Preliminary Plat Application and Checklist

FEE SCHEDULE		OFFICE USE ONLY	
Number of Lots	Fee	Fee Paid:	$
Less than 51	$50 plus $2.00 per lot	Date Paid	
51 or more	$150 plus $1.00 for each lot over 50	Case Number:	
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 _____

Preliminary 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 preliminary 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.***

Preliminary Plats

1. A preliminary plat 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 Preliminary 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 preliminary 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 Preliminary Plat. The preliminary plat shall show:

1. The location of property with respect to surrounding property and streets, the names of all adjoining property owners of record, or the names adjoining developments; the names of adjoining streets.
2. The location and dimensions of all boundary lines of the property to be expressed in feet and hundredths of a foot.
3. The location of existing streets, easements, water bodies, streams, and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, bridges, as determined by the Planning Commission.
4. The location and width of all existing and proposed streets and easements, alleys and other public ways, and easement and proposed street rights-of-way and building setback lines.
5. The locations and dimensions of all proposed or existing lots.
6. The locations and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
7. The name and address of the owner or owners of land to be subdivided, the name and address of the subdivider if other than the owner, and the name of the land surveyor.
8. The date of the map, section location map approximate true north point, scale and name of the subdivision.
9. Sufficient data acceptable to the local government engineer to determine readily the location, bearing and length of all lines, and to reproduce such lines upon the ground; the location of all proposed monuments.
10. The location and description of all section corners and permanent survey monuments in or near the tract, to at least one of which

the subdivision shall be referenced.

11. Names of the subdivision and all new streets.
12. Indication of the use of any lot (single-family, two-family, multifamily, townhouse) and all uses other than residential proposed by the subdivider .
13. Blocks shall be consecutively numbered or lettered in alphabetical order. The blocks in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively throughout the several additions.
14. All lots shall be consecutively numbered. Outlots shall be lettered in alphabetical order. If blocks are numbered or lettered, outlots shall be lettered in alphabetical order within each block.

Construction Plans. Construction plans shall be included with the preliminary plat submittal and shall consist of the following specifications and plan sheets:

1. Cover sheet showing:
   a. The scale, north point, date and section location map.
   b. The proposed name of the subdivision.
   c. The name and address of the owner on record, the subdivider and the engineer registered in Oklahoma preparing the plan (official seal and signature required).
   d. A drawing at approximate scale (1" = 200') covering the entire area of the Sketch Plan showing:
      i. **A** complete boundary survey showing the bearings, distance, acreage, and error or closure.
      ii. The proposed street and lot pattern.
      iii. The location of all major streets and utilities or extensions thereof as shown in the elements of the Comprehensive Plan .
      iv. Land proposed to be dedicated as parks or reserved as schools.
      v. The portion of the Sketch Plan which will be undertaken in this Construction Plan; the location of adjoining unplatted land and names of owners; the names, with intersecting boundary lines, of adjoining subdivisions and the location of city limits if falling within or adjoining the tract and the locations of abutting improvements and utilities on adjacent land.
   e. A key map showing the location of the area of the Sketch Plan and Construction Plan referenced to existing or proposed major streets and to government section lines. Scale of the key map shall be not less than 1" = 1000'
2. The Drainage Plan Sheet showing:
   a. The scale, north point and date.
   b. A drawing at approximate scale (not less than 1"=200') covering the entire area of the Sketch Plan showing:
      i. Proposed new contours for the area of the Construction Plan (at 2' contour intervals).
      ii. Natural contours for the area of the Development Sketch which is outside the Construction Plan (at 2' contour intervals).
      iii. The quantity of flow for the one hundred {100) year storm {1% probability) under conditions of full development of the drainage basin in accordance with the land uses shown on the Comprehensive Plan
      iv. The location, size and type of facilities that will be used to handle the storm drainage in accordance with Section 7.
3. The Development Plan Sheet showing:
   a. The scale, northpoint and date.
   b. A drawing of the area of the Construction Plan at a scale of 1" = SO' showing:
      i. The proposed land contours at a vertical interval of not greater than two {2) feet referenced to a United States survey bench mark or monument as established by the National Oceanic and Atmospheric Administration, or U.S.C. & G.S. The location and description of construction benchmarks shall be shown.
      ii. The location of existing buildings, water courses and the location, size and types of dedicated streets, sanitary and storm sewers, water mains, culverts, power and natural gas lines and other surface and subsurface structures and pipelines existing within or immediately adjacent to the subdivision . The location of all major streets or utilities or extensions thereof shown in elements of Comprehensive Plan.
      iii. i The length of the boundaries of the tract, drawn to scal e.
      v. The proposed location and width of the rights-of-way and pavement of the streets, sidewalks, alleys, easements (for public and/or private utilities including street lighting), lot lines, setback lines and all areas to be dedicated, all scaled to the nearest foot.
      v. The proposed location, size and type of water mains, including the location of such other features to be installed

as, but not limited to, fire hydrants, valves, pressure regulators, etc.

vi. The proposed location, size and type of sanitary sewer mains, submains and laterals.

vii. The location of proposed street lights and street name signs.

viii. The distance from section corner or quarter-section corner of major arterial streets shall be referenced by bearing and distance to one corner of the subdivision.

c. All of the features shown on the Preliminary Plat ; including but not limited to, lot line dimensions and setback lines; shall conform to the Zoning Regulations as they pertain to the particular zoning districts in which the subdivision is classified.

d. The certificate of approval of the plans and specifications by the City or County Health Agency when individual sewage disposal devices are to be installed.

4. The Grading Plan Sheet showing:
   a. The scale, north point and date.
   b. A drawing of the area of the Preliminary Plat at a scale of 1" = 50' showing:
      i. The existing contours at vertical intervals not greater than two (2) feet.
      ii. The proposed contours at vertical intervals not greater than two (2) feet.
      iii. The layout of streets, easements and lots.
      iv. The minimum finished floor elevation for each lot located in a flood hazard area.
      v. The limits of any flood hazard area plus the one hundred (100) year flood elevation and the method or source of calculation.
5. The Environmental Control Sheet showing:
   a. The scale, north point and date.
   b. A drawing of the area of the Preliminary Plat at a scale of 1" = 50' showing:
      a. The streets, lots, park dedications, school reservations and easements proposed.
      b. Any existing tree masses and proposed changes.
      c. Any flood hazard areas.
      d. Soil types and any limitations or precautions necessitated by soil conditions.
      e. Any areas in which the grading plan calls for cuts or fills in excess of five (5) feet.
      f. Measures that will be taken for the control of erosion and siltation.
6. The Plan/Profile Sheet shall show information as follows:
   a. All plan/profile sheets should be at a maximum horizontal scale of 1" = SO' and a vertical scale of 1" = S' and be drawn so as to relate the profile directly below the plan with station numbers corresponding vertically between the two. Each sheet shall show both the vertical and horizontal scale.
   b. Each sheet shall be dated and include north point and scale for each improvement shown. Intersections with other improvements (i.e., water, sanitary and storm sewer crossing) existing facilities (i.e. water distribution lines, sanitary sewer collection lines, etc.), and all existing and proposed right of way and easements shall be indicated on meeting applicable sheet.
   c. The sanitary sewer sheet(s) shall show all trunks and laterals and such other features to be installed as, but not limited to: manholes, lampholes, etc.
   d. The water sheet(s) shall show all distribution and service lines and other such features to be installed, including but not limited to: fittings, valves, fire hydrants, etc.
   e. The storm sewer sheet(s) shall show all storm sewers, culverts and drainage structures necessary for the handling of all runoff from and through the proposed subdivision in accordance with Section 7.
   f. The street improvement sheet(s) shall include all streets, sidewalks, and other traffic handling facilities (including signage) to be installed. Street centerline and right-of-Way profiles shall be included on these sheets.

7. Detail sheets showing standard and special details and specifications.

Certification of Design. The improvements shown on the construction plans shall be designed in accordance with the design details contained herein and/or other standards adopted by the local government. Each sheet of the Preliminary Plat and construction drawings shall bear the seal and signature of the engineer preparing the plat and the cover sheet shall bear the endorsement of the owner and subdivider.

Bartlesville City Planning Commission
SITE POSTING REQUIREMENTS

For all Sketch Plan Proposals and Plats

To provide adequate notice to the community, you are required to post your site at least 7 days prior to the first public hearing date and to maintain the posting until the decision on the request.

SITE POSTING SPECIFICATIONS

1. Sign shall be a minimum of 4' x 8' in size and painted yellow in color.
2. Sign shall be made of laminated plywood or heavyweight plastic.
3. Sign shall provide black vinyl lettering sized and lettered as per the attached diagram. Where not indicated on the attached diagram, lettering shall be no less than 1" in height.
4. Sign shall be attached with a minimum of 6 screws to 2 - 4" x 4" x 10' wood poles.
5. Sign may be created and posted by applicant or by a licensed sign contractor.
6. Sign shall be posted at least 7 days prior to the date of the first public hearing. Sign shall remain posted on the site until after the final hearing. Sign shall be removed from the site following final action on the request.
7. At least seven (7) days prior to the date of the first hearing of the request by the Planning Commission, the applicant shall send to the Community Development Director a notarized affidavit of posting (attached) along with a photo of the sign posted on the site.
8. Applicant is responsible for the maintenance and care of the site sign during the term of the case.

SITE POSTING SPECIFICATIONS

PUBLIC NOTICE	1" letters
CITY OF BARTLESVILLE **PUBLIC HEARINGS**	4" letters
City Planning Commission: 5:30 p.m., DATE	2" letters
City Hall, 401 S. Johnstone Ave., Bartlesville, OK	1" letters
City Council: 5:30 p.m., DATE	2" letters
City Hall, 401 S. Johnstone Ave., Bartlesville, OK	1" letters
REQUEST:	2" letters
LOCATION:	Remaining in 2" letters
CASE NO.:	Must specifically state the action requested; if zoning will change, must identify existing zoning classification and the proposed zoning classification (see note below)
APPLICANT:	
PHONE NO.:	
Case file available at the Department of Community Development (918-338-4238)	
Posting Date:	

NOTE:

Under the REQUEST category: Information provided on sign should be similar to the following examples. NOTE: If more than one request is being made, include all such requests under this category.

- Sketch Plan Approval for Residential Subdivision
- Sketch Plan Approval for Commercial Subdivision
- Preliminary Plat Approval for Residential Subdivision
- Preliminary Plat Approval for Commercial Subdivision

AFFIDAVIT OF POSTING

Case No. _____

Location _____

Site Posting Date: _____

Applicant Name _____

In order to provide adequate notice to interested parties, the APPLICANT for any Sketch Plan Proposals or Preliminary Plat, within the City of Bartlesville shall erect, not less than seven (7) calendar days prior to the date of public hearing, notice of the date, time and place of each public hearing and a summary of the request. Such notice shall be clearly legible and wherever possible, placed adjacent to the right-of-way of a public street or road. IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO ERECT AND TO MAINTAIN THE NOTICE ON THE SUBJECT PROPERTY until final disposition of the case. The number and location of notices shall be determined by the Director of Community Development.

I confirm that the site has been posted as indicated by the Director of Community Development for the case as listed above. **Photographs of the sign(s) posted on the site have been submitted.**

_____ _____
Applicant Signature Date

This instrument was acknowledged before me this_____day of_____, 20___, by _____. In witness whereof, I have hereunto set my hand and official seal.

_____
Notary Public

My commission expires _____

Return completed, notarized affidavit AND pictures to the Community Development Department
AT LEAST 7 DAYS PRIOR TO PLANNING COMMISSION HEARING.