

CITY OF GLENPOOL PLATTING PROCEDURES

NOTE: There is a fee (per fee schedule) for submittal and review of a preliminary plat and a final plat. This fee must be paid at the time of application.

PRE-APPLICATION CONFERENCE

Before submitting a preliminary plat, the applicant or the representative of the applicant should schedule a meeting with the Community Development Department while the plat is in sketch form, to ascertain the location of proposed streets and proposed drainage and open space areas.

PRELIMINARY PLAT:

1. All preliminary plat applications shall be submitted with complete topographical information and concept utility plans. Any application submitted incomplete will not be placed on the Technical Advisory Committee (TAC) agenda (per meeting schedule). The preliminary plat should be drawn in accordance with the Subdivision regulations.
2. Preliminary plat applications must be accompanied by two (2) paper copies of the plat (folded to 8-1/2" x 11") and one electronic copy, in PDF (Portable Document Format). The application must be signed by the developer/owner or agent. All materials are to be submitted to the Community Development Department. The application must be submitted by the Community Development cutoff deadline (per meeting schedule) in order to make the next meeting of the TAC.
3. The TAC and City Staff will review the preliminary plat and recommend conditions, if any, to the Planning Commission.
4. The Planning Commission will review the preliminary plat and the conditions recommended by TAC and Staff at the Planning Commission meeting. The Planning Commission may approve the preliminary plat upon these conditions; they may add or delete others; or they may deny the plat.

FINAL PLAT:

1. After the preliminary plat has been revised to include all conditions, which were approved by the Planning Commission, the final plat application may be submitted to the Community Development Department.
2. The final plat application must be submitted with the complete engineering data in order to be reviewed by the TAC and the Planning Commission.
3. The applicant or the representative for the applicant should make arrangements to attend the TAC meeting (per meeting schedule)
4. The Planning Commission will review the plat for final approval, subject to the conditions of the TAC and City Staff. If the Planning Commission denies a plat, an appeal may be made to the Glenpool City Council.
5. Upon approval of the final plat by the Planning Commission, the City Council will review the plat, acting to approve or deny it. The City Council has final approval on all final plats.
6. After receiving notice of final approval the applicant shall submit copies of the plat to the Community Development Department for City approval signatures.

7. The applicant should submit the necessary bonds, and is then given the final stamped copies of the plat signed by the City.
8. The applicant then takes the stamped, signed copies to the County Courthouse and records the plat.
9. After the plat is recorded, the applicant submits to the Community Development Department One (1) recorded paper copy of the plat and one electronic copy in PDF



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APPLICATION FOR APPROVAL OF SUBDIVISION

- PRELIMINARY PLAT:** Application must be accompanied by a application fee **per fee schedule**, the names and addresses of the abutting property owners plus \$1.00 for each name on that list in order to cover the cost of notification, **two (2)** copies of the proposed plat, **two (2)** copies of the preliminary construction plans and an area map. Please submit in pdf (portable document format) as well.

- FINAL PLAT:** Application must be accompanied by a application fee **per fee schedule** and **two (2)** copies of the final plat and **two (2)** copies of the final construction plans. When submitting plats for release after approval of the Glenpool Planning Commission and the Glenpool City Council, and ten (10) copies on paper completely signed and notarized. These copies should not be submitted until plat is in its absolute final form and ready to file of record with the Tulsa county clerk.

PROPOSED SUBDIVISION NAME: _____

SECTION: _____ TWP: _____ RANGE: _____ LEGAL DESCRIPTION: _____

DEVELOPER'S NAME: _____

DEVELOPER'S ADDRESS: _____ PHONE: _____

ENGINEER'S NAME: _____ PHONE: _____

Acreage Of Area Being Platted: _____ Number Of Lots: _____ Average Lot Size: _____

Present Use Of Tract: _____ Proposed Use Of Tract: _____

Present Zoning: _____ Proposed Zoning: _____

Is Plat Part Of A PUD? _____ Zoning Case File/Number: GZ _____
(Pud Number)

Glenpool City Limits: INSIDE OUTSIDE PARTIALLY INSIDE

Water Supply: CITY SEWER LAGOON SEPTIC TANK OTHER

Street Resurfacing Proposed: Portland Cement/Concrete Asphaltic Concrete

Signature Of Developer/Agent: _____ Date: _____

FOR STAFF USE ONLY

Preliminary Application Received: _____ (DATE) _____ (RCPT#)

Preliminary Fee Received: _____

Preliminary Approval: _____

Final Application Received: _____

Final Approval: _____ Plat Release Date: _____