



# Final Plat Application and Checklist

FEE SCHEDULE		OFFICE USE ONLY	
Number of Lots	Fee	Fee Paid:	\$
Less than 51	\$50 plus \$1.00 per lot	Date Paid	
51 or more	\$100 plus \$0.50 for each lot over 50	Case Number:	
For recording purposes, the following minimum original copies are required: <ul style="list-style-type: none"> <li>City: 1 mylar and 3 paper copies</li> <li>County: 2 mylar and 3 paper copies</li> </ul>		Date of Preliminary Plat Approval by Planning Commission:	
All applications are due no later than 30 days prior to the next regularly scheduled Planning Commission meeting.		Planning Commission Meeting Date:	

SUBDIVISION NAME		
LOCATION		
SIZE (IN ACRES)	NUMBER OF LOTS	CURRENT ZONING

**APPLICANT** FIRM \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**OWNER** NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**ARCHITECT** FIRM \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**ENGINEER** FIRM \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_



# Final Plat Application and Checklist

I, \_\_\_\_\_, (Contact Person's Name), hereby certify the attached and completed application contains the information required by the City of Bartlesville as specified below. I understand the submission of incomplete or inaccurate information may result in a delay in processing and action on this application and may be subject to other penalties provided by law.

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

**Note:** The following items apply to all applications for final plat approval. The Applicant is strongly encouraged to work closely with Staff in advance of an actual application submittal. **Please submit ONLY THOSE DRAWINGS necessary to provide information required by this checklist. Submission of construction drawings or other nonessential drawings may delay the review process.**

### Final Plats

1. A final plat for record shall be prepared and submitted to the Department of Community Development for review and recommendation by the Planning Commission and acceptance by the City Council. The original plat shall be in sheets of such materials, dimensions and scale as meets the current requirements for the County official in whose office the plats are required to be filed; provided, that when more than one sheet is required, an index sheet of the same size shall be filed showing the entire subdivision on one sheet with block and lot numbers. Plat dimensions shall be drawn to a minimum scale of one hundred (100) feet to an inch, except that plats in which all lots contain an area in excess of 40,000 square feet, the plat may be drawn to a scale of two hundred (200) feet to an inch. The scale must be shown on the plat.

### General Requirements for all Final Plat Applications and Documents

1. Plat application form, filled out completely and accurately with all required contact information, signatures, etc.
2. All files must be electronic. A PDF file shown as 24" x 36" pages to include all required information shall be provided with sufficient information included as to allow for an appropriate review by the City. The plat must be sealed by a licensed land surveyor as required.
3. A digital copy of the final plat shall be submitted in a CAD .dxf file format. The .dxf file should have text located on a different layer than the projects line work.
4. All data collected for the project shall use the City of Bartlesville Horizontal Control System. All data files submitted to the City of Bartlesville shall abide by the Oklahoma State Plane North coordinate system, NAD83 using datum and feet as the unit of measure and Mean Seal Level Elevations (NGVD88).

### Contents of the Final Plat. The final plat shall show:

1. A key map showing the location of the subdivision referenced to government survey section lines and major streets. If more than two (2) sheets are required, the key map shall show the street number for each area.
2. The location and description of all section corners and permanent survey monuments in or near the tract, to at least one (1) of which the subdivision shall be referenced.
3. The length of all required lines dimensioned in feet and hundredths thereof, and the value of all required true bearings and angles dimensioned in degrees and minutes, as hereafter specified.
4. The boundary lines of the land being subdivided fully dimensioned by length and bearings, and the location of boundary lines of adjoining lands, with adjacent subdivisions identified by official names.
5. The lines of all proposed streets fully dimensioned by lengths and bearings or angles.
6. The radii, arcs, points of tangency, points of intersection and central angles for curvilinear streets and radii for all property returns.
7. The lines of all proposed alleys. Where the length or direction of an alley is not readily discernible from data given for lot and block lines, the length and bearings shall be given.
8. The widths and names, where appropriate, of all street rights-of-way and alleys, and of all adjacent streets, alleys and easements which shall be properly located.
9. The lines of all proposed lots fully dimensioned by lengths and bearings or angles, except that where a lot line meets a street line at right angles, the angle or bearing value may be omitted.
10. The outline of any property which is offered for dedication to public use fully dimensioned by lengths and bearings with the area marked "Public."
11. The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block, with areas to be excluded from platting marked "Reserved" or "Not a Part."

12. The location of all building lines, setback lines and easements for public services or utilities with dimensions showing their locations.
13. The location of the 100-year floodplain as shown on the current effective Flood Insurance Rate Map (FIRM).
14. The following which shall be made and shown on the original:
  - a. Owner's certificate and dedication, signed.
  - b. Registered land surveyor's certificate of survey, signed and his seal.
  - c. Certificate for release of mortgage for any portion dedicated to the public.
  - d. Reference to any separate instruments, including restrictive covenants, filed in the office of the County Recorder of deeds which directly affect the land being subdivided.
  - e. Certificate of Planning Commission approval.
  - f. Certificate of governing body acceptance of ways, easements and public land dedications.
  - g. Treasurer's certificate.
15. A title which shall include:
  - a. Name of the subdivision.
  - b. Name of the city, county and state.
  - c. Location and description of the subdivision referenced to section, range, township.
16. When individual sewage disposal services have been installed, the certificate of the County Health Department shall accompany the plat.

**Recording.** No Final Plat or other land subdivision instrument shall be filed in the office of the County Clerk until it shall have been approved by the City Planning Commission and City Council as required. All Final Plats shall be filed within two (2) years of the date of approval, and no lots may be sold from such plat until recorded.