



**\*\* 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: 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

- 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 homes will be permitted within the plat

**Final Plat (1 Mylar and 1 Paper copy) 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**