



** 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

RE-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 **SEE ATTACHED LEGAL DESCRIPTION-**

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, according to the enclosed time schedule, processing of application will begin upon receipt of ALL required documents.

Fee: \$50.

RE-PLAT REVIEW- SUBMITTAL DOCUMENTS

Submit one 24"x36", and one 11"x17" copies of the proposed plat, plus the required documentation listed below:

- Completed Application including \$50 fee
- Name of Owner/ Applicant
- Copy of Original Plat
- Copy of Re-Plat
- Name of engineering firm that prepared the plat(s)
- Plat Title, Subdivision, Phase, Block, Lot, city, county & state
- Legal Description – Total acreage
- Subdivision Covenants
- 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 cul-de-sac (measured from property line & curb), width of hammerhead at end streets
- All existing rights-of-way, adjacent streets, alleys, easements & subdivisions.
- Existing zoning, proposed zoning if applicable & adjacent zoning
- Copy of water/sewer approval from State Health Department if not on City Water or Community Water System.
- Names of adjacent subdivisions, property owners of vacant, un-platted land
- Contour lines at 2' intervals, minimum – indicating drainage
- Lot dimensions
- Front, rear and side building setback lines of all lots in the subdivision
- Adjacent bodies of water, lake, river, stream
- Flood Plain Areas
- Location of adjacent dedicated park land, church, school or for public use
- Location of sanitary sewer/lift stations along streets

Required amount of copies of the Final Approved 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
- City Clerk
- DEQ (for septic systems)
- County Treasurer
- GMSA (utilities statement)
- County Clerk – reference restrictive covenants filed with County.

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