

## **Section 200                      Plat Approval Process**

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### **201    Pre-application, Sketch Plat Development (Optional)**

Submittal of a sketch plat for review by the Planning Director is optional by the subdivider. A thorough investigation of all development and utility requirements by the subdivider or subdivider's agent is encouraged. The sketch plat procedure is intended for the subdivider and/or subdivider's engineer to meet with the Planning Director and other appropriate persons, regarding the development in consideration of the following at a minimum:

- a)     Comprehensive Plan regarding the subject tract.
- b)     Existing zoning and other related planning information.
- c)     The availability and extension responsibility for utilities to serve the subdivision including water, sewer, gas, telephone and cable as available or required.
- d)     The Major Street and highway plan and required right-of-way dedication for street classifications within and from the proposed development to abutting land.
- e)     Preliminary investigations of soils, topography, slopes, drainage, oil or gas wells or other surface or sub-surface features that may affect development.

### **202    Preliminary Plat Application and Procedure**

The preliminary plat is intended for the consideration of the development based on the detailed plat drawings of the subdivider and the staff review of the plat and conceptual plans for the development. Subsequent to preliminary plat approval, the final construction plans shall be developed according to the standards in these subdivision regulations. Approval of the preliminary plat allows for the installation of the subdivision improvements prior to the request for approval of the final plat.

The subdivider shall submit a sufficient number of copies of the preliminary plat with checklist (see Appendix) as required by the Planning Director. The preliminary plat submittal shall be accompanied with conceptual plans and by an application and filing fee as established by the Board of Commissioners.

- a) The Planning Director shall make a recommendation to the Planning Commission on the preliminary plat and the Planning Commission shall hold a public hearing on the preliminary plat.
- b) The Planning Commission shall approve, conditionally approve, or disapprove the preliminary plat at such hearing or within thirty (30) days after the date of the regular meeting of the Planning Commission.
- c) The reasons for disapproval or approval with conditions shall be stated in written form and included in the minutes of the Planning Commission meeting. The reasons for disapproval or approval with conditions shall refer specifically to those parts of these regulations with which the plat does not conform.
- d) The preliminary plat and the Planning Commission recommendation shall be submitted to the Board of Commissioners for consideration at a scheduled meeting at which the preliminary plat may be approved, disapproved, or approved with conditions. The reasons for disapproval or approval with conditions shall be stated in written form and included in the minutes of the Board meeting. The reasons for disapproval or approval with conditions shall refer specifically to those parts of these regulations with which the plat does not conform.
- e) One (1) copy of the proposed preliminary plat shall be retained by the Engineering Department and one (1) copy shall be returned to the subdivider. Each copy shall include the date of approval, conditional approval, or disapproval and the reasons therefore.
- f) The approval of a preliminary plat shall be effective for a period of two (2) years from the date of approval by the Board of Commissioners unless otherwise approved by the Board for a 1-year extension. Any preliminary plat not receiving final plat approval within two (2) years, including any approved extensions by the Board, shall be null and void.
- g) Each preliminary plat shall conform to the adopted Subdivision Regulations at the time of approval of the preliminary plat unless modifications have been granted through the proper appeals process.

- h) Subsequent to preliminary plat approval, the subdivider may commence construction of the public improvements in accordance with final construction plans approved by the County Engineer after arranging for inspection of said improvements during construction by the appropriate public body.
- i) In accordance with state statutes, any preliminary plat approval shall be revocable for cause by the Board of Commissioners, upon review and recommendation by the Planning Commission, and such preliminary approval shall not be entered on the plat.

**203 Conceptual/Preliminary Improvement Plans**

The subdivider shall submit at least three (3) copies of the conceptual/preliminary construction plans of the subdivision with the preliminary plat application and Conceptual Plans Checklist (see Appendix). The conceptual plans shall show improvements for streets, drainage, sidewalks, pedestrian ways or other utilities or improvements as required by these Subdivision Regulations and requested by the Planning Director or County Engineer.

Review and comments by the County Engineer on the Conceptual Improvement Plans shall be submitted to the subdivider prior to the development of the Final Construction Plans. The Conceptual Improvement Plans and the initial submittal of the Final Construction Plans shall be clearly marked on each page –

*“This document is preliminary in nature and is not a final, signed and sealed document”.*

**204 Final Construction Plans and Record Drawings**

For the initial submittal and prior to any construction of subdivision improvements, the subdivider shall submit a minimum of three (3) copies of the construction plans and applicable checklist for the proposed improvements. The initial submittal of Final Construction Plans shall have each page clearly stamped “***This document is preliminary in nature and is not a final, signed and sealed document***”. Final construction plans shall be submitted to the Planning Department for review by the following:

- a) The County Engineer shall review and approve the final construction plans for improvements regarding streets, drainage and storm sewers, erosion control,

sidewalks and pedestrian ways in accordance with these Subdivision Regulations. The final construction plans must be approved before construction may begin.

- b) The appropriate water and sewer authority shall review and approve sanitary sewer and water improvement plans.
- c) The ODEQ shall review and approve all final plans for public and private water and sewage disposal systems.

For the approval set of the Final Construction Plans, a minimum of five (5) sealed copies of the plan set must be submitted.

Following the completion and approval of all improvements as set forth in these Subdivision Regulations, final record drawings (“as-builts”), for public utilities, drainage improvements and streets shall be submitted. All information provided by the subdivider’s engineer or surveyor must be sealed. This shall include field survey information and hydrological performance verification of drainage and detention facilities as required by the County Engineer and shall be submitted before the roadway acceptance inspection.

## **205 Final Plat Application and Procedure**

The final plat is intended to provide for the final documentation and recording of the subdivided land including final dimensions, dedications and land restrictions. Approval of the final plat is the method for the acceptance of the public improvements and public ways by the governing body, and the initiation of the warrantee period prior to the full acceptance of maintenance responsibilities of said improvements.

### **205.01 Review**

The Planning Staff and County Engineer shall review the final plat for compliance with the approved preliminary plat. The Planning Staff shall make a recommendation to the Planning Commission on whether:

- a) There has been compliance with all conditions, restrictions and requirements of these Regulations and with other applicable regulations or laws;

- b) There has been compliance with all conditions that have been attached to the approved preliminary plat;
- c) The Planning Commission should approve or disapprove the final subdivision plat.

**205.02 Planning Commission Review – Requirements and Determination**

The subdivider shall file with the Planning Department an application with checklist for approval by the Planning Commission of subdivision final plat, which shall:

- a) Be made as prescribed in these Regulations;
- b) Comply in all respects with the approved preliminary plat;
- c) Be accompanied by a sufficient number of copies of the final plat as required by the Planning Director;
- d) Be accompanied by the final plat filing fee as established by the Commission;
- e) The final plat shall be submitted for final approval to the Planning Commission at a regular meeting. The Planning Commission shall at such meeting, or within 30 day thereafter;
- f) Review the final plat and the report of the Planning Staff;
- g) Recommend to approve the plat if the conditions of the preliminary plat approval have been met, or disapprove the plat if the conditions of the preliminary plat approval have not been met, and state in detail in the record of its meeting any reasons for disapproval.

If the governing body of any city or town in the County protests against a subdivision plat of any land lying within three (3) miles of the limits of the incorporated area of such city or town, the plat shall be approved by not less than two-thirds (2/3) members of the Planning Commission present and voting with the reasons therefore stated in the minutes of the meeting.

### **205.03 County Commissioners Review and Approval Requirements**

Following the approval of the final plat by the Planning Commission, the following items shall be completed and documented prior to the presentation of the final plat to the Board of County Commissioners. Copies of the final plat as required by the Planning Director and documentation shall be provided which include:

- a) Electronic Copies of Final Plat and Covenants- Electronic files in accordance with the requirements of the Wagoner County Planners and County Clerks office, Assessor's office and E-911. At a minimum, two (2) copies of a compact disc (CD) containing the Final Plat and Covenants in CAD file (DWG) format, and Portable Document Format (Adobe PDF). The Format of electronic files and media may be changed as required by the County.
- b) Utility Release Letters – The application shall include release letters from each applicable utility that the easement and utility extension requirements have been met. Utilities may include water, sewer, gas, and communications respectively as available to the subdivision.
- c) Roadway Release Letter – The application shall include a letter from the County Commissioner and/or Road Foreman of the district in which the plat is located that the improvements have been constructed, inspected and approved as being constructed according to the subdivision plans, the improvements meet the subdivision regulations and erosion control measures are in place.
- d) Abstractor Ownership Affidavit – Current certification by a bonded abstractor, attorney or title insurance company of the last grantees of record owning the entire interest in the property being subdivided plus holders of mortgages and liens filed of record.
- e) Record Drawings – Record Drawings or “As-Builts” of roadway improvements and detention facilities, sealed by the subdivider's surveyor or engineer, as outlined in Section 304.d.
- f) Infrastructure Improvements – All infrastructure improvements will be installed, inspected, and approved prior to submission to the County Commissioners. Final Plats may be approved prior to installation of infrastructure improvements if so approved by the Board of County Commissioners only if adequate assurance

by the developer that the roads will be built according to the requirements. Those assurances shall include; bonds, letters of credit, or other items approved by the Board of County Commissioners.

- g) Bonds – A maintenance surety bond as outlined in Section 602.

## **206 Final Approval, Endorsement and Official Recording**

### **206.01 General**

- a) No final approval shall be endorsed on the final plat until all requirements of plat approval have been met.
- b) The parties responsible for acknowledging acceptance by the County and for endorsing approval on the plat shall be the Director of the Planning Commission and the Chairman of the Board of County Commissioners or any other party authorized, in writing, to sign for said Chairpersons.
- c) Approval shall not be endorsed on the plat until after all conditions of the approval have been satisfied and all improvements satisfactorily completed and accepted by the County.
- d) Written evidence shall be submitted, including submission of Record Drawings as described in these Regulations that the required improvements have been installed, and necessary dedications made, in a manner satisfactory to the County as approved by the County Engineer and/or County Attorney as applicable.
- e) To partially defray to costs of notification and special studies, there shall be paid to the Planning Commission, at the time of submittal of the plats, a filing fee as established by the Commission.

**207 Review Fees**

All applicable fees are defined in Section 900 of the Wagoner County Subdivision Regulation, or any amendments or modifications thereto shall be paid as specified by those requirements.

There shall be a separate minimum fee payable to Wagoner County, Oklahoma for engineering review of the following:

Preliminary Plat.....	\$500.00
Final Plat.....	\$250.00
Flood Plain Development Permit.....	\$100.00 to \$500.00 Depending on the Scope

Fees will be determined by Wagoner County based upon the actual amount of engineering review necessary to determine if proposed plats, plans and/or reports meet the minimum regulations and are suited for the proposed application. Any additional fee above the minimum for each respective item is due and payable upon demand of Wagoner County. This fee is subject to change with proper public notice and approval by the Board of County Commissioners.