

---

# CITY OF CHOCTAW

## SUBDIVISION PLAT APPLICATION



---

## **POLICIES AND PROCEDURES PRELIMINARY AND FINAL PLAT**

### **1. Preliminary Plat**

- A. Submit five (5) copies of the Preliminary Plat, one (1) copy of any restrictive covenants and one (1) copy of the Homeowners Association Agreement (if applicable) to the City Clerk with the appropriate application requesting the preliminary approval of the proposed subdivision.
- B. Submit a minimum of twelve (12) days prior to the Planning Commission meeting to allow for review and preparation of Staff Report to the Commission prior to the meeting.
- C. The Preliminary Plat must be in final form containing all information required by the Subdivision Regulations.
- D. The Planning Commission shall approve or reject the Preliminary Plat within thirty (30) days after discussion in the regular meeting.
- E. Approval of the preliminary plat shall not entitle the sub-divider to approval of the final plat.
- F. A description of the improvements, such as street and alley paving, tree planting, walks, and installation of utilities, which the sub-divider proposes to make, and the time when they are proposed to be made.
- G. Prior to the submittal of a preliminary plat, the developer of a potential subdivision shall submit to the planning staff a sketch plan of the proposed subdivision. The developer shall consult with the planning staff about a set of mutually agreeable park sites or fee dedication.

### **2. Final Plat**

- A. The Final Plat must be submitted to the City Clerk. Submit a minimum of two (2) original copies, and three (3) original Mylar, including two (2) copies of any restrictive covenants and two (2) copies of any Homeowners Association Agreement.
- B. Submit a minimum of twelve (12) days prior to the Planning Commission meeting to allow for review and preparation of the Staff Report to the Commission prior to the meeting.
- C. The Final Plat must be in final form containing all information required by the Subdivision Regulations.
- D. Final plans and computations for all improvements shall be submitted with the plat. They shall be in final form and must be approved by the Planning Commission and the City Engineer.
- E. The Planning Commission shall transmit to the City Council the final plat documents and a listing of all required improvements indicating that they have been installed and accepted or that a Contract and Bond insuring their installation has been executed and received by the City Clerk. The amount of the Bond shall be determined based on one-hundred percent (100%) of the estimates of the Developer's Engineer and concurred in by the City Engineer.
- F. No Building permit shall be issued until such facilities have been constructed and accepted or the Surety Bond properly filed with the City Clerk. The Developer shall pay the Capital Improvement Development fees per residential unit and per square foot for all other platted areas, less credits (Ord. # 250) prior to affixing the City Seal to the final plat.
- G. Before recording, the final plat must be submitted to the City Council for approval and for acceptance of public ways, service and utility easements and land dedicated for public use.
- H. City Mayor and City Clerk will be the last required signatures on an approved final plat for filing.
- I. The final plat will be filed in the office of the County Clerk of OK County by the City of Choctaw.
- J. The City of Choctaw will retain one (1) original copy and one (1) Mylar.

## FEES

1. Preliminary Plat Fee Residential	\$	200.00
2. Preliminary Plat Fee (All Others)	\$	300.00
3. Final Plat Fee (Residential)	\$	100.00
4. Final Plat Fee (All Others)	\$	200.00
5. Capital Improvement Development fees, per residential unit (Water)	\$	300.00
6. Capital Improvement Development fees, per residential unit (Sewer)	\$	300.00
7. Capital Improvement Development fees for other platted areas, per sqft (Water)	\$	0.03
8. Capital Improvement Development fees for other platted areas, per sqft (Sewer)	\$	0.03
9. Emergency Siren Fee (Per Lot)	\$	25.00
10. Inspection Fees (Valuation—Material & Labor)		
a. Value \$1 to \$2,000	\$	70.00
b. Value \$2,001 to \$5,000, minimum pro-rated for each \$100 above \$2,000	\$	70.00+
c. Value \$5,001 to \$10,000, minimum pro-rated for each \$100 above \$5,000	\$	3.00
d. Value \$10,001 to \$25,000, minimum pro-rated for each \$100 above \$10,000	\$	160.00+
e. Value \$25,001 to \$50,000, minimum pro-rated for each \$100 above \$25,000	\$	2.50
f. Value \$50,001, minimum pro-rated for each \$100 above \$50,000	\$	285.00+
11. Street Signs	\$	2.00
12. Maintenance (Cost—Material & Labor)		
a. Water Maintenance Bond		100% - 2 years
b. Sanitary Sewer Maintenance Bond		100% - 2 years
c. Paving & Drainage Maintenance Bond		
1. First Year		50%
2. Second Year		25%
3. Third Year		20%
4. Fourth Year		10%
5. Fifth Year		10%
13. Zoning Amendment Fee		
a. < 1 Acre	\$	300.00
b. 1.01 to 5 Acre	\$	400.00
c. 5.01 Acre and up	\$	500.00
14. Uses Permitted on Review Fee	\$	50.00
15. Variance Fee	\$	50.00
16. Short Fort Subdivision Fee		
a. Lot Merge (Platted)	\$	100.00
b. Lot Merge (Unplatted)	\$	300.00
c. Lot Split (Platted)	\$	100.00
d. Lot Split (Unplatted)	\$	300.00
17. Public Notice Sign Fee	\$	45.00
18. Publication Fee		Actual Cost
19. Notification Letter	\$	10.00
20. Park Land Dedication		0.016 Acres X # of Dwellings = Amount of Land Required
21. Park Land Fee in Lieu of Land		Fair Market Value X Amount of Land Required = Fee in Lieu of Land Required
City/Council Recording Fees		
1. First Page of Instrument	\$	8.00
2. Each Additional Page of Instrument	\$	2.00
3. Preservation	\$	5.00
4. Plat (1 Block or Less)	\$	10.00
5. Plat (2 Block or More)	\$	25.00
6. Electronic Filing	\$	5.00
7. OK Tax Commission Document Stamp	\$	Actual Cost
8. Handling	\$	5.00

---

**APPLICATION**  
for  
**PRELIMINARY PLAT OF SUBDIVISION**  
(Please Print (black Ink) or Type)

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Property address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Zoning Classification:** \_\_\_\_\_

**Number of Acres:** \_\_\_\_\_ **# of Lots:** \_\_\_\_\_ **# of Blocks:** \_\_\_\_\_

**Proposed Name of Subdivision:** \_\_\_\_\_

**Proposed Use:** \_\_\_\_\_

**Developer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Engineer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

I hereby certify and attest that I am the current and legal owner of the above described property located in the City of Choctaw and that I received a copy of the Policies and Procedures regulating this application and received a copy of the Subdivision Regulations. We attest to the truth and correctness of all facts and information presented with this application and agree to pay all fees as required.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\*\*\*\*\*

(For Official Use Only)

**County Parcel Number:** \_\_\_\_\_

---

**PRELIMINARY PLAT  
CHECKLIST**  
(MUST BE SUBMITTED WITH APPLICATION)

**Subdivision Name:** \_\_\_\_\_

**Developer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Engineer or Surveyor:** \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Scale (1" = 100')   | <input type="checkbox"/> North Point                              |
| <input type="checkbox"/> Key Map   | <input type="checkbox"/> 5 Copies of Preliminary Plat             |
| <input type="checkbox"/> Legal Description   | <input type="checkbox"/> Topographic Map (2' Intervals)           |
| <input type="checkbox"/> Name of Owner   | <input type="checkbox"/> Title under which Plat is to be recorded |
| <input type="checkbox"/> Lot Designation & Dimensions  | <input type="checkbox"/> Boundary Line of proposed Subdivision    |
| <input type="checkbox"/> Fees paid   | <input type="checkbox"/> 1 copy of Homeowners Association         |
| <input type="checkbox"/> Date  | <input type="checkbox"/> Vicinity Map                             |
| <input type="checkbox"/> Park Land Dedication  | <input type="checkbox"/> Private & Public Easements               |
| <input type="checkbox"/> Limit of No Access  | <input type="checkbox"/> Screening                                |
| <input type="checkbox"/> Flood Zone & Flood Ways   |   |
| <input type="checkbox"/> Property Lines/Ownership of Adjoining Property  |   |
| <input type="checkbox"/> Location, Name, and Size of Proposed Streets, etc.  |   |
| <input type="checkbox"/> 1 copy of Protective Covenants \ Restrictions   |   |
| <input type="checkbox"/> Location and area of land dedicated for public use and/or common areas.   |   |
| <input type="checkbox"/> Location, widths, and names of all existing platted or dedicated streets, alleys, or other public ways and easements, railroads, utility easements, parks, water course, drainage ditch, buildings or bridges |   |

**Accepted for Processing:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

---

**APPLICATION**  
for  
**FINAL PLAT OF SUBDIVISION**  
(Please Print (black Ink) or Type)

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Property address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Zoning Classification:** \_\_\_\_\_

**Number of Acres:** \_\_\_\_\_ **# of Lots:** \_\_\_\_\_ **# of Blocks:** \_\_\_\_\_

**Proposed Name of Subdivision:** \_\_\_\_\_

**Proposed Use:** \_\_\_\_\_

**Developer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Engineer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

I hereby certify and attest that I am the current and legal owner of the above described property located in the City of Choctaw and that I received a copy of the Policies and Procedures regulating this application and received a copy of the Subdivision Regulations. We attest to the truth and correctness of all facts and information presented with this application and agree to pay all fees as required.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\*\*\*\*\*

(For Official Use Only)

**County Parcel Number:** \_\_\_\_\_

---

**FINAL PLAT  
CHECKLIST**

(MUST BE SUBMITTED WITH THE APPLICATION)

**Subdivision Name:** \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Preliminary Approval Date _____                  |  |
| <input type="checkbox"/> Dimensions                                       |  |
| <input type="checkbox"/> Conditions of Preliminary Approval complied with |  |
| <input type="checkbox"/> Title, Scale, North Point, Date, Key Map         | <input type="checkbox"/> 2 original and 3 original mylar of final plat |
| <input type="checkbox"/> Standard Sheet Size (24x36)                      | <input type="checkbox"/> Engineer's or Surveyor's Certificate          |
| <input type="checkbox"/> Subdiv. Boundary Lines (heavy)                   | <input type="checkbox"/> Certificates of Approval                      |
| <input type="checkbox"/> Lot/Block Designation                            | <input type="checkbox"/> Building Setback Line                         |
| <input type="checkbox"/> Tax Seals  | <input type="checkbox"/> Fees Paid                                     |
| <input type="checkbox"/> Location/Description of Monuments                | <input type="checkbox"/> Access Control                                |
| <input type="checkbox"/> Park Dedication/Fees in Lieu of                  | <input type="checkbox"/> Ref: to Adjacent Subdivisions                 |
| <input type="checkbox"/> Detention Plans submitted/approved               | <input type="checkbox"/> Engineering Approval                          |
| <input type="checkbox"/> Construction Plans submitted/approved            | <input type="checkbox"/> 2 copies of Covenants/Restrictions            |
| <input type="checkbox"/> 2 copies of Homeowners Association               | <input type="checkbox"/> Finish Floor Elevations for each lot          |

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**PLATTING PROCEDURE  
CHECKLIST**  
(FOR OFFICIAL USE ONLY)

**PRELIMINARY PLAT**

	YES	NO
1. APPLICATION		
1. 5 copies of preliminary plat with completed application	[ ]	[ ]
2. 1 copy of Covenants/Restrictions	[ ]	[ ]
3. 1 copy of Homeowners Association	[ ]	[ ]
4. Fee paid	[ ]	[ ]
5. Code Administrator, City Engineer and Staff review (no Planning Commission meeting date will be set until all information is complete)	[ ]	[ ]
6. Preliminary Plat must be in final form containing all information required by Subdivision Regulations.	[ ]	[ ]
7. Site Review Committee meeting held	[ ]	[ ]
2. FLOW OF APPLICATION		
1. Sent all information to Code Administrator for staff report	[ ]	[ ]
2. Presented to Planning Commission	[ ]	[ ]
3. IF APPROVED		
1. Preliminary Plat approval is sent to Council		

**FINAL PLAT**

1. APPLICATION		
1. 2 Original copies and 3 Mylar of final plat with completed application	[ ]	[ ]
2. 2 copies of Covenants/Restrictions	[ ]	[ ]
3. 2 copies of Homeowners Association	[ ]	[ ]
4. Fee paid	[ ]	[ ]
5. Site Review (no Planning Commission date will be set until all information is complete)	[ ]	[ ]
6. Final plans and improvements must be submitted with the plat. If not submitted, a Surety Bond insuring actual construction of the improvements within a period determined by Planning Commission (usually one (1) year). Amount of bond based on 100% of the estimates of the Developer's Engineer and approved by City Engineer.	[ ]	[ ]
7. Detention Report approved	[ ]	[ ]
2. FLOW OF APPLICATION		
1. Sent all information to Code Administrator for staff report	[ ]	[ ]
2. Present to Planning Commission	[ ]	[ ]
3. IF APPROVED		
1. No building permits will be issued unless utility & paving plans are accepted and "As-Build" original drawings furnished to the City Engineer or Surety Bond is properly filed with City Clerk	[ ]	[ ]
2. Development fees paid prior to affixing City Seal to final plat	[ ]	[ ]
3. Prior to recording plat, must be submitted back to Council for approval and for acceptance of public ways, easements and dedicated to public	[ ]	[ ]
4. City of Choctaw will record with the County Clerk within 30 days of Council Approval.	[ ]	[ ]
5. Maintenance Bond for improvement submittal	[ ]	[ ]

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date



## ZONING AND PLATTING FEE SCHEDULE

Permit Number: \_\_\_\_\_

1. Preliminary Plat Fee Residential	\$ 200.00	\$ _____
2. Preliminary Plat Fee (All Others)	\$ 300.00	\$ _____
3. Final Plat Fee (Residential)	\$ 100.00	\$ _____
4. Final Plat Fee (All Others)	\$ 200.00	\$ _____
5. Capital Improvement Development fees, per residential unit (Water)	\$ 300.00	\$ _____
6. Capital Improvement Development fees, per residential unit (Sewer)	\$ 300.00	\$ _____
7. Capital Improvement Development fees for other platted areas, per sqft (Water)	\$ 0.03	\$ _____
8. Capital Improvement Development fees for other platted areas, per sqft (Sewer)	\$ 0.03	\$ _____
9. Emergency Siren Fee (Per Lot)	\$ 25.00	\$ _____
10. Inspection Fees (Valuation—Material & Labor)		
a. Value \$1 to \$2,000	\$ 70.00	\$ _____
b. Value \$2,001 to \$5,000, minimum pro-rated for each \$100 above \$2,000	\$ 70.00+ \$ 3.00	\$ _____ \$ _____
c. Value \$5,001 to \$10,000, minimum pro-rated for each \$100 above \$5,000	\$ 160.00+ \$ 2.50	\$ _____ \$ _____
d. Value \$10,001 to \$25,000, minimum pro-rated for each \$100 above \$10,000	\$ 285.00+ \$ 2.00	\$ _____ \$ _____
e. Value \$25,001 to \$50,000, minimum pro-rated for each \$100 above \$25,000	\$ 585.00+ \$ 1.50	\$ _____ \$ _____
f. Value \$50,001, minimum pro-rated for each \$100 above \$50,000	\$ 960.00+ \$ 1.00	\$ _____ \$ _____
11. Street Signs	\$ Actual Cost	\$ _____
12. Maintenance (Cost—Material & Labor)		
a. Water Maintenance Bond	100% - 2 years	\$ _____
b. Sanitary Sewer Maintenance Bond	100% - 2 years	\$ _____
c. Paving & Drainage Maintenance Bond		
1. First Year	50%	\$ _____
2. Second Year	25%	\$ _____
3. Third Year	20%	\$ _____
4. Fourth Year	10%	\$ _____
5. Fifth Year	10%	\$ _____
13. Zoning Amendment Fee		
a. < 1 Acre	\$ 300.00	\$ _____
b. 1.01 to 5 Acre	\$ 400.00	\$ _____
c. 5.01 Acre and up	\$ 500.00	\$ _____
14. Uses Permitted on Review Fee	\$ 50.00	\$ _____
15. Variance Fee	\$ 50.00	
16. Short Fort Subdivision Fee		
a. Lot Merge (Platted)	\$ 100.00	\$ _____
b. Lot Merge (Unplatted)	\$ 300.00	\$ _____
c. Lot Split (Platted)	\$ 100.00	\$ _____
d. Lot Split (Unplatted)	\$ 300.00	\$ _____
17. Public Notice Sign Fee	\$ 45.00	\$ _____
18. Publication Fee	Actual Cost	\$ _____
19. Notification Letter	\$ 10.00	\$ _____
20. Park Land Dedication	0.016 Acres X # of Dwellings = Amount of Land Required	\$ _____
21. Park Land Fee in Lieu of Land	Fair Market Value X Amount of Land Required = Fee in Lieu of Land Required	\$ _____
City/Council Recording Fees		
1. First Page of Instrument	\$ 8.00	\$ _____
2. Each Additional Page of Instrument	\$ 2.00	\$ _____
3. Preservation	\$ 5.00	\$ _____
4. Plat (1 Block or Less)	\$ 10.00	\$ _____
5. Plat (2 Block or More)	\$ 25.00	\$ _____
6. Electronic Filing	\$ 5.00	\$ _____
7. OK Tax Commission Document Stamp	\$ Actual Cost	\$ _____
8. Handling	\$ 5.00	\$ _____

Receipt No.: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Official