
CITY OF CHOCTAW

SUBDIVISION PLAT APPLICATION



POLICIES AND PROCEDURES PRELIMINARY AND FINAL PLAT

A Pre-Development Consultation Meeting is required prior to submission of the Preliminary Plat portion of this application per Ordinance Resolution 19-18.

1. Preliminary Plat

- A. Submit five (5) copies of the Preliminary Plat, one (1) copy of any restrictive covenants and one (1) copy of the Homeowners Association Agreement (if applicable) to the City Clerk with the appropriate application requesting the preliminary approval of the proposed subdivision.
- B. Submit a minimum of thirty (30) days prior to the Planning Commission meeting to allow for review and preparation of Staff Report to the Commission prior to the meeting.
- C. The Preliminary Plat must be in final form containing all information required by the Subdivision Regulations.
- D. The Planning Commission shall approve or reject the Preliminary Plat within thirty (30) days after discussion in the regular meeting.
- E. Approval of the preliminary plat shall not entitle the sub-divider to approval of the final plat.
- F. A description of the improvements, such as street and alley paving, tree planting, walks, and installation of utilities, which the sub-divider proposes to make, and the time when they are proposed to be made.
- G. Prior to the submittal of a preliminary plat, the developer of a potential subdivision shall submit to the planning staff a sketch plan of the proposed subdivision. The developer shall consult with the planning staff about a set of mutually agreeable park sites or fee dedication.

2. Final Plat

- A. The Final Plat must be submitted to the City Clerk. Submit two (2) copies of the Final Plat; two (2) copies of the restrictive covenants and two (2) copies of any Homeowners Association Agreement.
 - i. Staff will notify the applicant when to submit fully executed plat copies. The applicant will be responsible for submitting two (2) original copies and three (3) original Mylar.
 - B. Submit a minimum of thirty (30) days prior to the Planning Commission meeting to allow for review and preparation of the Staff Report to the Commission prior to the meeting.
 - C. The Final Plat must be in final form containing all information required by the Subdivision Regulations.
 - D. Final plans and computations for all improvements shall be submitted with the plat. They shall be in final form and must be approved by the Planning Commission and the City Engineer.
 - E. The Planning Commission shall transmit to the City Council the final plat documents and a listing of all required improvements indicating that they have been installed and accepted or that a Contract and Bond insuring their installation has been executed and received by the City Clerk. The amount of the Bond shall be determined based on one-hundred percent (100%) of the estimates of the Developer's Engineer and concurred in by the City Engineer.
 - F. No Building permit shall be issued until such facilities have been constructed and accepted or the Surety Bond properly filed with the City Clerk. The Developer shall pay the Capital Improvement Development fees per residential unit and per square foot for all other platted areas, less credits (Ord. # 250) prior to affixing the City Seal to the final plat.
 - G. Before recording, the final plat must be submitted to the City Council for approval and for acceptance of public ways, service and utility easements and land dedicated for public use.
 - H. City Mayor and City Clerk will be the last required signatures on an approved final plat for filing.
 - I. The final plat will be filed in the office of the County Clerk of OK County by the City of Choctaw.
 - J. The City of Choctaw will retain one (1) original copy and one (1) Mylar.
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Community Pre-Development Consultation

Pre-Development – Per Meeting \$ 150.00

Zoning

1 Acre or Less \$ 360.00
1.01 to 5 Acres \$ 480.00
5.01 or More \$ 600.00

Platting

Preliminary Plat – Residential \$ 240.00
Preliminary Plat – All Other \$ 360.00
Final Plat – Residential \$ 120.00
Final Plat – All Other \$ 240.00
Plat Review – Residential
0-21 Lots \$ 600.00
21-50 Lots \$ 1200.00
51-100 Lots \$ 1800.00
100+ Lots \$ 18.00 / Lot
Subsequent Review after Comments \$ 120.00 / Hour
Plat Review – Commercial
Plat Review \$ 900.00
Subsequent Review after Comments \$ 120.00 / Hour
Drainage Study Review \$ 600.00
City Engineer Service Actual Cost
Inspection Service \$ 78.00 / Hour

Street Signs Actual Cost
Water BAC-T Test Actual Cost
Private Water Development
All Other - Per property sq ft. \$.08
Private Sewer Development
All Other – Per property sq ft \$.10

Public Notice

Notification Sign \$ 54.00
Notification Letter \$ 25.00
Newspaper Publication \$ 45.00

County Recording Fees

First Page of Instrument Actual Cost
Each Additional Page of Instrument Actual Cost
Preservation Actual Cost
Plat (1 Block or Less) Actual Cost
Plat (2 Block or More) Actual Cost
Electronic Filing Actual Cost
OK Tax Commission Document Stamp Actual Cost
Handling Fee \$ 6.00

Parkland Dedication

In-Lieu of Land Dedication – Refer to Subdivision Ord

Capital Improvements

Inspections – Value = Material & Labor
Value \$1 - \$2000 \$ 84.00
Value \$2001 - \$5000, minimum \$ 84.00+
Pro-rated for each \$100 above \$2000 \$ 3.40
Value \$5001 - \$10,000, minimum \$ 194.00+
Pro-rated for each \$100 above \$5000 \$ 3.00
Value \$10,001 - \$25,000, minimum \$ 342.00+
Pro-rated for each \$100 above \$10,000\$ 2.40
Value \$25,001 - \$50,000, minimum \$ 702.00+
Pro-rated for each \$100 above \$25,000\$ 1.80
Value \$50,001 minimum \$ 1152.00+
Pro-rated for each \$100 above \$50,000\$ 1.20
Maintenance / Cost = Material & Labor
Water Maintenance Bond 100% - 2 years
Sanitary Sewer Maintenance Bond 100% - 2 years
Paving & Drainage Maintenance Bond
First Year 100%
Second Year 80%
Third Year 75%
Fourth Year 50%
Fifth Year 25%

APPLICATION
for
PRELIMINARY PLAT OF
SUBDIVISION
(Please Print (black Ink) or Type)

File No: _____ Date: _____

CC / Check No: _____ Amount Rec: _____

Receipt No: _____

Applicant: _____

Address: _____

Phone: _____

Property address: _____

Legal Description: _____

Zoning Classification: _____

Number of Acres: _____ **# of Lots:** _____ **# of Blocks:** _____

Proposed Name of Subdivision: _____

Proposed Use: _____

Developer: _____

Address: _____

Phone: _____

Engineer: _____

Address: _____

Phone: _____

I hereby certify and attest that I am the current and legal owner of the above described property located in the City of Choctaw and that I received a copy of the Policies and Procedures regulating this application and received a copy of the Subdivision Regulations. We attest to the truth and correctness of all facts and information presented with this application and agree to pay all fees as required.

Signature of Applicant

Date

(For Official Use Only)

County Parcel Number: _____



**PRELIMINARY PLAT
CHECKLIST**
(MUST BE SUBMITTED WITH APPLICATION)

Subdivision Name: _____

Developer: _____

Address: _____

Phone: _____

Engineer or Surveyor: _____

- | | |
|--|---|
| <input type="checkbox"/> Scale (1" = 100') | <input type="checkbox"/> North Point |
| <input type="checkbox"/> Key Map | <input type="checkbox"/> 5 Copies of Preliminary Plat |
| <input type="checkbox"/> Legal Description | <input type="checkbox"/> Topographic Map (2' Intervals) |
| <input type="checkbox"/> Name of Owner | <input type="checkbox"/> Title under which Plat is to be recorded |
| <input type="checkbox"/> Lot Designation & Dimensions | <input type="checkbox"/> Boundary Line of proposed Subdivision |
| <input type="checkbox"/> Fees paid | <input type="checkbox"/> 1 copy of Homeowners Association |
| <input type="checkbox"/> Date | <input type="checkbox"/> Vicinity Map |
| <input type="checkbox"/> Park Land Dedication | <input type="checkbox"/> Private & Public Easements |
| <input type="checkbox"/> Limit of No Access | <input type="checkbox"/> Screening |
| <input type="checkbox"/> Flood Zone & Flood Ways | |
| <input type="checkbox"/> Property Lines/Ownership of Adjoining Property | |
| <input type="checkbox"/> Location, Name, and Size of Proposed Streets, etc. | |
| <input type="checkbox"/> 1 copy of Protective Covenants \ Restrictions | |
| <input type="checkbox"/> Location and area of land dedicated for public use and/or common areas. | |
| <input type="checkbox"/> Location, widths, and names of all existing platted or dedicated streets, alleys, or other public ways and easements, railroads, utility easements, parks, water course, drainage ditch, buildings or bridges | |

Accepted for Processing:

Signature

Date

APPLICATION
for
FINAL PLAT OF SUBDIVISION
(Please Print (black Ink) or Type)

File No: _____ Date: _____
CC / Check No: _____ Amount Rec: _____
Receipt No: _____

Applicant: _____

Address: _____

Phone: _____

Property address: _____

Legal Description: _____

Zoning Classification: _____

Number of Acres: _____ **# of Lots:** _____ **# of Blocks:** _____

Proposed Name of Subdivision: _____

Proposed Use: _____

Developer: _____

Address: _____

Phone: _____

Engineer: _____

Address: _____

Phone: _____

I hereby certify and attest that I am the current and legal owner of the above described property located in the City of Choctaw and that I received a copy of the Policies and Procedures regulating this application and received a copy of the Subdivision Regulations. We attest to the truth and correctness of all facts and information presented with this application and agree to pay all fees as required.

Signature of Applicant

Date

(For Official Use Only)

County Parcel Number: _____



**FINAL PLAT
CHECKLIST**

(MUST BE SUBMITTED WITH THE APPLICATION)

Subdivision Name: _____

- Preliminary Approval Date _____
- Dimensions
- Conditions of Preliminary Approval complied with
- Title, Scale, North Point, Date, Key Map 2 paper original of final plat
- 3 original mylar of final plat (*to be turned in after review*)
- Standard Sheet Size (24x36) Engineer's or Surveyor's Certificate
- Subdiv. Boundary Lines (heavy) Certificates of Approval
- Lot/Block Designation Building Setback Line
- Tax Seals Fees Paid
- Location/Description of Monuments Access Control
- Park Dedication/Fees in Lieu of Ref: to Adjacent Subdivisions
- Detention Plans submitted/approved Engineering Approval
- Construction Plans submitted/approved 2 copies of Covenants/Restrictions
- 2 copies of Homeowners Association Finish Floor Elevations for each lot

Comments: _____

Signature

Date

**PLATTING PROCEDURE
CHECKLIST
(FOR OFFICIAL USE ONLY)**

PRELIMINARY PLAT

	YES	NO
1. APPLICATION		
1. 5 copies of preliminary plat with completed application	[]	[]
2. 1 copy of Covenants/Restrictions	[]	[]
3. 1 copy of Homeowners Association	[]	[]
4. Fee paid	[]	[]
5. Code Administrator, City Engineer and Staff review (no Planning Commission meeting date will be set until all information is complete)	[]	[]
6. Preliminary Plat must be in final form containing all information required by Subdivision Regulations.	[]	[]
7. Site Review Committee meeting held	[]	[]
2. FLOW OF APPLICATION		
1. Sent all information to Code Administrator for staff report	[]	[]
2. Presented to Planning Commission	[]	[]
3. IF APPROVED		
1. Preliminary Plat approval is sent to Council		

FINAL PLAT

1. APPLICATION		
1. 2 Original copies and 3 Mylar of final plat with completed application	[]	[]
2. 2 copies of Covenants/Restrictions	[]	[]
3. 2 copies of Homeowners Association	[]	[]
4. Fee paid	[]	[]
5. Site Review (no Planning Commission date will be set until all information is complete)	[]	[]
6. Final plans and improvements must be submitted with the plat. If not submitted, a Surety Bond insuring actual construction of the improvements within a period determined by Planning Commission (usually one (1) year). Amount of bond based on 100% of the estimates of the Developer's Engineer and approved by City Engineer.	[]	[]
7. Detention Report approved	[]	[]
2. FLOW OF APPLICATION		
1. Sent all information to Code Administrator for staff report	[]	[]
2. Present to Planning Commission	[]	[]
3. IF APPROVED		
1. No building permits will be issued unless utility & paving plans are accepted and "As-Build" original drawings furnished to the City Engineer or Surety Bond is properly filed with City Clerk	[]	[]
2. Development fees paid prior to affixing City Seal to final plat	[]	[]
3. Prior to recording plat, must be submitted back to Council for approval and for acceptance of public ways, easements and dedicated to public	[]	[]
4. City of Choctaw will record with the County Clerk within 30 days of Council Approval.	[]	[]
5. Maintenance Bond for improvement submittal	[]	[]

Signature of Official

Date

ZONING AND PLATTING FEE SCHEDULE

Preliminary Plat Fees: Fees due with Preliminary Plat Application

Preliminary Plat Fee — Residential	\$ 240.00	\$ _____
Preliminary Plat Fee — Commercial & All Others	\$ 360.00	\$ _____
Plat Review — Residential		
0-21 Lots	\$ 600.00	\$ _____
21-50 Lots	\$ 1200.00	\$ _____
51-100 Lots	\$ 1800.00	\$ _____
100+ Lots	\$ 18.00 / Lot	\$ _____
Plat Review—Commercial & All Others	\$ 900.00	\$ _____
Total Fees Due		\$ _____

Final Plat Fees:

Final Plat Fee — Residential	\$ 120.00	\$ _____
Final Plat Fee — Commercial & All Others	\$ 240.00	\$ _____
Preliminary & Final Plat Review — Residential		
Subsequent Review after Comments	\$ 120.00 / Hour	\$ _____
Preliminary & Final Plat Review — Commercial & All Others		
Subsequent Review after Comments	\$ 120.00 / Hour	\$ _____
Drainage Study Review	\$ 600.00	\$ _____
City Engineer Service	Actual Cost	\$ _____
Inspection Service	\$ 78.00 / Hour	\$ _____
Total Fees Due		\$ _____

Miscellaneous Fees: Some fees may not apply

Pre-Development Consultation	\$ 150.00	\$ _____
Zoning Amendment Fee		
a. < 1 Acre	\$ 360.00	\$ _____
b. 1.01 to 5 Acre	\$ 480.00	\$ _____
c. 5.01 Acre and up	\$ 600.00	\$ _____
Park Land Dedication	0.016 Acres X # of Dwellings = Amount of Land Required	\$ _____
Park Land Fee in Lieu of Land	Fair Market Value X Amount of Land Required = Fee in Lieu of Land Required	\$ _____
Capital Improvement Development fees for other platted areas, per property sq ft (Water)	\$ 0.08	\$ _____
Capital Improvement Development fees for other platted areas, per property sq ft (Sewer)	\$ 0.10	\$ _____
Inspection Fees (Valuation—Material & Labor)	See page 3	\$ _____
Street Signs	Actual Cost	\$ _____
Water BAC-T Test	Actual Cost	\$ _____
Maintenance (Cost—Material & Labor)		
a. Water Maintenance Bond	100% - 2 years	\$ _____
b. Sanitary Sewer Maintenance Bond	100% - 2 years	\$ _____
c. Paving & Drainage Maintenance Bond		
1. First Year	100%	\$ _____
2. Second Year	80%	\$ _____
3. Third Year	75%	\$ _____
4. Fourth Year	50%	\$ _____
5. Fifth Year	25%	\$ _____
Specific Use	\$ 360.00	\$ _____
Variance Fee	\$ 240.00	\$ _____
Public Notice Sign Fee	\$ 54.00	\$ _____
Publication Fee	\$ 45.00	\$ _____
Notification Letter	\$ 25.00	\$ _____

Oklahoma County Recording Fees

1. First Page of Instrument	Actual Cost	\$ _____
2. Each Additional Page of Instrument	Actual Cost	\$ _____
3. Preservation	Actual Cost	\$ _____
4. Plat (1 Block or Less)	Actual Cost	\$ _____
5. Plat (2 Block or More)	Actual Cost	\$ _____
6. Electronic Filing	Actual Cost	\$ _____
7. OK Tax Commission Document Stamp	Actual Cost	\$ _____
8. Handling	\$ 6.00	\$ _____