

## SECTION 2. APPLICATION PROCESS

### 2.1 PREAPPLICATION CONFERENCE.

The process for review and submission of a plat is shown in Figure 1, Development Review and Processing that is included following Section 8 of these Regulations. Application and Checklists are shown in Appendix B.

1. Prior to submission of an application for any form of subdivision, the subdivider shall participate in a preapplication conference.
2. The purpose of the preapplication conference shall be to gather information and data necessary for the expeditious processing of the proposed subdivision from the perspective of both the City and the subdivider. Subsequent to the preapplication conference and for phased projects (except as otherwise provided for by these Regulations) a sketch plat may be required and a preliminary plat is required for the entire project. Only the final plat is required for each phase prior to development.
3. The following persons or their designated representative should be present and participate in the preapplication conference:
  - a. Mayor;
  - b. City Engineer;
  - c. City Planner;
  - d. Subdivider or developer;
  - e. Subdivider's engineer and/or surveyor;
  - f. Such other persons as indicated to be necessary in order to fully evaluate and provide useful and necessary information and direction to the City and subdivider.
4. The following types of information shall be available and established at or subsequent to the pre-application conference:
  - a. The Comprehensive Plan, for the subject tract;
  - b. Existing zoning or such other related information as would be necessary to support the proposed development;
  - c. The availability of utilities and responsibility and policies for extension of such utilities if and as necessary;
  - d. The Major Street and Highway Plan and street classifications within and from the proposed development to abutting land;
  - e. Topography, slopes, drainage, and such other information as might be necessary to evaluate proposed street patterns and layouts;
  - f. A property boundary survey showing the exact legal description of the property to be developed and location of any and all existing structures, septic fields, easements, oil or gas wells, etc. with dimensions by the surveyor.

- g. Preliminary investigations shall include but not be limited to soils testing on filled land and areas of reclamation as from landfills or mining, wetlands, floodplains, soils, oil or gas pipelines or wells, mining, or other such surface (such as large water bodies) or subsurface conditions as might bear upon the feasibility of the proposed development; and
- h. Such other information as might be provided by the City or developer on an initial basis to assess the feasibility of the proposed development prior to proceeding to a sketch plat.

## **2.2 TECHNICAL ADVISORY COMMITTEE (TAC).**

- 1. General. There is hereby created a subdivision Technical Advisory Committee (TAC). The TAC shall be responsible for coordinating review and comments, and making recommendations to the City Planning Staff and Planning Commission on all subdivision plats and lot-splits as provided in these Regulations.
- 2. Committee Membership. The TAC shall be composed of representatives from departments, agencies, companies and offices involved in the subdivision process including, but not limited to Planning, Engineering, Water and Sewer, Law Enforcement, Fire, Emergency Medical Service, Oklahoma Department of Environmental Quality (DEQ), School Boards, District Attorney, Federal Housing Administration, Utility Companies, and the Natural Resource Conservation Service. The City Planner shall serve as the recording secretary and facilitator of the TAC.
- 3. Meeting Dates. The TAC shall meet as needed on the call of the City Planner. The meeting shall be posted as required by Oklahoma State Statutes and an agenda shall be available in the offices of the Planning Department.
- 4. Recommendations to the Planning Commission and City Council. The TAC recommendations to the Planning Commission shall be submitted in written form by the Planning Staff to the Planning Commission and City Council.

## **2.3 SKETCH PLAT.**

- 1. Requirements. Before preparing the preliminary plat, or as a requirement for submitting a Planned Unit Development (PUD), unless otherwise provided for by these Regulations, the subdivider may be required to prepare a sketch plat (which in the case of a PUD serves as the PUD Development Plan) after a preapplication conference. During the sketch plat review process the subdivider will be advised of the following:
  - a. The procedure for approval of a subdivision plat and/or PUD;
  - b. Provisions of the Comprehensive Plan, Major Street and Highway Plan, Zoning Code and Subdivision Regulations;
  - c. Requirements as to general layout of streets, reserve areas, improvements, drainage, water, sewerage, floodplain, fire protection and similar matters;

- d. Availability of existing services and utilities and requirements and the City's policies for extension; and
- e. To discuss the proposed subdivision with those officials and departments which must eventually approve those particular aspects of the subdivision plat coming within their jurisdiction who were not present at the preapplication conference.

**2. Procedure.**

- a. The Technical Advisory Committee (TAC) shall review the sketch plat, and make a recommendation to the Planning Staff.
- b. A minimum of five (5) full-size rolled copies and 25 sets of 11" x 17" copies of the plat drawing (folded to 8 ½ X 11") of the sketch plat shall be submitted to the Planning Staff a minimum of 15 working days prior to the meeting of the TAC.
- c. The Planning Staff shall transmit the sketch plat for review to appropriate officials or agencies and notify any city or town within three (3) miles of the proposed subdivision.
- d. The Planning Staff shall review the sketch plat and prepare the recommendation of the TAC for the record.
- e. In those cases where the TAC, Planning Staff and subdivider concur in the requirements for approval of the sketch plat, Planning Commission review is not required. If the subdivider and Planning Staff disagree on said requirements for approval, the subdivider may appeal to the Planning Commission within ten (10) days of the notice of disapproval from the Planning Staff.
- f. After review and discussion of the sketch plat, Planning Staff report, and TAC recommendation, the Planning Staff or the Planning Commission shall advise the subdivider of any specific changes or additions in the layout and the character and extent of required improvements and reservations, which will be necessary for approval.
- g. The Planning Staff or Planning Commission shall approve or disapprove, or conditionally approve the sketch plat after receiving the recommendation of the TAC.

**2.4 PRELIMINARY PLAT AND PRELIMINARY CONSTRUCTION PLANS.**

- 1. Application Procedure and Requirements. The subdivider shall submit a preliminary plat for approval as follows:
  - a. Applications for preliminary plat approval shall not be accepted unless accompanied by five (5) full-size rolled sets of the plat drawing, which shall include the preliminary construction plans and also the proposed deeds of dedication and restrictive covenants.
  - b. Include 25 copies of the plat drawing, deeds of dedication and restrictive covenants in an 11"x 17" format, and folded to 8 ½" X 11".
  - c. Be accompanied by an application and filing fee as established by the Planning Commission;

- d. Comply in all respects with the sketch plat as approved;
- e. Be submitted to the Planning Staff at least 15 working days prior to the meeting of the TAC at which it will be considered; and
- f. Comply in all respects with the requirements of these Subdivision Regulations; however, a preliminary plat not meeting all of these requirements may be submitted, provided, that the subdivider presents with the plat application a letter requesting specific waivers or modifications describing in detail the reasons therefore.

2. Review.

- a. The Planning Staff shall:
  - (1) Distribute copies of the preliminary plat to appropriate officials, agencies, or departments, and notify any city or town within three (3) miles of the proposed subdivision;
  - (2) Field check the area being platted as needed;
  - (3) Review the preliminary plat for conformance with the adopted Comprehensive Plan, Zoning Code, Planned Unit Development (PUD) conditions, Board of Adjustment actions, Subdivision Regulations, and City or other appropriate master plans for water, sewerage, streets and drainage; and
  - (4) Prepare written analyses and recommendations.
- b. Preliminary Construction Plans. The subdivider shall submit five (5) rolled full-size sets of Preliminary Construction Plans for proposed improvements at the time of application for approval of the preliminary plat to the Planning Staff for review by the following departments and/or agencies as applicable:
  - (1) All plans for drainage, storm sewers, streets, sidewalks and pedestrian ways and other public improvements shall be reviewed and approved by the City Engineer.
  - (2) The City Engineer shall approve preliminary construction plans for sanitary sewer and water improvements in accordance with the applicable local, state or federal regulations. A report of such approval shall be submitted with the preliminary plat application and/or prior to approval of the preliminary plat.
  - (3) If the subdivision is to be served by private water or sewage disposal systems, the plans for such improvements shall be prepared in accordance with the adopted standards of the Oklahoma Department of Environmental Quality (DEQ) as referenced in Appendix B, as well as be reviewed and approved by DEQ and the City as required prior to installation.

- c. Technical Advisory Committee (TAC). The TAC shall review the preliminary plat and make a recommendation to the Planning Commission, which shall include any recommendations or modifications of the Subdivision Regulations requested by the subdivider.

**3. Public Hearing and Approval.**

- a. The Planning Commission shall hold a public hearing on the preliminary plat.
- b. After the Planning Commission has reviewed the preliminary plat and accompanying reports and recommendations from the Planning Staff, the TAC, and any other recommendations, testimony, and exhibits presented at the hearing, the subdivider shall be advised of any changes and/or additions required by the Planning Commission in order to comply with these Regulations.
- c. The Planning Commission shall approve, conditionally approve, or disapprove the preliminary plat at such meeting or within thirty (30) days after the date of the regular meeting of the Commission, at which the public hearing on preliminary approval is closed, including any continued dates for such hearing.
- d. If the preliminary plat is approved with a modification of any of the requirements of these Regulations, the reasons therefore shall be stated in written form and included in the minutes of the Planning Commission meeting.
- e. If the preliminary plat is approved with conditions, the Planning Commission may require the subdivider to submit a revised preliminary plat showing the required changes prior to submission of the final plat.
- f. If the preliminary plat is disapproved, the reasons for disapproval shall be stated in written form and included in the minutes of the Planning Commission.
- g. One (1) copy of the proposed preliminary plat as acted upon by the Planning Commission shall be retained in the office of the City Planner 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.
- h. If the governing body of any city or town protests approval of 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 four-fifths (4/5) members of the Planning Commission with the reasons therefore stated in the minutes of the meeting.

- i. The approval of a preliminary plat shall be effective for a period of two (2) years from the date of approval by the Planning Commission unless otherwise approved by the Planning Commission for an extended period of time, at the end of which time approval of the final plat must have been obtained from the Planning Commission. Any preliminary plat not receiving final plat approval within two (2) years including any approved extensions by the Planning Commission shall be null and void.
- j. The 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.
- k. Subsequent to preliminary approval and prior to preparation of and approval of the final plat, the subdivider shall prepare final construction plans to be reviewed and approved by the City.
- l. In accordance with Oklahoma State Statutes, any preliminary plat approval shall be revocable for cause by the City Council, upon review and recommendation by the Planning Commission, and such preliminary approval shall not be entered on the face of the plat.

## **2.5 FINAL CONSTRUCTION PLANS.**

A subdivider shall submit final construction plans for proposed improvements with the application for final plat approval. Five (5) full-size sets of the rolled construction plans shall be submitted to the Planning Department for review by the following:

1. The City Engineer shall review and approve the final construction plans for streets, drainage and storm sewers, sidewalks and pedestrian ways, and other such public improvements in accordance with the adopted Design Criteria for Stormwater, Erosion control, Water and Sewer (Design Criteria).
2. The City Engineer shall review and approve sanitary sewer and water construction plans in accordance with the applicable local, state or federal regulations.
3. If the subdivision is to be served by private water or sewage disposal systems, the DEQ (after the Planning Commission has approved the minimum bulk, area and access requirements for the lots to be created) shall review the system for conformance with adopted standards prior to issuance of Building Permits or the start of construction.
4. As Built Plans for public utilities and streets shall be submitted in an electronic file format and two (2) sets of full-size plans as required for the City Engineer and the City Planner.

## 2.6 FINAL PLAT.

1. Application Procedure and Requirements. Following the approval of the preliminary plat, the subdivider shall submit to the Planning Department an application for approval of a final subdivision plat which shall:
  - a. Be prepared as prescribed in these Regulations;
  - b. Comply in all respects with the approved preliminary plat;
  - c. Be accompanied by a minimum of five (5) full-size rolled sets of the final plat drawing and 25 copies of the plat drawing reduced to 11" X 17", folded to 8 ½" X 11";
  - d. Be accompanied by the final plat filing fee as established by the Planning Commission and five (5) full-size sets of the stamped final construction plans;
  - e. Be accompanied by an electronic file of the final plat in accordance with the requirements of the City Engineer, County Assessor and the City Planner;
  - f. Include a reproducible copy of the plat drawing showing the street addresses of each lot;
  - g. Include release letters from the applicable utility companies;
  - h. Include owner's papers and a certificate of non-development from the Oklahoma Corporation Commission;
  - i. Include As Built drawings prepared by the subdivider's engineer for the required improvements, or have submitted the required surety to the City Council for acceptance; and
  - j. A TAC meeting may be required on the final plat and final construction plans.
  
2. Review.
  - a. The Planning Staff and City Engineer shall review the final plat for compliance with the approved preliminary plat.
  - b. The Planning Staff shall make a recommendation for approval or denial of the final plat based on compliance with the following:
    - (1) All conditions, restrictions and requirements of these Regulations and with other applicable regulations or laws have been met;
    - (2) All conditions of approval of the approved preliminary plat;
    - (3) The Planning Staff shall transmit the final plat for review to appropriate officials or agencies and notify any city or town within three (3) miles of the proposed subdivision.

3. Review and Determination.

- a. The final plat shall be submitted to the Planning Commission for final approval.
- b. The Planning Commission shall at such meeting or within 30 days thereafter:
  - (1) Review the final plat and the report and recommendation of the Planning Staff; and
  - (2) Approve the plat if the conditions of preliminary plat approval have been met, or disapprove the plat if the conditions of preliminary plat approval have not been met, and state in detail in the record of its meeting any reasons for disapproval; or
  - (3) Take such other action as appropriate based on the review of the final plat drawings and submittal.
- c. If the governing body of any city or town protests approval of 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 four-fifths (4/5) members of the Planning Commission with the reasons therefor stated in the minutes of the meeting.
- d. Upon approval of the final plat by the Planning Commission and prior to filing of said Plat, the final plat shall additionally be approved by the City Council.

4. Endorsement of Approval on Plat.

- a. No final approval shall be endorsed on the final plat until all requirements of plat approval have been met and the As Built plans have been received or other requirements for submission and acceptance of sureties have been met as per Section 5.
- b. The parties responsible for endorsing approval on the plat shall be the City Engineer, or any other party authorized in writing to sign for said City Engineer, and the Chairperson or such other officer of the Planning Commission as authorized by these Regulations and in writing to sign for said Chairperson.
- c. When the subdivider has chosen to install improvements prior to the endorsement of the final plat, approval shall not be endorsed on the plat until after all conditions of City approval and Oklahoma State Law have been satisfied and all improvements satisfactorily completed and accepted by the City.



- d. Written evidence shall be submitted, including submission of As Built Plans as described in these Regulations, that the required improvements have been installed, and necessary dedications made, in a manner satisfactory to the City as shown by a sealed certificate signed by the developer's engineer.
- e. When the subdivider has chosen to guarantee construction of improvements by written agreement, approval shall not be endorsed on the plat until after the agreement has been executed and delivered to the City Council, the agreement executed by the City, and all conditions of the approval pertaining to the final plat have been satisfied.
- f. Inspection of public improvements during and upon completion of construction shall be arranged by the City for a third party engineer or other qualified inspector, approved by the City, paid for by the developer and working at the direction of the City.

5. Filing and Release of the Plat.

After the final plat has received the required endorsements and has been filed, the Planning Staff shall distribute copies to appropriate City officials, agencies or departments, and the remaining signed copies to the subdivider.

6. Recording of the Final Plat.

The final plat shall be filed in the office of the County Clerk within one (1) year after approval by the Planning Commission and City Council or approval of said plat shall be null and void.

## **2.7 PLATTING REQUIRED FOR MANUFACTURED HOME PARKS.**

1. Intent and Purpose.

- a. Platting of manufactured home parks is required for the purposes of identifying spaces for rent, minimum space sizes and density, points of access and circulation patterns, regulating building setbacks, establishing easements, and to otherwise establish minimum development standards based on these Regulations, the Zoning Code, and other applicable codes and regulations.
- b. Platting serves to identify and define the location of internal streets and parking areas, public and private utility easements, and to define reserve and common areas as would be used for recreation and storm water management purposes.
- c. No individual spaces in such parks are permitted to be sold or otherwise conveyed on an individual basis.

2. Platting Process.

- a. The procedures outlined in these Regulations, particularly such procedures requiring a pre-application conference, sketch plat, preliminary plat and final plat, planning and design requirements, and conceptual and final construction plans shall apply equally to the development of a manufactured home park.
- b. The common areas and streets in platted manufactured home parks shall remain under private control and maintenance. Internal drives and streets are not subject to the minimum right-of-way requirements of these Regulations. However, all such streets shall be improved to a width and standard established by the City for drainage and paving to allow the safe and efficient passage of private vehicles, the maneuvering and placement of manufactured homes, as well as access by emergency and other public vehicles.

**2.8 PLATTING REQUIRED FOR PLANNED UNIT DEVELOPMENTS (PUD).**

- 1. A PUD subdivision plat shall be filed with the Planning Commission and processed in accordance with these Regulations. In addition to the requirements of these Regulations, a PUD subdivision plat shall include:
  - a. Details as to the location of uses and street arrangement;
  - b. Provisions for the ownership and maintenance of the common open space as will reasonably insure its continuity and conservation. Open space may be dedicated to a private association or to the public, provided that a dedication to the public will not be accepted without the approval of the City Council.
- 2. Covenants.
  - a. Covenants shall be required which will reasonably insure the continued compliance with the approved Development Plan and conditions of approval of the PUD.
  - b. To protect the public interest, the City shall be made beneficiary of said covenants pertaining to such matters as contained within the approved Detail Plans.
  - c. Such covenants shall provide that the City may enforce compliance therewith and additionally, provide that amendment of such covenants shall require the approval of the Planning Commission and the filing of record of a written amendment to the covenants, endorsed by the Planning Commission and approved by the City Council.

3. Issuance of Building Permits.

After the filing of an approved PUD subdivision plat and notice to the Building Inspector, no Building Permits shall be issued on lands within the PUD except in accordance with the approved plat and restrictive covenants.