

## **CITY OF GLENPOOL PLATTING PROCEDURES**

NOTE: There is a fee of \$100.00 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 [link to calendar](#). The preliminary plat should be drawn in accordance with the Subdivision regulations.
2. Preliminary plat applications must be accompanied by five (5) 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 deadline [link to calendar](#) in order to make the next meeting of the TAC [link to calendar](#)
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, which is the first Tuesday of each month [link to calendar](#). The Planning Commission may approve the preliminary plat upon these conditions; they may add or delete others; or they may deny the plat.
5. The recommendation with or without conditions then goes to City Council [link to calendar](#) for approval to move forward with the final platting process.

### **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 [link to calendar](#)
4. The Planning Commission will review the plat for final approval [link to calendar](#), 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 [link to calendar](#), 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. **PLEASE PLACE THE**

**CITY APPROVAL BLOCK ON EVERY PAGE OF THE PLAT (on the lower right corner).** The applicant also should also submit the necessary performance and maintenance bonds related to the project.

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 Development Services Department ten (10) recorded paper copies of the plat and one electronic copy in PDF