
CITY OF CHOCTAW

PRELIMINARY AND FINAL
PLAT APPLICATION



**APPLICATION
For
PRELIMINARY PLAT OF SUBDIVISION**
(Please Print (In Ink) or Type)

Applicant: _____

Address: _____

Phone: _____

Property address: _____

Legal Description: _____

No. of Acres: _____

No. of Proposed Tracts: _____

Property Zoning district: _____

Developer Contact:

Engineer Contact:

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..

Signature of Owner, or authorized Agent*

Date

***Owner or authorized agent must be present at public meeting.**

(For Official Use only)

County Parcel Number: _____

APPLICATION
For
FINAL PLAT OF SUBDIVISION
(Please Print (In Ink) or Type)

Applicant: _____

Address: _____

Phone: _____

Property address: _____

Legal Description: _____

No. of Acres / phase: _____

No. of Proposed Tracts / phase: _____

Property Zoning district: _____

Developer Contact:

Engineer Contact:

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..

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POLICIES AND PROCEDURES

Preliminary and Final Plat

Prior to filing a Preliminary or Final Plat, an applicant is advised to consult; Zoning map, Comprehensive Plan, Future Land Use maps, Future Transportation Maps, Choctaw Utility Authority Sewer and Water service locations, FEMA designated Flood plain maps, and any other information that may effect the property described in the application.

Provide the following information and documents which must be completed accurately and in full, being received by the City of Choctaw at least forty-five (45) days prior to the Planning Commissions regular scheduled meeting (first Thursday of each month). If any requirement (s) are not satisfied, a reason is thereby created for the removal of this application from the Planning Commission agenda. If any items required for engineering approval are not received within 30 days, the application will be voided, and then must be re-filed, and new filing fees paid for the new application.

1. Preliminary Plat

- A. Community Predevelopment Consultation meeting. Resolution 05-23.
- B. Submit fifteen (15) copies of the Preliminary Plan, ten (10) copies of any restrictive covenants and ten (10) copies of the Homeowners Association Agreement (if applicable) with the City Clerk with the appropriate application requesting the preliminary approval of the proposed subdivision. One (1) legible copy of the proposed plat on 8.5x11 sized paper, and an electronic copy in a format acceptable to City staff.
- C. Submit a minimum of forty-five (45) days prior to the Planning Commission meeting to allow for review and preparation of Staff report to the Commission prior to the meeting.
- D. The Planning Commission shall recommend approval or denial of the Preliminary plat with thirty (30) days.
- E. If Approved the Preliminary Plat is valid for one (1) year from the date of approval.

2. Final Plat

- A. The Final Plat must be submitted to the City Clerk within one (1) year of the date which the Preliminary Plat was approved. Submit a minimum of fifteen (15) prints and one (1) mylar, ten (10) copies of any restrictive covenants and ten (10) copies of the Homeowners Association Agreement (if applicable) with the City Clerk with the appropriate application requesting the preliminary approval of the proposed subdivision. One (1) legible copy of the proposed plat on 8.5x11 sized paper, and an electronic copy in a format acceptable to City staff.
- B. Submit a minimum of forty-five (45) 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—Part 19.
- 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 (100) percent of the estimates of the Developers 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 of \$300.00 per residential unit and \$ 0.03 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. The Final Plat shall be filed in the office of the County clerk of Oklahoma County within ninety (90) days after approval by the City Council, or the approval becomes null and void.
- I. Evidence of filing must be submitted to the City Clerk within one-hundred twenty (120) days after approval by the City Council. (This should be in the form of two (2) reproducible copies and one (1) mylar of the plat stamped "Filed by the County Clerk" recorded with book, page and date shown)

FEES

1. Filing fee for Preliminary Plat	\$	500.00
2. Filing fee for Final Plat	\$	200.00
3. Capital Improvement Development fee, per residential unit	\$	300.00/per unit
4. Capital Improvement Development fee for other platted areas, per square foot.	\$	0.03 / sq ft.
5. Inspection fees		
A. Estimated cost of construction up to \$2,000	\$	3.5%
B. Estimated cost of construction between \$2,001 to \$5,000	\$	3.0%
C. Estimated cost of construction between \$5,001 to \$10,000	\$	2.5%
D. Estimated cost of construction between \$10,001 to \$25,000	\$	2.0%
E. Estimated cost of construction between \$25,001 to \$50,000	\$	1.5%
F. Estimated cost of construction over \$50,000	\$	1.0%

I hereby certify that the statement in this application and the attachments hereto are true and correct and that the property owner has given permission for this work to proceed. I further certify that all construction work under this permit will conform to the attached plans, specifications and drawings and to the Codes and Ordinances of the City of Choctaw and that all electrical, plumbing and heat & air construction shall be performed by contractors licensed by the State of Oklahoma and licensed with the City of Choctaw.

Applicant's Signature: _____

Date: _____



**ZONING AND PLATTING
FEE SCHEDULE**

Permit Number: _____

A.	Zoning Amendment Filing Fee	\$ 200.00	\$ _____
B.	Uses Permitted on Review Filing Fee	\$ 50.00	\$ _____
C.	Variance Filing Fee	\$ 50.00	\$ _____
D.	Short Form Subdivision Filing Fee	\$ 100.00	\$ _____
E.	Platting Fees		
	1. Preliminary Plat Filing Fee	\$ 500.00	\$ _____
	2. Final Plat Filing Fee	\$ 200.00	\$ _____
	3. Capital Improvement Fund Fees		
	a. per residential unit	\$ 300.00	\$ _____
	b. for other platted areas, per sqft	\$ 0.03	\$ _____
	4. Inspection Fees		
	a. Est. cost of const. to \$ 2,000	\$ 3.5%	\$ _____
	b. Est. cost of const. (\$ 2,001 to 5,000)	\$ 3.0%	\$ _____
	c. Est. cost of const. (\$ 5,001 to 10,000)	\$ 2.5%	\$ _____
	d. Est. cost of const. (\$ 10,001 to 25,000)	\$ 2.0%	\$ _____
	e. Est. cost of const. (\$ 25,001 to 50,000)	\$ 1.5%	\$ _____
	f. Est. cost of const. over \$ 50,000	\$ 1.0%	\$ _____
F.	Public Notice Sign Fee	\$ 45.00	\$ _____
G.	Ordinance Publication Fee	\$ actual cost	\$ _____
H.	Public Hearing Advertisement	\$ actual cost	\$ _____
I.	Emergency Siren Fee	\$ 25.00/lot	\$ _____

TOTAL COST \$ _____

Receipt No.: _____

Date: _____

Signature of Official
