



**OKLAHOMA COUNTY
PLANNING COMMISSION
320 Robert S. Kerr, Suite 101
Oklahoma City, Oklahoma 73102**

**SUBDIVISION - FINAL PLAT
REQUIREMENTS AND APPLICATION**

Requirements

1. All documents must be submitted to the Department at least forty-five days prior to the scheduled Planning Commission meeting.
2. *Must comply with the Oklahoma County Subdivision, Zoning and Floodplain Regulations.*
3. The filing fee must be submitted with the application. **The Final Plat filing fee is \$250.00. The filing fee is nonrefundable.**
4. Completed Sign Permit Application and fee (see attached permit application)

Required Documents

6. Complete and accurate legal description of the property prepared by a licensed surveyor or engineer.
7. Certified abstract list of adjacent property owners within a 300 foot radius of the exterior boundary of the property, to be extended by increments of 100 linear feet until the list of property owners includes not less than 15 individual property owners of separate parcels or a maximum radius of 1,000 feet has been reached. The list should include current addresses for all property owners.
8. *Two (2) prints of the Final Plan (prior to approval) and two Mylars of the approved, signed and filed Final Plat at a scale of 200 feet or less, with a one inch top, bottom, and right margin, three inch left margin, on 24" X 36" paper. The Mylar copies should be submitted to staff at lease ten days before the scheduled Planning Commission meeting.* If two sheets or more are required, an index sheet of the same dimensions showing the entire subdivision combined with all areas shown on the other sheets shall accompany the Final Plat.
9. **Final Plat submitted electronically to engormur@oklahomacounty.org.**
10. The Final Plat shall include, but not be limited to, the following information:
 - Boundary line of subdivided area including accurate distances and bearings
 - Proposed and existing streets and alleys with names and dimensions
 - Property lines for all adjacent land, streets and alleys, with name and dimensions
 - Lot lines with dimensions
 - Building lines, including side and rear yard setbacks.

- Easements with dimensions including public right-of-way, utilities, pipeline, oil well facilities, etc.
- Setback requirements, including side and rear yard setbacks
- Section corners, survey monuments with descriptions and references showing distance and direction
- Road paving and design plans
- Radii, arcs, point of tangency, points of intersections, central angles for all curvilinear streets and radii for all rounded corners
- Floodplain boundaries with FEMA FIRM numbers and effective date
- Private restrictions and trusts and their period of existence
- Proper acknowledgements of owners and consent by the mortgagee to said plat and restrictions
- Property Dedicated for public use, all green spaces must be clearly identified and separately numbered or lettered.
- North Arrow
- Scale
- Owner's Certificate
- Surveyor's Certificate
- Certificate of Bonded Abstractor
- Certificate of Release of Mortgage to any portion dedicated to the public
- Certificate of County Planning Commission Approval
- Soil Certificate
- Name of Subdivision
- Name of County and State
- Location of Subdivision including Section, Township and Range

*****PLANNING COMMISSION MEETS THE SECOND THURSDAY OF THE MONTH. UNLESS OTHERWISE STATED, ALL DOCUMENTS MUST BE SUBMITTED AT LEAST 45 DAYS PRIOR TO THE MEETING TO ALLOW FOR PUBLIC NOTIFICATION*****

***Contacts: Tyler Gammon, Planning Director, (405) 713-1361
Erik Brandt, County Planner, (405) 713-7146***

**OKLAHOMA COUNTY
FINAL PLAT APPLICATION**

1. _____ 2. _____
Applicant Name Telephone Number

3. _____
Applicant Address

4. _____ 5. _____ 6. _____
City State Zip

7. _____ 8. _____
Property Owner Property Owner Telephone Number

9. _____
Legal Description of Property to be Platted

10. _____
Proposed Use of Property (Residential, Commercial, Industrial)

11. _____ 12. _____
Applicant's Signature Date

****FINAL PLAT FILING FEE IS \$250.00. ALL FEES ARE
NONREFUNDABLE****

For Office Use Only		
Application Received by: _____	Date: _____	Application No: _____
Application Complete: Yes _____ No _____ If no, why: _____		
Final Plat Fee Amount: _____	Received by: _____	
Received From: _____	Cash: _____	Check: _____ Check No: _____

FOR OFFICE USE ONLY

FINAL PLAT CHECKLIST

1. _____ COMPLETE LEGAL DESCRIPTION OF PROPERTY TO BE PLATTED, PREPARED BY LICENSED SURVEYOR OR ENGINEER

2. _____ TWO MYLARS AND TEN BLUE-LINE PRINTS INCLUDING:
 - Boundary lines for subdivision and adjacent property
 - Proposed and Existing Streets
 - Lot lines and dimensions
 - Building Lines
 - Easements
 - Setback Requirements
 - Section corners, survey monuments
 - Radii, etc.
 - Floodplain Boundaries
 - Private Restrictions
 - Dedicated Property
 - Owner's Certificate
 - Surveyor's Certificate
 - Certificate of Bonded Abstractor
 - Certificate of Release of Mortgage
 - Soil Certificate
 - Name of Subdivision
 - Name of County and State
 - Section, Township, Range

4. _____ APPLICATION FEE \$250.00