdivider, the City Planner, or the Technical Advisory Committee. This step is to be used as a guide to inform the subdivider of the possible conditions that may be imposed upon his development. Comments concerning the sketch plan shall be forwarded to the subdivider or his representative within fifteen (15) working days following the meeting of the Technical Advisory Committee.

The sketch plan shall contain the following information:

- A.** The general topography of the tract
- B.** Existing adjoining development
- C.** Existing streams, flood plains, and storm drainage, if any
- D.** Existing public and private utilities and easements
- E.** The proposed land use such as residential, commercial, parks, schools, drainage detention facilities
- F.** The proposed layout of streets, lots and blocks
- G.** The proposed subdivision name
- H.** The proposed layout of public utilities
- I.** The location of every existing or abandoned oil or gas well or dry hole drilled in search of oil or gas as shown by the records of the Oklahoma Corporation Commission
- J.** The name, address and telephone number of the property owner and subdivider
- K.** Any other pertinent information

2.3 PRELIMINARY PLAT:

2.3.1 Purpose:

The purpose of the preliminary plat is to provide an interim step in the procedure when the subdivider shall present drawings of the detail features of the

subdivision. It is at this point that the items discussed at the sketch plan stage are shown and the development is examined to see if it is technically functional.

2.3.2 Application:

The subdivider shall submit twenty-two (22) copies black line or blue line prints (1) half size 11x17 reproducible of the proposed subdivision, of the preliminary plat which have been prepared by a Surveyor or Engineer to the City Planner no later than thirty (30) calendar days prior to the Planning Commission meeting at which the plat will be reviewed. The preliminary plat shall show all the features needed to enable the Planning Commission to determine whether or not the proposed subdivision layout is satisfactory from the standpoint of public interest. The preliminary plat size shall not be less than 22 inches by 34 inches and folded to 8 1/2 inches by 11 inches. The forms for which shall be supplied by the City Planner, and pay an application fee as established by ordinance.

2.3.3 Preliminary Engineering Construction Plans:

The subdivider shall submit with the preliminary plat five (5) sets each prepared by an Engineer illustrating the locations of the detention, sanitary sewer and water systems, including off-site systems. The preliminary construction plans shall show horizontal configurations, connections to existing utilities, sizes and locations of proposed lines, proposed sewers, detention or retention facilities, construction details, calculations, and profiles.

2.3.4 Preliminary Plat Contents:

The preliminary plat shall be drawn at a scale of one hundred (100) feet to one inch or larger and shall contain or be accompanied by the following information:

- A. The proposed name of the subdivision. The name shall not duplicate or too closely resemble names of existing subdivisions.
- B. The names and addresses of the owner(s) of record, the subdivider(s), and the registered engineer or land surveyor preparing the plat.
- C. An accurate legal description of the property and a complete boundary survey showing the dimensions, distances to the nearest one-hundredth foot, bearings to the nearest second and acreage to the nearest one-hundredth acre.
- D. The scale, north arrow and date.
- E. The key or location map, at a legible scale, showing the locations of subdivisions within the mile section.
- F. The location of adjoining unplatted land and the names of adjoining subdivisions and the location of city limits boundaries if adjoining the subdivision.
- G. The topography with contour intervals of not more than two (2) feet based on United States and Geodetic Survey data and all Flood Plain information.
- H. The location and description of all existing structures.
- I. The locations of all ponds, lakes and streams and the areas subject to flooding based upon the regulatory flood.

- J.** The location, width and name of each existing or proposed street or other public way, railroad, and utility right-of-way, bridge, park and other public open space within or adjacent to the proposed subdivision.
- K.** The location, pipe size and grades of all existing sewers, water mains, gas mains, or other underground installations within or immediately adjacent to the proposed subdivision.
- L.** The locations and widths of easements of all oil, gas and petroleum product pipelines within or adjacent to the proposed subdivision.
- M.** The location of every existing or abandoned oil or gas well or dry hole drilled in search of oil or gas as shown by the records of the Oklahoma Corporation Commission.
- N.** 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 dedications or reservations.
- O.** All proposed lots consecutively numbered, their dimensions, and building set back lines.
- P.** All blocks consecutively numbered.
- Q.** Any other information as may be deemed by the Planning Commission as reasonably necessary for the full and proper consideration of the proposed subdivision.
- R.** If the subject property has been rezoned in the last 12 months, no notice of the abutting owners is required. If not, the subdivider shall furnish the names and addresses of the property owner(s) which abut the subject tract to the City Planner. This list is to be furnished by an abstracting company.

2.3.5 Review of Preliminary Plats:

- A.** fees:
Upon filing application the owner shall pay all fees to the City as defined herein and as established by ordinance.
- B.** The City Planner upon receipt of the required plats, construction plans and fees shall:
 1. distribute copies of the preliminary plat and construction plans to the Technical Advisory Committee,
 2. set the plat on the T.A.C. and Planning Commission agendas,
 3. review the plat for conformance with the Zoning Code and these Regulations,
 4. prepare recommendations for submission to the T .A.C. and Planning Commission.
- C.** The Technical Advisory Committee shall:
 1. review the preliminary plat and construction plans and make recommendations to the Planning Commission.
- D.** Tentative approval:
After receipt of the recommendations of staff, the Technical Advisory Committee, other agencies and utility companies, the Planning Commission may tentatively approve the preliminary plat with any modifications or conditions, noting all such modifications on the plat

Upon rejection, or on approval subject to modifications or conditions, the Planning Commission will require the subdivider to submit a revised preliminary plat. Tentative approval of the preliminary plat shall be deemed to be an approval only of design features of the tract; the City Engineer or other officials having justification to modify engineering and construction details, may require modifications as necessary for the protection of the public interest.

E. The Planning Commission shall:

1. hold a public hearing on the preliminary plat,
2. the preliminary plat shall be reviewed by the Planning Commission for conformity with the Comprehensive Land Use Plan of the City of Coweta, and for compliance with the standards requirements and principles hereinafter prescribed; and, shall be reviewed by the Planning Commission staff for compliance with all applicable additional requirements of all governmental authorities and agencies, and with all applicable regulations of public utilities.
3. approve, conditionally approve, or disapprove the preliminary plat at such meeting. If the preliminary plat is approved with conditions, the Planning Commission may require the subdivider to submit a revised preliminary plat. The subdivider shall be advised of any amendments required by the Planning Commission to comply with these Regulations. If the preliminary plat is disapproved, the reasons for that action shall be stated.

2.3.6 Phased Developments:

The preliminary plat representing the entire proposed development (all phases) must be submitted with the preliminary plat submission for review and approval. Actual phased construction and final platting may be part of the construction plans and final plat reviews.

2.3.7 Preliminary Plat Expiration:

The approval of a preliminary plat shall be effective for a period of one (1) year from the date of approval by the Planning Commission at the end of which time approval of the Final Plat must have been obtained from the City Council. Any preliminary plat not receiving Final Plat approval within one year shall be null and void. Every plat shall conform to existing subdivision regulations applicable at the time of approval of the preliminary plat unless modifications have been granted.

2.4 FINAL PLAT:

2.4.1 Application:

The subdivider shall submit twenty-two (22) full size copies black line or blue line prints (1) half size 11 inches by 17 inches (1) 8½ inches by 11 inches of the final plat and restrictive covenants. The final plat size shall not be less than 22 inches by 34 inches and folded to 8½ inches by 11 inches, and five (5) sets of the

final proposed construction plans prepared by a licensed Engineer, registered in the State of Oklahoma shall be submitted along with all other documents required by these regulations, to the City Planner no later than thirty (30) calendar days prior to the Planning Commission meeting at which the plat will be reviewed. The plans shall reflect any corrections from the preliminary plat review. These construction plans shall include the final information (plans, profiles, details, etc.) concerning hydrology, hydraulics, topography, water distribution systems, wastewater systems, grading (existing and proposed), stormwater drainage, systems, and paving which comply with the requirements of these regulations. The final plat shall be accompanied by an application, the forms for which shall be supplied by the City Planner and a fee as established by ordinance. Requests for exceptions to these Regulations or requirements of the preliminary plat shall be submitted in accordance with these Regulations. Upon final approval of the construction plans by the City Engineer, the developer shall furnish five (5) copies of all water and sewer plans for submittal to The Oklahoma State Department of Environmental Quality for approval, along with the application for permit to construct the facilities, the engineer's report and the appropriate application fee for the Department of Environmental Quality review.

2.4.2 Contents:

- A.** The name of the subdivision, city, county and state. The subdivision name shall not duplicate or too closely approximate the name of any existing subdivision.
- B.** The name and address 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.
- C.** The accurate legal description of the subdivision referenced to section, range and township, based on an accurate traverse, giving angular and linear dimensions which must mathematically close, the allowable error of closure on any portion of a final plat shall be one (1) foot in five thousand (5,000).
- D.** The date of preparation of the plat, north arrow and scale (written and graphic presentation).
- E.** The key or location map showing location and name of subdivisions within the mile section.
- F.** The total acreage and total number of lots of the subdivision shown near the key or location map.
- G.** The names of all adjacent subdivisions and the names, locations and widths of all existing and proposed streets, easements, drainageways, and other public ways adjacent to the property.
- H.** The location of monuments showing 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.
- I.** 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 and distance, 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.

- J.** The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively through each block.
- K.** Locations 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, drainageways, or other areas dedicated or reserved for public use.
- L.** The names of all streets to be dedicated.
- M.** 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.
- N.** 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 reference of such easements. The width of an easement with sufficient ties to locate it definitely with respect to the subdivision must be shown.
- O.** Easements located outside of 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.
- P.** The deeds of dedication for all rights-of-way, easements and other properties and any deed restrictions applicable to the subdivision shall be shown.
- Q.** The location of every existing or abandoned oil or gas well or dry hole drilled in search of oil or gas as shown by the records of the Oklahoma Corporation Commission.
- R.** All lots located in a flood-prone area of special flood hazard including the 100-year flood zone shall have the building pad elevation provided on each lot on a copy of the final plat prior to recording the final plat.
- S.** A copy of any private restrictions affecting the subdivision or any part thereof attached to each plat.
- T.** Reference to any separate instrument which directly affect land being subdivided, including restrictive covenants, filed in the office of the county recorder of deeds.
- U.** Any other information as may be deemed by the Planning Commission as reasonably necessary for the full and proper consideration of the proposed subdivision.
- V.** When individual sewage disposal devices have been installed, the certificate of the County Health Department shall accompany the record plat, and the developer must install city sewer lines to where when the sewer is extended to this area, only a connection to the main sewer line is required.

2.4.3 Planning Commission Action:

The Planning Commission shall act upon the final plat after it has been submitted for final approval unless a stipulation for additional time is agreed to by the developer. If the final plat is disapproved, grounds for the refusal shall be stated in writing, a copy of which shall be transmitted to the applicant.

2.4.4 City Council Action:

The City Council shall act upon the final plat for approval and for acceptance of public ways and service and utility easements and land dedicated to public use. Approval of the final plat shall in no way be construed as acceptance of the public works improvements. The disapproval of any plat or plan by the City Council shall be deemed a refusal of the proposed dedication shown thereon.

2.4.5 Drafting:

The final plat prepared for recording purposes shall be drawn at a scale of at least one (1) inch equals one hundred (100) feet. The size of sheets on which such final plats are submitted shall be a maximum of twenty-four (24) inches by thirty-six (36) inches or a size that can be properly and conveniently folded to said dimensions. The drawing surface of any such plat shall have a binding margin of two (2) inches at the left side of the plat, a margin not less than one (1) inch at the right side and a margin of not less than one and one half (1-1/2) inches at the top and bottom. Where the proposed plat is of unusual size, the final plat may be submitted on two or more sheets of the same dimensions. If more than two sheets are required, an index sheet of the same dimensions shall be filed showing the entire development at a smaller scale.

2.4.6 Certifications:

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

- 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 the registered land surveyor or registered engineer as to the accuracy of the survey and of the plat, and that the monuments and benchmarks are accurate as to location shown.
- C. Certification by the Planning Commission, Mayor and City Clerk, or Deputy City Clerk, of the approval of the plat by the City Council.

2.4.7 Prints to be Furnished after Final Approval of the Plat:

- A. A minimum of eleven (11) copies of the approved final plat shall be furnished for endorsement by the appropriate city officials. Two (2) of these eleven (11) copies shall be on linen, cloth, cronoflex, mylar or other similar durable material suitable for filing at the office of the county clerk.

- B. After the approved final plat is filed of record in the office of the county clerk, the subdivider shall return eight (8) certified plats, one (1) original and seven (7) copies, black line or blue line all with the appropriate stamps, signatures and plat number from the County Clerk's office to the City Planner.
- C. After the final plat has been endorsed by all required officials, the City Planner shall distribute copies to appropriate officials, agencies or departments and retain file copies in the offices of the city clerk and city planner.

2.4.8 Approval and Recording of Plats Required:

No plat or other land subdivision instrument shall be filed in the office of the county clerk until it shall have been given final plat approval by the Planning Commission and by the City Council as required. The approved final plat shall remain with the City Planning office until the completion of and acceptance or approval by the City Council on all improvements or all security requirements have been submitted and approved. After acceptance, the Plat will be released for filing / recording by the subdivider. The subdivider shall return a copy of the recorded plat with copies as defined herein. All final plats shall be filed within one year of the approval of the City Council and no lots shall be sold from any plat until recorded. Failure to record the plat within one year of the date of the City Council approval shall void all approvals thereto.

2.4.9 Letters of Release:

Letters of release from the utility companies, Corporation Commission or other agencies must accompany the filing of the final plat.

2.4.10 Permit to Construct:

Permits to construct any improvements shall be approved by the City Engineer prior to construction. Building permits shall be approved by the Building Inspector for any structure prior to construction.

2.5 PLANNED UNIT DEVELOPMENT:

The platting of Planned Unit Developments shall proceed in accordance with Chapters One and Two of these Regulations upon approval of a PUD by the Planning Commission and City Council in accordance with the applicable sections of the Zoning Ordinance.