



**OKLAHOMA COUNTY
PLANNING COMMISSION
320 Robert S. Kerr, Suite 101
Oklahoma City, Oklahoma 73102**

**SUBDIVISION - FINAL PLAT
REQUIREMENTS AND APPLICATION**

Requirements

1. All documents must be submitted to the Department **at least forty-five days** prior to the scheduled Planning Commission meeting.
2. All applications must comply with the Rules and Regulations Governing the Subdivision of Land in Unincorporated Oklahoma County.
3. All applications must comply with the Board of County Commissioners of Oklahoma County Resolution #109-86 concerning public facilities and the construction of turning lanes.
4. The filing fee must be submitted with the application. **The Final Plat filing fee is \$250.00. The filing fee is nonrefundable.**
5. Completed Sign Permit Application and fee (see attached permit application)

Required Documents

6. Complete and accurate legal description of the property prepared by a licensed surveyor or engineer.
7. Certified abstract list of adjacent property owners within a 300 foot radius of the exterior boundary of the property, to be extended by increments of 100 linear feet until the list of property owners includes not less than 15 individual property owners of separate parcels or a maximum radius of 1,000 feet has been reached. The list should include current addresses for all property owners.
8. **Ten (10) blue-line prints of the Final Plan (prior to approval) and two Mylars of the approved, signed and filed Final Plat at a scale of 200 feet or less, with a one inch top, bottom, and right margin, three inch left margin, on 24" X 36" paper. The Mylar copies should be submitted to staff at lease ten days before the scheduled Planning Commission meeting.** If two sheets or more are required, an index sheet of the same dimensions showing the entire subdivision combined with all areas shown on the other sheets shall accompany the Final Plat.
9. **Final Plat submitted electronically to engormur@oklahomacounty.org.**
10. The Final Plat shall include, but not be limited to, the following information:
 - Boundary line of subdivided area including accurate distances and bearings
 - Proposed and existing streets and alleys with names and dimensions
 - Property lines for all adjacent land, streets and alleys, with name and dimensions

- Lot lines with dimensions
- Building lines, including side and rear yard setbacks.
- Easements with dimensions including public right-of-way, utilities, pipeline, oil well facilities, etc.
- Setback requirements, including side and rear yard setbacks
- Section corners, survey monuments with descriptions and references showing distance and direction
- Road paving and design plans
- Radii, arcs, point of tangency, points of intersections, central angles for all curvilinear streets and radii for all rounded corners
- Floodplain boundaries with FEMA FIRM numbers and effective date
- Private restrictions and trusts and their period of existence
- Proper acknowledgements of owners and consent by the mortgagee to said plat and restrictions
- Property Dedicated for public use, all green spaces must be clearly identified and separately numbered or lettered.
- North Arrow
- Scale
- Owner's Certificate
- Surveyor's Certificate
- Certificate of Bonded Abstractor
- Certificate of Release of Mortgage to any portion dedicated to the public
- Certificate of County Planning Commission Approval
- Soil Certificate
- Name of Subdivision
- Name of County and State
- Location of Subdivision including Section, Township and Range

*****PLANNING COMMISSION MEETS THE THIRD THURSDAY OF THE MONTH. UNLESS OTHERWISE STATED, ALL DOCUMENTS MUST BE SUBMITTED AT LEAST 45 DAYS PRIOR TO THE MEETING TO ALLOW FOR PUBLIC NOTIFICATION*****

***Contacts: Tyler Gammon, Planning Director, (405) 713-1361
Ruth Walters, County Planner, (405) 713-1357***

**OKLAHOMA COUNTY
FINAL PLAT APPLICATION**

1. _____ 2. _____
Applicant Name Telephone Number

3. _____
Applicant Address

4. _____ 5. _____ 6. _____
City State Zip

7. _____ 8. _____
Property Owner Property Owner Telephone Number

9. _____
Legal Description of Property to be Platted

10. _____
Proposed Use of Property (Residential, Commercial, Industrial)

11. _____ 12. _____
Applicant's Signature Date

****FINAL PLAT FILING FEE IS \$250.00. ALL FEES ARE
NONREFUNDABLE****

For Office Use Only		
Application Received by: _____	Date: _____	Application No: _____
Application Complete: Yes _____ No _____ If no, why: _____		
Final Plat Fee Amount: _____	Received by: _____	
Received From: _____	Cash: _____	Check: _____ Check No: _____

FOR OFFICE USE ONLY

FINAL PLAT CHECKLIST

1. _____ COMPLETE LEGAL DESCRIPTION OF PROPERTY TO BE PLATTED, PREPARED BY LICENSED SURVEYOR OR ENGINEER

2. _____ TWO MYLARS AND TEN BLUE-LINE PRINTS INCLUDING:
 - Boundary lines for subdivision and adjacent property
 - Proposed and Existing Streets
 - Lot lines and dimensions
 - Building Lines
 - Easements
 - Setback Requirements
 - Section corners, survey monuments
 - Radii, etc.
 - Floodplain Boundaries
 - Private Restrictions
 - Dedicated Property
 - Owner's Certificate
 - Surveyor's Certificate
 - Certificate of Bonded Abstractor
 - Certificate of Release of Mortgage
 - Soil Certificate
 - Name of Subdivision
 - Name of County and State
 - Section, Township, Range

4. _____ APPLICATION FEE \$250.00



**OKLAHOMA COUNTY
PLANNING DEPARTMENT
320 ROBERT S. KERR, SUITE 101
OKLAHOMA CITY, OK 73102**

Oklahoma County Zoning Regulations; Article II, Section 3

**SIGN PERMIT REQUIREMENTS
AND APPLICATION**

Requirements:

- Plot Plan of the entire property showing:
 - Setbacks from property line.
 - Property lines and existing structures.
 - Setback requirements may be obtained from this office at the above- referenced telephone numbers.
 - Copy of **signed and notarized** Lease Agreement with property owner.
 - Copy of Warranty Deed of property with book and page number.
 - Complete set of structural plans for sign including footing plans, with engineer's seal.

Instructions:

- Applicant Information
 1. Applicant section must be filled out by the person(s) applying for the permit. This may include the contractor or the owner of the property.
 2. The applicant is the person or company paying for the permit.
 3. The applicant section must be filled out completely. Incomplete forms delay the permitting process.

Owner and Contractor Information:

1. All owner information must be completed with the correct, current address and telephone number of the owner and applicant. *(This is not the address for which the permit is being purchased.)*
2. *The current contractor name, address and telephone number must be included.*

Fee:

Sign permit - \$.15 per square foot – minimum \$25.00.

ALL REQUIRED DOCUMENTS MUST BE RECEIVED, THE APPLICATION PROPERLY COMPLETED AND COUNTY ZONING AND BUILDING REGULATIONS ADHERED TO BEFORE A PERMIT WILL BE ISSUED.

- If you have any questions, please contact the following personnel:
 - **Oklahoma County Planning Commission**
 - Tyler Gammon
Planning Director (405) 713-1361
 - Ruth Walters
County Planner (405)713-1357

OKLAHOMA COUNTY SIGN PERMIT APPLICATION

Fill out all sections of the application.

Applicant Information: Date: _____ Permit No: _____ Staff use only

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Phone Number: (____) _____ Address of Sign Location: _____

Property Owner: _____ Current Address: _____

City: _____ State: ____ Zip: _____ Phone: (____) _____

Contractor Name: _____ Address: _____

City: _____ State: ____ Zip: _____ Phone: (____) _____

Type Sign: _____ Distance from Nearest Sign: _____ Sign Height: ____ Sq. Ft. ____

Receipt

Received from: _____ Date: _____ Amount: _____

Cash: _____ Check No.: _____ Received by: _____