

**801 Subdivision Approval Procedure Flowchart**

**Contact the County Engineer's Office**

**802 Conceptual Plan Checklist**

<b>No.</b>	<b>Description</b>	<b>Notes</b>
1.	The location and proposed width of each proposed street and right of way, sidewalk and pedestrian way.	
2.	The location, size, dimensions and points of access as applicable for existing streets.	
3.	The paving section and street drainage of borrow ditches or curb and gutter.	
4.	The location and size of all proposed easements.	
5.	Proposed water and sanitary sewer layout if applicable.	
6.	Preliminary Drainage Plan.	
7.	Preliminary Culvert Locations.	
8.	The locations for proposed detention facilities.	

## 803 Preliminary Plat Checklist

No.	Descriptions	Notes
1.	____ Copies of Preliminary Plat: Application and fee, ____ Copies of Conceptual Plans	
2.	Prepared by a Licensed Professional Land Surveyor.	
3.	Scale: Not more than 1"=100' or 1"=200' for large areas.	
4.	Name of the subdivision prefaced by "Preliminary Plat."	
5.	Name and address of owner(s), land surveyor, planner, engineer & abutting property owners.	
6.	Date of preparation of plat, north arrow and scale (written and graphic presentation).	
7.	Key or location map showing the location of subdivisions within the mile section.	
8.	An accurate legal description of the property.	
9.	A listing of service providers.	
10.	A listing of property zoning, setback, lot area and width requirement.	
11.	Locations and dimensions of all boundary lines of the proposed subdivision to the nearest one-hundredth foot including property lines, City limits or County lines.	
12.	Names of adjacent subdivisions and the names, locations, and widths of all existing streets, easements, drainage ways, and other public ways on & adjacent to the property.	
13.	Names, locations and widths of all proposed streets and all right of way dedications as required by street classification.	
14.	Location and width of easements for existing utilities on or adjacent to the property and any required setbacks.	
15.	Location of every oil or gas well, either existing active or inactive wells, plugged or unplugged abandoned wells, as shown by the records of the Oklahoma Corporation Commission and by such other records as may be on file with the Planning Department, or any planned future well sites.	

16.	Locations and widths of easements of all oil, gas, and petroleum products pipelines and any required setbacks.	
17.	Location and description of all existing structures, water bodies and watercourses.	
18.	Areas subject to flooding based upon the regulatory flood and the FIRM panel map number.	
19.	Location and dimension of all proposed streets, drainage ways, detention facilities, pedestrian ways, bike paths, parks, playgrounds, public ways, or other public or private reservations.	
20.	All proposed lots consecutively numbered, their dimensions, and building setback lines shall be shown on the plat for each residential single-family lot; blocks are consecutively numbered.	
21.	A topographic map of the subdivided area with contour lines having a maximum of two (2) foot contour intervals based on United States Coastal and Geodetic Survey datum.	
22.	A summary of the total acres platted, the number of lots and blocks, the number of reserve areas and other pertinent information to summarize the proposed development.	
23.	Preliminary Deed of Dedication for right of ways and easements; subdivision covenants.	
24.	Language shall be included on the face of the preliminary plat specifying "Acknowledgements" by the owner, surveyor, and engineer that the plat has been prepared in accordance with all of the regulations and requirements of Wagoner County.	

## 804 Final Plat Checklist

No.	Description	Notes
1.	_____ Copies of Final Plat: Application and Fee	
2.	Complies with Preliminary Plat and Preliminary Plat Checklist as applicable.	
3.	Name of the subdivision prefaced by "Final Plat."	
4.	Electronic file in accordance with the requirements of Wagoner County and reproducible Mylar. Remaining copies in blue or black line on a good grade of paper. Marginal line around the entire sheet one (1) inch from the edge of the sheet, with no plat lines, lettering, signatures, and seals within the marginal area.	
5.	Release letters from each applicable utility that the easement and utility extension requirements have been met. Utilities may include water, sewer, gas, telephone and cable respectively as available to the subdivision.	
6.	Third-order survey accuracy for vertical and horizontal survey datum and: 1. Traverse data for the plat, including the coordinates of subdivision boundary with the error of closure; 2. The computation of all distances, angles, and courses that are shown on the final plat; 3. All stakes, monuments or other evidence found on the ground in use to determine the boundaries of the plat.	
7.	The name and address of the owner(s) of land to be divided, the name and address of the subdivider if other than the owner, and the name and address of the land surveyor and engineer.	
8.	Date of preparation of the plat, north arrow and scale (written and graphic presentation);	
9.	Key or location map showing the location of subdivisions within the mile section;	
10.	An accurate legal description of the property;	
11.	Total acres and total number of lots in the subdivision;	
12.	Names of all adjacent subdivisions and the names, locations, and widths of all existing and proposed streets, easements, drainage ways, and other public ways, adjacent to the property;	
13.	Boundary of the subdivided area, block boundary, street, and other right of way lines with distances, angles, and/or bearings. Subdivisions boundary shall be tied to a section corner in the mile section. Where these lines follow a curve, the central angle, the radius,	

		points of curvature, length of curve, chord bearing, chord length, and length of intermediate tangents shall be shown.	
	14.	The accurate dimensions of all property to be offered for dedication for public use, and all property reserved for the common use of the property owners within the subdivision with purpose indicated;	
	15.	The dimensions of all lots and lot lines, and the bearings of those lot lines not parallel or perpendicular to the street right of way line;	
	16.	All easements shall be clearly identified, and if already on record, the recorded reference of such easements; the width of the easement with sufficient ties to locate it definitely with respect to the subdivision must also be shown;	
	17.	Easements that serve the area being platted located outside of the boundaries of the plat and recorded reference.	
	18.	The location of every oil or gas well, either existing active or inactive wells, plugged or unplugged abandoned wells, as shown by the records of the Oklahoma Corporation Commission and by such other records as may be on file with the Planning Department and the location of any planned future well sites.	
	19.	All proposed lots consecutively numbered, their dimensions, and building setback lines, and street addresses on plat for each residential single-family lot with the following notation: Caveat/Disclaimer: Addresses shown on this plat are accurate at the time the plat was filed. Addresses are subject to change and should never be relied on in place of the legal description.	
	20.	Certification by the owner's licensed land surveyor who prepared the plat as to the accuracy of the survey and of the plat, and that the monuments and benchmarks are accurate as to location shown, which shall state that he or she has fully complied with the requirements of these Regulations and the subdivision laws of the State of Oklahoma governing surveying, dividing and mapping of land, that the plat is a correct representation of all of the exterior boundaries of the land surveyed and the subdivision of it, and that the plat represents a survey made by such surveyor	
	21.	Certification by the DEQ that the subdivision conforms to the applicable health regulations as may be required.	
	22.	Certification by the appropriate authority that the subdivision conforms to all applicable regulations concerning public water supply and sanitary sewer facilities.	

23.	Certification signed and acknowledged by all parties having any title interest in the land subdivided, consenting to the preparation and recording of the plat as submitted.	
24.	The owner shall further acknowledge that all streets have been graded, base material applied and surfaces paved in accordance with the Subdivision Regulations of the County to include, where applicable, curbs and gutters, street name signs in place, visual screens, utilities and street lights installed, and all drainage and detention facilities constructed in accordance with the approved plans on file with the Engineering Department, all at the owner's expense and in compliance with the requirements of the County.	
25.	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.	
26.	The consent of all owners of the subject property to the platting of the property, and Certificate of notice as to the platting of the property to the holders off mortgages and liens.	
27.	Current certification from the Corporation Commission of the State of Oklahoma setting forth the status of oil and gas activity on said property.	
28.	Provision for the developer to be responsible for all maintenance of all common areas and any detention areas, park areas, entry features, sidewalks, etc.; requirement for the formation of a homeowners or other owners association which shall be responsible for the maintenance of all common areas when association has been established.	
29.	Language on the face of the final plat specifying "Acknowledgements" by the owner, surveyor, and engineer that the plat has been prepared in accordance with the regulations and requirements of Wagoner County.	

**805 Board of County Commissioners Certification Checklist**

	<b>No.</b>	<b>Description</b>	<b>Notes</b>
	1	Electronic Copies of Final Plat and Covenants	
	2	Utility Release Letters	
	3	Roadway Release Letter	
	4	Abstractor Ownership Affidavit	
	5	Record Drawings	
	6	Maintenance Bond	
	7	Certifications on Face of Plat	
	8	Deed of Dedication	

## 806 Construction Plan Checklist

No.	Description	Notes
1	Contains the design and utility information included in the conceptual plans as applicable unless modified during the review process.	
2	Certification by the licensed professional engineer licensed to practice in the State of Oklahoma that the design of the required improvements is, or will be in conformance with the standards, requirements, and provisions of the applicable agency or department and these Regulations;	
3	Applicable engineering reports are submitted to include Drainage Report, Storm Water Pollution Prevention Plan (SWPPP) & Report and Paving/Geotechnical Report.	
4	Existing and proposed ground profiles shall be shown along the centerline of each proposed street, with proposed grades and proposed elevations at a minimum of fifty (50) foot intervals.	
5	Cross-section of each proposed street, bicycle path, pedestrian way and sidewalk showing the type and width of pavement.	
6	Plan of the proposed water distribution system shall show pipe sizes and the location of valves and fire hydrants	
7	Drainage plan showing all existing and proposed storm sewer, manholes, catch basins, retention or detention facilities, watercourses, culverts, and other drainage structures within the tract, or adjacent thereto, with pipe sizes and grades.	
8	The drainage plan shall show the design calculations for all proposed borrow ditch sections, and shall show the following: type of culverts, minimum slope of culverts, type of end sections, capacity calculations and erosion protections (e.g., rock rip rap)	
9	If curb and gutter streets are utilized, design calculations for inlets, storms sewer, channels and street flow shall be provided.	
10	Grading plans shall show, at a minimum, existing contours, minimum finished floor elevations, driveway culvert sizes for each lot, drainage flow directional arrows, and proposed contours as applicable (e.g., proposed swales and detention ponds).	
11	A typical plan set shall include, but not limited to, a Cover, Preliminary Plat, Drainage Area Map and Grading Plan, Roadway Plan, Special Culverts, Storm Water Pollution Prevention Plan sheet, and standard detail sheets.	

**807 Site Plan Checklist**

No.	Description	Notes
1	Application, fees submitted, plans submitted (3 copies)	
2	Right of way, easements and property lines	
3	Zoning: land coverage, set backs	
4	Existing structures and features	
5	Grading Plan, drainage patterns (within property, to and from adjacent properties)	
6	Proposed plan: driveway, access, circulation pattern	
7	Parking requirements	
8	Drainage Report	
9	Existing flood plain	
10	Erosion Control Plan	
11	Notice of Intent	
12	Access to water	
13	Wastewater & Sewage Disposal, ODEQ Approval	
14	Fencing, screening fence requirement	
15	Business sign location	

## 808 Lot Split Checklist

No.	Description	Notes
1	Application, fees and adequate number of plans submitted.	
2	The lots front on an existing street. Refer to Section 402c	
3	The lot split does not contain more than three (3) total lots including the lots to be split and any remaining tract. A ten (10) acre tract may be split into no more than a total of three (3) lots including any previous lot splits affecting that tract.	
4	The lot split does not involve a new street or alley. There is no closing or vacation of a street, alley, setback line, access control or easement.	
5	The lot split would not result in significant increases in service requirements or will not interfere with any existing service levels.	
6	A substandard sized lot or non-conforming lot will not be created.	
7	All of the lots shall be of sufficient area to properly accommodate a suitable sewage disposal system as approved by ODEQ if one is required.	
8	There is adequate easement access by utility companies unless appropriate easements are dedicated as approved by those respective companies.	

**809 Participant Certifications**  
**809.01 County Road Foreman Inspection Block**

<b>COUNTY ROAD FOREMAN INSPECTION</b>			
		<b>INSPECTION DATE:</b>	<b>SIGNATURE:</b>
1.	SUB-GRADE & GRADING		
2.	CULVERTS AND HEADWALLS		
3.	UTILITY X-INGS & LOAD TEST		
4.	SUB-BASE AGGREGATE BASE		
<p><b>NOTE:</b>  <b>THE ABOVE ITEMS OF WORK SHALL BE COMPLETED IN CONSECUTIVE ORDER AND EACH ITEM OF WORK MUST BE COMPLETED, INSPECTED, APPROVED, AND "SIGNED OFF ON" BY THE COUNTY INSPECTOR PRIOR TO PROCEEDING TO THE NEXT ITEM OF WORK. FAILURE TO RECEIVE COUNTY SEQUENTIAL APPROVAL OF THESE ITEMS OF WORK SHALL RESULT IN NON-ACCEPTANCE BY WAGONER COUNTY OF ALL ROADWAY IMPROVEMENTS.</b></p>			

**809.02 Owner's Certificate and Dedication**

Example Owner's Certificate and Dedication

We, the undersigned, do hereby certify that we are the owners of and the only persons having any right, title or interest in the land shown on the Plat of: \_\_\_\_\_ and that the plat represents a correct survey of the above described property made with our consent, and that we hereby dedicate to the public use all streets as shown on the plat, that the easements as shown on the plat are created for the installation and maintenance of public utilities; that we hereby guarantee a clear title to all lands so dedicated from ourselves, our heirs, or assigns forever and have caused the same to be released from all encumbrances so the title is clear, except as shown in the abstracters certificate.

RESTRICTIONS (if any)

In witness thereof, \_\_\_\_\_ NAMES \_\_\_\_\_, being the owners of \_\_\_\_\_ Plat Name \_\_\_\_\_, hereby approves the foregoing Deed of Dedication.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

ACKNOWLEDGEMENT

**809.03 Surveyor's Certificate**

Example Surveyor's Certificate

I, \_\_\_\_\_ Name \_\_\_\_\_, a duly licensed land surveyor in the State of Oklahoma, hereby certify that I have carefully and accurately surveyed, subdivided and platted the tract of land described above, and that said plat designated herein as \_\_\_\_\_ Plat Name \_\_\_\_\_, a subdivision in Wagoner County, State of Oklahoma, is a true and correct representation of said survey.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature and SEAL

ACKNOWLEDGEMENT

**809.04 County Treasurer's Certificate**

Example County Treasurer's Certificate

I, \_\_\_\_\_ Name \_\_\_\_\_, County Treasurer of Wagoner County, Oklahoma, hereby certify that I have examined the records pertaining to ad valorem taxes on the tract described in the accompanying plat and find that all the ad valorem taxes have been paid to and including 20\_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

**809.05 Planning Commission Certificate**

Example Planning Commission Approval

I,       Name      , Chairman/Secretary of Wagoner County, Oklahoma Planning Commission, hereby certify that the Commission approved the plat of       Plat Name       on the        day of       , 20      .

\_\_\_\_\_  
Director – Planning Commission

**809.06 Department of Environmental Quality Certificate**

*Example of Environmental Quality Approval*

The Wagoner County office of the Oklahoma Department of Environmental Quality has approved this plat for the use of       water system       and       sewer system       on the        day of       , 20      .

\_\_\_\_\_  
ODEQ Representative

**809.07 Board of County Commissioner Certificate**

*Example of Acceptance of Dedication by Board of County Commissioners*

Be it resolved the Board of County Commissioners of Wagoner County, Oklahoma, that the dedication shown on the attached plat of \_\_\_\_\_ Plat Name \_\_\_\_\_ is hereby accepted and that the Board will assume maintenance of dedicated public roads providing all construction requirements are fulfilled prior to their acceptance of dedicated roads by the Board of County Commissioners. The County Commissioners shall have 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. The Board shall sign the plat and note on the plat that "roads will be maintained by the County".

Approved by the Board of County Commissioners of Wagoner County, Oklahoma this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Chairman  
Board of County Commissioner

\_\_\_\_\_  
County Clerk

**809.08 County Clerk Certificate**

*Example of County Clerk Certificate*

The County Clerk of Wagoner County, Oklahoma, does hereby now certify that the Plat of Survey for the subdivision known as \_\_\_\_\_ has been filed into the Wagoner County records.

\_\_\_\_\_  
County Clerk