

CATOOSA PLANNING COMMISSION

[] SUBDIVISION PLAT

214 S. Cherokee / P.O. Box 190 Catoosa, OK 74015 – (918)-266-2505 - FAX 918-266-1687

www.cityofcatoosa.org

APPLICATION INFORMATION

APPLICATION DATE: _____ RECEIVED BY: _____ PLAT NAME: _____

SUBDIVISION PLAT SCHEDULE		REFERENCE CASES	
PREDEVELOPMENT MEETING:		ZONING/PUD CASE:	
SKETCH PLAT TO TAC:		CPC HEARING DATE IF PENDING:	
PRELIMINARY PLAT TO TAC:		BOARD OF ADJUSTMENT CASE:	
PRELIMINARY PLAT TO CPC:		BOA HEARING DATE IF PENDING:	

[] CITY [] COUNTY REFERRAL CITIES: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: _____

LEGAL DESCRIPTION OF UNDIVIDED TRACT: _____

NUMBER OF LOTS PROPOSED: _____ ACRES: _____ TYPE OF DEVELOPMENT: _____ PROPOSED ZONING: _____

PRESENT USE: _____ PRESENT ZONING: _____ S-T-R: _____ CZM: _____ ATLAS: _____ PD: _____ CD: _____

WATER SUPPLY: _____ SANITARY SEWER: _____

ELECTRIC: _____ GAS: _____ PHONE: _____ TV: _____ SCHOOL DISTRICT: _____

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
FAX	FAX
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.	
SIGNATURE & DATE:	SIGNATURE & DATE:

DOES OWNER CONSENT TO THIS APPLICATION [] Y [] N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? _____

APPLICATION FEES		PRELIMINARY PLAT DISPOSITION
SKETCH PLAT FEE:	\$	CPC ACTION: [] APPROVED [] DENIED
[] PUD AND/OR CORRIDOR [] STRAIGHT ZONING		DATE/VOTE:
PRELIMINARY PLAT BASE FEE:	\$	CONDITIONS:
FINAL PLAT BASE FEE:	\$	
TOTAL AMOUNT DUE:	\$	
RECEIPT NUMBER:		

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

PROCESS TRACKING			
DRAFT FINAL RECEIVED:		FINAL RECORDABLE DOCUMENTS RECEIVED:	
"OWNER'S PAPERS" RECEIVED (SECTION 3.6.5):		LEGAL SIGNED:	
LEGAL RELEASE:		PUBLIC WORKS OR COUNTY ENG'R SIGNED:	
ELECTRIC RELEASE:		MAYOR SIGNED:	
GAS RELEASE:		CITY COUNCIL APPROVED:	
PHONE RELEASE:		ELECTRONIC COPY OF PLAT RECEIVED:	
TV RELEASE:		DATE PLAT FILED:	
PUBLIC WORKS OR COUNTY ENG'R RELEASE:		FILED COPY RECEIVED:	
CPC APPROVED FINAL PLAT:		PLAT NUMBER:	

CATOOSA PLANNING COMMISSION
SUBDIVISION PRE-DEVELOPMENT REVIEW

214 S. Cherokee / P.O. Box 190 Catoosa, OK 74015 – (918)-266-2505 - FAX 918-266-1687

www.cityofcatoosa.org

PROJECT INFORMATION

Subdivision Location: _____
Acreage: _____ Number of Lots: _____ Project Name: _____
Owner of Property: _____
Person Requesting Review: _____ Date: _____

COMPREHENSIVE PLAN STATUS

The Comprehensive Plan for this area designates this property. _____
The property CONFORMS DOES NOT CONFORM to the Major Street and Highway Plan.

ZONING AND PLATTING

The property is currently zoned _____, and may be used for _____ uses.
The proposed use of _____ WOULD or WOULD NOT conform to the zoning district classification.
Minimum lot size required: _____
If the property is located within a PUD, does the project conform to all development standards? YES NO
Is there a rezoning or board of adjustment case pending on the site? YES NO Case number? _____
When are the anticipated CPC and City Council, or Board of Adjustment meeting dates? _____
The property is currently: PLATTED NEEDS A LOT SPLIT NEEDS A SUBDIVISION PLAT

INFRASTRUCTURE NEEDS

A brief summary of major infrastructure to be provided and by whom:

Streets _____

Water _____

Sewer _____

Storm Water/Drainage _____

Park and Trail Dedications _____

Please consider the items in this Pre-Development Review carefully.

This conceptual pre-development review is not intended to be all-inclusive, but rather to address the major development criteria, which should be thoroughly studied as development plans progress. Relevant Federal and State Statutes, as well as CPC Subdivision Regulations, Design Criteria, Zoning Codes, and other relevant local codes and policies should be reviewed and incorporated into future plans.

Please contact the Subdivision Coordinator at any time at 918-266-0802 if you have questions about the development process in the City of Catoosa.

KEEP THIS PAGE FOR FUTURE INFORMATION

SUBDIVISION PLAT PROCESS

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MEETING SCHEDULE

PRE-DEVELOPMENT REVIEW: _____

TAC review of sketch plats, preliminary plats: **Tuesday, _____ 2:00 p.m.** Catoosa City Council Room, 214 S. Cherokee, Catoosa, OK 74015. **CPC hearing on preliminary plats**, Catoosa City Council Room, 214 S.

Cherokee, Catoosa, OK 74015, **Monday, _____ 6:00 p.m.**

See "**Subdivision Regulations for the Catoosa Area**" for specific requirements to be included in all submittals. A copy of the subdivision regulations may be found at www.cityofcatoosa.org. You may obtain a current calendar of meetings and cutoff dates from the City Planner or visit us at www.cityofcatoosa.org.

SUBMITTAL REQUIREMENTS:

These change frequently. Check our web site at www.cityofcatoosa.org for the latest information.

Sketch Plats:	15 copies folded to approximately 8 ½" x 11"
Preliminary Plats and Conceptual Improvements Plans:	15 sets folded to approximately 8 ½" x 11"
Draft Final Plats:	16 sets folded to approximately 8 ½" x 11"
Final Plats:	2 sets mylar & 6 sets paper- all signed, sealed, notarized
Final Plat Drawings/As Built Plans	2 full sized sets

SKETCH PLAT PROCESS

1. Applicant submits sketch plat, completed application, and fees. Plat is scheduled for TAC meeting.
2. Staff distributes sketch plat to TAC members for review.
3. Applicant, staff, and TAC members meet to review sketch plat and discuss possible requirements for approval of preliminary plat.
4. A sketch plat does not routinely go to CPC for approval unless specifically requested by the applicant.

PRELIMINARY PLAT PROCESS

1. Applicant submits preliminary plat/covenants, conceptual improvements plan, completed application, and fees. Plat is scheduled for TAC meeting and CPC public hearing.
2. Staff distributes preliminary plat to TAC members for review.
3. Applicant, staff, and TAC members meet to review requirements for approval of preliminary plat.
4. CPC holds public hearing to consider approval of preliminary plat. Approval of a preliminary plat expires after two year.

FINAL PLAT PROCESS

1. Applicant prepares "draft final" plat in accordance with all CPC and TAC requirements of preliminary plat approval. Staff will review and stamp "Draft Final" and the date and will call the applicant within two days to pick up and distribute (see #3).
2. If revisions are made after the first "draft final" plat submittal, new plats shall be submitted and clearly identify all revisions on the face of the plat and in the covenants by either clouding or shading. There shall be a clear identifying mark (usually a small triangle) containing a revision number attached to each clouded or shaded item and a table of revision numbers and revision dates. In addition, a brief description of the nature of the revision should be included in the table.
3. Applicant distributes "draft final" for release as follows: 1 copy - CPC staff; 1 copy - City Legal Department; 1 copy – City Engineer; & 1 copy each - water service and sanitary sewer service providers; 1 copy - electric service provider; 1 copy - gas service provider; 1 copy - telephone service provider; 1 copy - television cable service provider.
4. Release letters are required from the following: City of Catoosa Engineer, water and sanitary sewer service providers; City Legal Department; electric, gas, telephone and TV utility service providers. Release letters shall indicate the latest revision date for which the plat is being released.
5. Revisions submitted subsequent to being released shall be reviewed and released again. CPC staff must have the latest final plat incorporating all of the revisions before placing on the agenda for approval by the Planning Commission.
6. Staff will schedule "draft final" plat for CPC approval after we receive all release letters and have confirmed that the release letters pertain to the latest revised version of the plat. Submittals required per Section 3.6.5 of the Subdivision Regulations must be received before the Final Plat is considered by CPC.
7. CPC considers approval of final plat.
8. Applicant submits final recordable documents with original notarized signatures to CPC staff.
9. Staff obtains signatures from CPC and City of Catoosa Engineer for plats in City of Catoosa.
10. Staff returns final signed documents to applicant for filing with the County Clerk. Final documents must be filed within one year of CPC final plat approval.