



# Preliminary Plat Application

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

The Preliminary Plat must be accompanied by the following:

- Completed Application
- A Submittal Letter that provides a clear and detailed statement in writing substantiating the application and proposed use of the property.
- 1 complete CD or flash drive
- 3 Copies of the preliminary plat (must be folded) and 1 digital PDF
- 5 Copies of supporting maps (if any)
- 1 Copy of drainage calculations and hydraulics report (as required by City Engineer)
- 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.
- Transmittal letter
- Application Fee \$300.00 plus \$2.00 per lot
- \$50.00 per acre for park purposes
- Plat Review Fee- \$400 (one acre or less)  
\$800 (one to two acres)  
\$200 per acre or portion thereof (two to ten acres)  
\$175 per acre or portion thereof (more than ten)

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



# Preliminary Plat Application

The Preliminary 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
- Topographic survey map of the area being subdivided, showing contours at two (2) foot intervals
- Exact location/legal description of the subdivision and description of all monuments found or placed in making the survey
- Location, names of adjacent subdivisions and the owners of adjoining parcels of subdivided and 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, water courses, 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 approximate high and low water elevations of such lakes or streams. All elevations shall refer to the established US 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 watermark of the lake or from the bank of the stream.
- The proposed street names and system of numbering lots and blocks
- The exact length of the exterior boundaries of the land to be subdivided.
- Approximate dimensions of all lots.
- Approximate radii of all curves and lengths of all tangents.
- 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, Sub-mains and Laterals
  - Storm Sewers, Culverts and Drainage Structures
  - Street Improvements (including easements)
  - Sidewalks
- The location of all drainage channels and subsurface drainage structures, and the proposed method of disposing of all runoff 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.
- Where deed restrictions are to be recorded on the plat, a brief description of the proposed restrictions
- A description of the improvements such as grading, paving, tree planting, walks and installations of utilities which the subdivider proposes to make, and the time when they are to be made, shall accompany the preliminary plat.

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



# Preliminary Plat Application

**Please PRINT or TYPE all information**

## APPLICANT INFORMATION

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

## LAND SURVEYOR'S NAME:

Name:	Email:	Phone #1
Mailing Address:		Phone #2
City:	State:	Zip:
		Fax #
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: \_\_\_\_\_