



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

SUBDIVISION - GENERAL PLAT REQUIREMENTS AND APPLICATION

Requirements

1. Prior to submitting any documents or applications, a meeting with Engineering and Planning staff is required.
2. All documents must be submitted to the Department at least forty-five days prior to the scheduled Planning Commission meeting.
3. Must comply with the Oklahoma County Subdivision, Zoning and Floodplain Regulations.
4. The filing fee must be submitted with the application. The General Plat filing fee is \$375.00 plus \$2.00 per lot. The filing fee is nonrefundable.

Required Documents

5. Complete and accurate legal description of the property prepared by a licensed surveyor or engineer, including a general location in reference to the closest major section line roads. This should be submitted as a site plan, drawn to scale on 24" x 36" paper. **Two (2) copies should be submitted with the application.** When available, the site plan should also be submitted electronically, using AutoCad, to the following e-mail address: engormur@oklahomacounty.org
6. 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.
7. Warranty Deed with Book and Page number.

****PLANNING COMMISSION MEETS THE SECOND THURSDAY OF THE MONTH.
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
GENERAL 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

****GENERAL PLAT FILING FEE IS \$375.00 PLUS \$2.00 PER LOT. ALL FEES ARE NONREFUNDABLE****

For Office Use Only

Application Received by: _____ Date: _____ Application No: _____

Application Complete: Yes _____ No _____ If no, why: _____

General Plat Fee Amount: _____ Received by: _____

Received From: _____ Cash: _____ Check: _____ Check No: _____

FOR OFFICE USE ONLY

GENERAL PLAT CHECKLIST

1. _____ COMPLETE LEGAL DESCRIPTION OF PROPERTY TO BE PLATTED, PREPARED BY LICENSED SURVEYOR OR ENGINEER.
2. _____ SITE PLAN, DRAWN TO SCALE ON 24 X 36 PAPER. ELECTRONIC WHEN AVAILABLE AND TEN (10) COPIES, FOLDED TO 8 $\frac{1}{2}$ " x 11" SIZE.
3. _____ CERTIFIED ABSTRACT LIST OF ADJACENT PROPERTY OWNERS.
4. _____ WARRANTY DEED WITH BOOK AND PAGE NUMBER.
5. _____ APPLICATION FEE \$375.00 PLUS \$2.00 LOT.
6. _____ DESCRIPTION OF PROPOSED USE AND ANY AMENITIES, RESTRICTIVE COVENANTS, OR OTHER RELEVANT INFORMATION.