



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

## SUBDIVISION - PRELIMINARY PLAT REQUIREMENTS AND APPLICATION

### Requirements

1. All applications must comply with the Rules and Regulations Governing the Subdivision of Land in Unincorporated Oklahoma County.
2. 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.
3. The filing fee must be submitted with the application. The Preliminary Plat filing fee is \$375.00 plus \$3.00 per lot. The filing fee is nonrefundable.
4. All material to be submitted with the Preliminary Plat must be submitted **45 days prior** to the Planning Commission meeting for staff review and public notice.

### Required Documents

5. Complete and accurate legal description of the property, prepared by a licensed surveyor or engineer.
6. 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.
7. Site plan drawn to scale. **The Preliminary Plat plans must be submitted electronically, using AutoCAD, in addition to ten (10) copies on 24" X 36" paper, folded to 8 1/2" by 11" in size.** The following e-mail address should be used for the electronic plans: [engormur@oklahomacounty.org](mailto:engormur@oklahomacounty.org) The site plan must include the following information:
  - Location of Property to be subdivided in relation to section line roads, county/city boundaries, any adjoining subdivisions and dedicated streets
  - **Roads with paving plans (2 copies) - - including road widening plans and Engineer's Seal (Use County design standards) The final paving plans, including the County Engineer's changes with approved street names/addresses after County's review, must be submitted no later than five (5) days before the scheduled Planning Commission Meeting for the Preliminary Plat.**
  - Ingress/Egress from the Section Line roads

- Individual Lots *with* dimensions
- Setbacks - - show *all* setback requirements
- Easements - - Proposed *and* Existing, including pipelines
- Existing Structures - - including oil wells, oil batteries, etc.
- Existing Tree Masses, Water Features such as ponds, creeks, etc. drawn to scale
- Known Archeological, Environmental and Geological sites
- Floodplain Boundaries
- Drainage Plans - - Including proposed detention ponds, ditches, channels, etc., using two foot contour lines
- Erosion Control plans (2 copies)
- Restrictive Covenants if applicable
- Parking Lot plans with lines and dimensions, must meet ADA standards (if applicable)
- Landscaping Plans if applicable
- Signage Plans and sign permit application, with fee.
- Fencing/Screening Plans if applicable
- Title of proposed subdivision, developer, engineer, landscape architect and surveyor
- North arrow, scale and date
- Filed copy of the Notice of Intent (NOI) for storm water discharges associated with industrial activity under a NPDES General Permit form for the EPA must be submitted with the Preliminary Plat.

The Preliminary Plat filing fee must be submitted with the completed, above-referenced plans and documents.

***Preliminary Plat Filing Fee - - \$375.00 plus \$3.00 per lot. All fees are nonrefundable.***

- ***If Deer Creek Water and/or municipal sewer or water, a letter stating services provided must be submitted with the Preliminary Plat application.***

\*\*Also to be submitted with the Preliminary Plat is a list of the utilities that will serve the subdivision, including electric, gas and water of applicable. In addition, a list of the emergency services for the area including fire, police and ambulance should be included\*\*

**PRELIMINARY PLAT  
APPLICATION**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Applicant Name Telephone Number

3. \_\_\_\_\_  
Applicant Address

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_  
City State Zip Code

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

**\*\*PRELIMINARY PLAT FILING FEE IS \$375.00 PLUS \$3.00 PER LOT. ALL FEES ARE NONREFUNDABLE\*\***

**For Office Use Only**

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Application No: \_\_\_\_\_

Application Complete: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, why: \_\_\_\_\_

Preliminary Plat Fee Amount: \_\_\_\_\_ Received by: \_\_\_\_\_

Received From: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Check No: \_\_\_\_\_

## OKLAHOMA COUNTY STANDARD CAD LAYERS

These requirements are conforming with O.S. Title 19 §288.3 as follows:

"All plats, subdivisions or re-plats may be filed, at the option of the County Assessor, in digital electronic format with the County Assessor of the County in which the property is located. The digital electronic format shall meet the specifications of the County Assessor."

The digital file, as required, should be submitted to the Oklahoma County Planning Department with all final plats.

A free sample CD containing the standard layers and a sample ACAD drawing can be obtained in the County Assessor's Office, GIS Department, Room 315, 320 Robert S. Kerr, OKC, OK.

The standard software used is AutoCad 14 or higher.

- **ALL FINAL PLATS SHALL BE SUBMITTED IN STATE PLANE COORDINATES, OKLAOMA NORTH, NAD 83, ZONE 3501. UNITS - (FFET) USING CITY OF OKLAHOMA CITY OR CITY OF EDMOND SURVEY MONUMENTS, IF APPLICABLE.**
- **AVAILABLE COLORS NOT PRESENTLY BEING USED ARE #'S 93, 123, 143, 171. THESE COLORS HAVE NOT ASSIGNED PENS.**
- **ALL DETAIL LAYERS HAVE A DT-PREFIX, THEN DESC., FOLLOWED BY A -P OR -E (PROPOSED OR EXISTING). COLORS AND LINE TYPE ARE ASSIGNED TO USER NEEDS.**
- **MONUMENT LAYERS ARE FOR RIXED MONUMENTS RELATING TO THE GIS SYSTEM.**
- **FOR QUESTIONS REGARDING THESE STANDARD LAYERS, PLEASE CONTACT THE OKLAHOMA COUNTY ASSESSOR'S OFFICE, GIS DEPARTMENT AT (405) 713-1244 OR THE OKLAHOMA COUNTY PLANNING OFFICE, GIS DEPARTMENT AT (405) 713-1449.**

OKLAHOMA COUNTY  
PRELIMINARY PLAT  
CHECK LIST

Case No. PP-\_\_\_\_\_

Name Of Plat: \_\_\_\_\_ Checked By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)

**ITEMS REQUIRED**      **REMARKS: Check ( ) Satisfactory or List Deficiencies.**

1. Certified abstract list of surrounding property owners:
2. Ten (10) copies of plat, 24" x 36" folded to 8 1/2" x 11":
3. Plat submitted electronically using AutoCAD:
4. Scale, 200 ft. to one inch:
5. List of all utilities and emergency services:
  - ***If Deer Creek Water and/or municipal sewer or water, a letter stating services provided must be submitted with the Preliminary Plat application.***
6. Index sheet required if plat consists of three or more sheets:
7. Erosion Control Bonds, line item of cost, and materials
8. Filed copy of NOI:
9. Restrictive Covenants:
10. Preliminary Plat shall show:
  - a. Name of owner(s) or developer(s), title of plat, engineer and seal, surveyor and seal:
  - b. Description of property, including legal description
  - c. Boundary lines of area being developed:

- d. Location of plat in relation to section line roads:
- e. Lines of proposed streets and alleys:
- f. Width and names of proposed streets:
- g. Total size of property dedicated for public use (other than streets):
- h. Boundaries of all adjacent tracts, streets and alleys with their width and names:
- i. All lot lines and dimensions:
- j. All monuments in place:
- k. Front building lines and rear /side yard setbacks:
- l. All easements, including pipelines:
- m. All lot and block numbers:
- n. All linear (expressed in feet and decimals of a foot) and angular dimensions needed to locate:
  - i. Boundaries of the subdivision:
  - ii. Lots:
  - iii. Streets:
  - iv. Alleys:
  - v. Easements:
  - vi. Building lines:

- o. Streets to show:
  - i. radii:
  - ii. arcs:
  - iii. chords:
  - iv. points of tangency:
  - v. central angles for curvilinear streets:
  - vi. radii for all rounded corners:
  - vii. distances measured as arc lengths:
  - viii. plan & profile sheets
- p. All survey monuments and bench marks together with their descriptions:
- q. North Point:
- r. Scale of plan:
- s. Date:
- t. Permanent markers shown around the subdivision's boundaries at the following location:
  - i. corner angle points:
  - ii. points of curvature ( P. C.)
  - iii. points of tangency ( P. T. )
- u. Permanent markers shown around the boundary of each block at the following locations:

- i. corner angle point:
- ii. points of curvature ( P. C.)
- iii. points of tangency ( P. T. )
- iv. alley lines:

- 11. Two prints of street/drainage(*including calculations*)/erosion control plans:
- 12. Road widening plans at ingress/egress:
- 13. Number of Lots:

Note: This check list is prepared to facilitate the administration of the Subdivision Regulations of Unincorporated Oklahoma County.