



DEVELOPMENT  
SERVICES

# Final Plat Application

**SUBDIVISION NAME:** \_\_\_\_\_ **DATE RECEIVED:** \_\_\_\_\_

The Final Plat must be accompanied by the following:

- Completed Application**
- PROJECT DESCRIPTION:** A clear and detailed statement in writing substantiating the application and proposed use of the property
- 3 Copies** of the Final Plat (must be folded), 1 Mylar, plus digital PDF
- 5 Copies** of supporting maps (if any)
- 2 Sets** of all Public Improvement Plans (including plans and specifications). If applicable.
- 2 Copies** of Engineer's Construction estimate for all Public Improvements (if applicable).
- 2 Copies** of the Preliminary Plat (if previously submitted)
- Subdivision Bonds** (required prior to submittal to City Council). If applicable.
- LEGAL DESCRIPTION:** Of the property which may be obtained from the Canadian County Assessor's Office located in the Canadian County Courthouse in El Reno. The legal description can also be found on the deed to the property.
- Application Fee** - \$300 plus \$2.00 per lot
- Plat Review Fee** - \$400 (one acre or less)  
\$800 (one – two acres)  
\$200 per acre or portion thereof (two – ten acres)  
\$175 per acre or portion thereof (more than ten acres)

**The applicant or his/her representative should appear to present the application to Planning Commission.**



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The Final Plat must include the following:

- Drawn to a scale of 1" = 100' (If revised plat is submitted during review, please date)
- Include date, north arrow, scale (written and graphic) and a key or location map
- Name of subdivision, owner, subdivider, engineer, and/or land surveyor
- Boundaries of the subdivided area with the accurate distances and bearings noted.
- Exact location/legal description of the subdivision and description of all monuments found or placed in making the survey
- Lines, names and widths or dimensions of all proposed street right-of-way and easements
- Numbered designation of all lots and blocks in the subdivision with their lines and dimensions accurately shown.
- Exact dimensions of all lots
- Names of all adjacent subdivisions
- The following shall be made and shown on the original reproducible final plat:
  - Owners certificate and dedication shown
  - Surveyors / Engineers certificate of survey, signed and sealed
  - Certificate for release of mortgage for any portion dedicated to the public, signed
  - Reference any separate instruments, including restrictive covenants, which directly affect the land being subdivided
  - Certificate of Planning Commission action
  - Certificate of Council acceptance of streets, alleys, easements and public land dedications
  - Tax receipt showing all taxes payable on all property within the limits of the tract as paid in full for the past five years or a statement signed by the County Treasurer
  - A receipt for the payment of all special assessments
- Exact radii of all curves and length of all tangents
- Plans and specifications on all required improvements
- Notes on maintenance of common lots (if any)
- Line denoting the 100-year flood limits. For each lot adjacent to the 100-year flood limits, a note should be placed on the final plat indicating the minimum elevation of 2' above the 100-year flood elevation
- Any additional data as may be required by the Planning Commission
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**All revised plats submitted during the course of the review process must have a revision date.**

**Following City Council approval, the developer shall submit:**

- Submittal / Transmittal letter
- 1 copy of Final Plat drawn on 24" x 36" mylar
- 3 paper copies of plat (folded) plus digital PDF

**The applicant or his/her representative should appear to present the application to the Planning Commission**



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**Please PRINT or TYPE all information**

## APPLICANT INFORMATION

Name / Business Name:	Email:	Phone #1
Mailing Address:		Phone #2
City:	State:	Zip:
Applicant's Interest in Property:		

**PROPERTY INFORMATION** SECTION \_\_\_\_\_ RANGE \_\_\_\_\_ TOWNSHIP

Legal Description: (Section / Range / Township)		Physical Location / Address of Property:
Proposed Subdivision Name:		Current Zoning:
Proposed Use:		Proposed Zoning:
Current Property Owner's Name:		
Total number of Lots & Total area included in plat:	Number of lots wholly or partially located in floodplain:	
State any of the plat that is proposed for dedicated public use:		

## ENGINEER:

Name / Business Name:	Email:	Phone #1
Mailing Address:		Phone #2
City:	State:	Zip:
Engineer Oklahoma License Number:		

## LAND SURVEYOR'S NAME:

Name:	Email:	Phone #1
Mailing Address:		Phone #2
City:	State:	Zip:
Surveyor Oklahoma License Number:		

The applicant has prepared this application and supporting documentation and certifies that the facts stated herein, and exhibits attached hereto are true and correct.

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

Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_