



**** APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE HEARINGS TO REPRESENT THE CASE****

APPLICATION FEE \$70.00

(FOR OFFICE USE ONLY)

PAID: _____

DATE: _____

PLANNING & ZONING BOARD

PLAT APPLICATION

COMMERCIAL []

RESIDENTIAL []

APPLICANTS' NAME _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX : _____ Email: _____

APPLICANT IS: PROPERTY OWNER AGENT

1. LOCATION AND LEGAL DESCRIPTION OF PROPERTY _____

2. EXISTING ZONING _____ PROPOSED ZONING _____

3. PROPOSED USE/REQUEST _____

4. PRESENT USE OR LAST KNOWN USE _____

5. ENGINEER'S NAME _____

Company/Firm _____

Street/Mailing Address _____

Phone _____ Fax _____ Email _____

****READ BEFORE SIGNING BELOW:** If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available upon submittal)

STATE OF OKLAHOMA)(

COUNTY OF DELAWARE)(

BEFORE ME, a Notary Public, on this day personally appeared _____
_____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."



[Notary seal]

****Owner / Agent (circle one)**

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____.

Notary Public in and for the State of Oklahoma

INSTRUCTIONS FOR FILING APPLICATIONS

Applications must be filled out completely and signed by the *applicant* & the *property owner*, and notarized. The application and all required information must be submitted to the Planning & Zoning Office, twenty days prior meeting. Processing of application will begin upon receipt of ALL required documents.

Fee: \$70.

PLAT REVIEW- SUBMITTAL DOCUMENTS

Submit:

One 8'X11" copy of the proposed Plat

One 11"x17" copy of the proposed Plat, plus the required documentation listed below:

- Completed Application including \$70 fee
- Name and addresses of the Owner/Applicant
- Name of engineering firm that prepared the plat
- Identification (plat title, subdivision, phase, block number, lot number in logical sequence, city, county & state)
- Boundary and written legal description – lot dimensions, total Acreage of the property
- Drawings must have date, north arrow and scale (1" =100') shown
- Dimensions of proposed streets, width of right-of-way, width of paved surface, diameter of cl-de-sac (measured from property line & curb), width of hammerhead at end streets, alleys, and utility easements within, bordering, or abutting the property
- All existing right-of-way, adjacent streets, alleys, easements & subdivisions
- Location of existing bodies of water, lake, river, stream, watercourses, structures and other physical features adjacent to the property
- Existing zoning, proposed zoning if applicable & adjacent zoning
- Copy of water/sewer approval from State Health Department if not on City Water of Community Water System
- Name of adjacent subdivisions, property owners of vacant, un-platted land
- Contour lines at 2' intervals, minimum – including drainage
- Lot dimensions
- Front, rear and side building setback lines of lots in the subdivision
- Location of adjacent dedicated park land, church, school or for public use
- Location of sanitary sewer/lift stations along streets
- Flood Plain areas
- Drawings must have date, north arrow and scale (1" =100') shown.

- Restrictive Covenants which shall state as a minimum:
 - The Land Use(s) permitted in the plat or various parts thereof.
 - The type of construction permitted in the plat.
 - Whether movable structures or mobile home will be permitted within the plat

Required number of copies of the Lot Split Plat:

- One Mylar and one paper copy to the Planning & Zoning Office
- Two Mylar copies & 1 paper copy filed at the County
- One paper copy for applicant

Final Plat must include the following signatures:

- Property Owner
- Licensed Engineer/Surveyor
- Chairman of Planning and Zoning Commission
- Mayor
- City Clerk
- Public Works Director
- DEQ (for septic systems)
- County Clerk and County Treasurer

If the Plat involves dedication to the Public, the Mayor and Council must approve the plat.

Processing of the application will begin upon receipt of ALL required documents