



Sapulpa Planning Commission (SPC)

Preliminary Plat - Final Plat - PUD (circle one)

<i>For Office Use</i>		
Date Application Submitted _____	Received by _____	Complete? Yes or No
Date of Public Hearing _____	Case Number _____	Approved? Yes or No

Type of Application _____

Applicant _____ Phone _____

Owner (if different**) _____ Phone _____

Address or Descriptive Location _____

Number of Lots Proposed _____ Acres _____ S-T-R _____

Type of Development _____ Proposed Zoning _____

Present Use _____ Present Zoning _____

Water Supply _____ Sanitary Sewer _____

Electric _____ Gas _____ Phone _____ School District _____

Does the Applicant have permission from the Owner to request a rezoning of the property? **Yes or **N**

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For Office Use

Application Fees	Totals
Sketch Plat Fee	\$ 50.00
Preliminary Plat Fee	\$100.00
Final Plat Fee	\$150.00
PUD Fee	\$100.00
Sign Posting	\$ 25.00
Notice Preparation	\$ 30.00
Legal Notice Publication – (Sapulpa Legal News will invoice applicant)	
Property Owners Mailing & Postage \$6.90 x _____	\$
Ordinance Publication (if approved)	\$100.00
Total Amount Due	\$

Conditions of Approval

The regulation of the subdivision of land and the attachment of reasonable conditions of approval to the regulations of land is delegated to the City of Sapulpa by the State of Oklahoma. The subdivider has the duty to comply with reasonable conditions of the Sapulpa Subdivision Regulations, the Zoning Code, the Comprehensive Plan, and the Engineering Design Criteria, as well as those conditions prescribed by the Sapulpa Planning Commission (SPC). When platting a subdivision, the developer must consider design, dedication, improvements, and restrictive use of the land to compliment to the physical and economic development of the community. Additionally, consideration shall be given to the health, the safety, and the general welfare to future owners of the subdivided land, as well as and current citizens of the City of Sapulpa, Oklahoma.

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PRELIMINARY PLAT AND PRELIMINARY ENGINEERING PLANS
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Application Submittal Requirements

The subdivider shall submit the following for review and approval of a preliminary plat.

A completed and signed application for a preliminary plat;

A minimum of three (3) full size copies, one (1) 8 1/2" x 11" copy, and one (1) digital copy of the preliminary plat shall be submitted for review and approval;

A certified list prepared by a licensed abstractor of all abutting property owners of record in which the property being subdivided is located;

Filing fee as established by the SPC;

Three (3) full size copies and one (1) digital copy of the preliminary civil engineering plans; and

The Preliminary Plat shall comply in all aspects the Sapulpa Subdivision Regulations and shall comply in all respects with the sketch plat as approved by the SPC, if applicable.

Preliminary Engineering Plans for the proposed improvements shall be received at the time of application for approval of the preliminary plat for review. The plans shall include improvements regarding drainage, storm sewers, streets, sidewalks, and pedestrian ways, and the preliminary sanitary sewer and water improvement plans in accordance with the adopted Engineering Design Criteria Standard specifications.

All required documentation shall be filed with the Urban Development Department no less than four (4) weeks prior to the Sapulpa Planning Commission (SPC) meeting at which it will be considered.

The approval of a preliminary plat shall be effective for a period of two (2) years from the date of the approval by the Sapulpa Planning Commission (SPC) unless otherwise approved by the SPC.

Subsequent to approval of the preliminary plat, the subdivider may commence construction of the public improvements in accordance with final construction plans approved by the applicable governing authority after arranging for inspection by the responsible public body of said improvements during construction.

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I hereby certify that I have read and understand the above requirements.

Applicant's Signature

Date

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FINAL PLAT AND FINAL CONSTRUCTION AND ENGINEERING PLANS

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Application Submittal Requirements

Following approval of the preliminary plat, the subdivider shall submit the following for review and approval of a final plat:

A completed and signed application for a final plat;

A minimum of five (5) full size copies, one (1) 8 ½" x 11" copy, and one (1) digital copy of the final plat for review and approval;

A certified list prepared by a licensed abstractor of all abutting property owners of record in which the property is being subdivided is located;

Filing fee as established by the SPC; and

Two (2) full size copies and one (1) digital copy of the final construction and engineering plans; and

The Final Plat shall comply in all aspects the Sapulpa Subdivision Regulations and shall comply in all respects with the preliminary plat as approved by the SPC.

All required documentation shall be filed with the Urban Development Department no less than four (4) weeks prior to the Sapulpa Planning Commission (SPC) meeting at which it will be considered.

Planning Commission Review and Determination

The Application for Final Plat shall be submitted for final approval to the SPC and to the City Council, within one (1) year of the date of approval of Preliminary Plat.

The Planning Commission shall review the final plat and **either** approve the Final Plat if the conditions of approval of the Preliminary Plat have been met, **or** disapprove the plat if the conditions of approval of the Preliminary Plat have not been met and state in detail in the record of the meeting any reasons for disapproval.

The requirement for approval and certification of the completion of the required public improvements in accordance with the approved final construction plans shall be in the form of release letters from the applicable City departments or agencies as required in the Subdivision Regulations and the Engineering Design Criteria prior to approval of the final plat.

Final Construction and Engineering Plans

The subdivider shall submit a minimum of three (3) copies of the final construction plans for proposed improvements prior to or simultaneous with the application for approval of the final plat. The plans shall be submitted for review to the following departments and/or agencies as applicable and in form and content as required by that agency or department as follows:

The City Engineer shall review and approve the final construction plans for improvements regarding streets, sanitary sewer and water improvements, drainage and storm sewers located within a public-right-of-way and sidewalks and pedestrian ways in accordance with adopted Engineering Design Criteria Standard Specifications; and

Endorsement of Approval on the Final Plat

No final approval shall be endorsed on the final plat until all requirements of final plat approval have been met.

When the subdivider has chosen to install improvements prior to endorsement of the final plat, approval shall not be endorsed on the plat until after all conditions of approval have been satisfied and all improvements satisfactorily completed.

When the subdivider has chosen to guarantee construction of the improvements by written agreement, approval shall not be endorsed on the plat until after the agreement has been executed by the subdivider and delivered to the Planning Commission and City Council for their review and approval, and all other conditions of approval pertaining to the plat have been satisfied.

Prior to Beginning Construction

The contractor or developer shall furnish maintenance bond(s) or irrevocable letter(s) of credit and certificate of insurance prior to beginning construction. Bonds and insurance shall be sent to the City Attorney for approval and returned to the Urban Development Department. A copy of a contractor's bid or proposal should accompany the bond or irrevocable letter of credit; if a bid or proposal does not accompany the bond or letter of credit, the consulting engineer's cost estimate will be used in determining the amount of the bond.

In any case where the City Council does not require a bond for the improvements required herein, no building shall be permitted on any lot or in any area in a subdivision where the proposed construction will produce runoff or require utility services that affect other areas or lots located within or outside the subdivision unless a bond, in the amount of one hundred percent (100%) of the estimated cost, is posed for the portion of the drainage or utility improvements that will protect the affected area.

The parties responsible for endorsing approval on the face of the final plat shall be as follows:

The City Manager or the authorized designee of the City Manager; the Planning Commission Chairperson or Vice Chairperson so authorized to sign for said Chairperson; and the Mayor of the City of Sapulpa upon approval of the City Council.

Filing of the Final Plat

The approved original final plat shall, after being endorsed by all required officials, be filed in the office of the County Clerk in which the property being subdivided is located.

Distribution of the Final Plat

After the final plat has been endorsed by all the required officials and filed of record with the County Clerk in the county in which the property is located, the Urban Development Department staff shall distribute copies to the applicable officials, agencies, and departments and the remaining signed copies to the subdivider.

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I hereby certify that I have read and understand the above requirements.

Applicant's Signature

Date

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PLANNED UNIT DEVELOPMENT

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The platting of a Planned Unit Development (PUD) shall proceed in accordance with these Regulations upon approval of the PUD by the City Council, as applicable, in accordance with the applicable sections of the Zoning Ordinance and the conditions of approval of the PUD. The conditions of approval of the PUD, where applicable and as required by the Sapulpa Subdivision Regulations and the Zoning Ordinance, shall be endorsed on the face of the plat and officially made a part thereof.

Application Submittal Requirements

The subdivider shall submit the following for review and approval of a planned unit development (PUD)

A completed and signed application for a PUD;

Filing fee as established by the SPC; and

The PUD master plan shall consist of two elements -- 1) the design statement **and** 2) the master development plan.

The design statement shall be in such form and content as the SPC may by resolution establish a recommendation to the City Council.

Three (3) hard copies and one (1) digital copy of an outline development plan.

The outline development plan shall consist of maps and text, which contains -- an Explanation of the character of the PUD; the Expected Schedule of development; and a Site Plan that indicates the following:

- Proposed location of uses, including off-street parking, open spaces, and public uses;
- Development standards for location, height, setback, and size of buildings and other structures;
- Public and private vehicular and pedestrian circulation
- The approximate intensity of residential uses expressed in number of dwelling units and the approximate intensity of nonresidential uses expressed in floor area, allocation to each identifiable segment of the Planned Unit Development.
- Proposed screening and landscaping;
- Proposed location, height, and size of any ground sign;
- Sufficient surroundings to demonstrate the relationship of the PUD to adjoining uses, both existing and proposed; and
- Existing topographic character of the land including identification of floodplain areas, treed areas, both existing and proposed.

The Planning Commission may require elevations and perspective drawings of the proposed buildings as part of required detailed site plan review. This will not be required for platted single-family lots.

An application for a Planned Unit Development Subdivision Plat shall be filed with the Urban Development Department and shall be processed in accordance with the Subdivision Regulations in the same manner as a Preliminary Plat and a Final Plat.

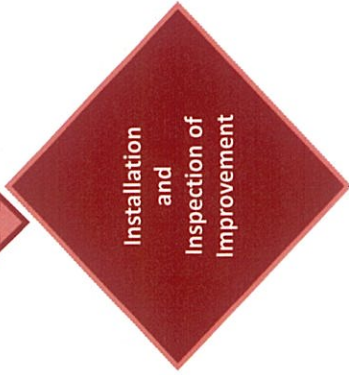
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I hereby certify that I have read and understand the above requirements.

Applicant's Signature

Date

START HERE



Submittal of Final Plat:

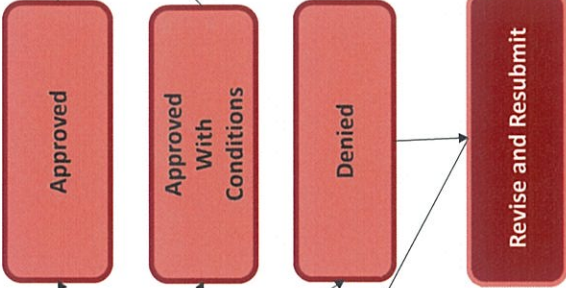
- Completed & Signed Application
- (5) Full Size, (1) 8 1/2" x 11", (1) Digital Copy of the Final Plat
- (2) Full Size, (1) 11" x 17", (1) Digital Copy of the Approved Construction Plans
- Filing Fees as Established by the SPC
- Abutting property owners list prepared by a Certified Abstract Company
- Release letters from Utility Companies and/or City Departments or Agencies

Notices prepared for Public Hearing of the Sapulpa Planning Commission sent at least 7 days prior to the Public Hearing to all abutting property owners as prepared by a Certified Abstract Company

Filing Fees as Established by the SPC:

- Final Plats: \$ 150
- Sign Posting: \$ 25
- Notice Preparation: \$ 30
- Ordinance Publication (if approved): \$ 100
- Postage: \$6.90 per name on Abstractor's Property Owners Report
- Legal Notice Publication: Must be paid to the Sapulpa Herald prior to publication of Notice (must be published at least 7 days prior to the Planning Commission meeting)

Application deadlines are strictly enforced



Planning Commission Meeting (Hearing & Approval)

City Council Meeting:

- Final Approval of the Final Plat
- Acceptance of Improvements
- Maintenance Bonds

Endorsement of Approved Final Plat:

- Submit ALL copies that require signatures from City officials to the Urban Development Department including the copies required by the County Clerks office of the County in which the property is located.

The approved original final plat shall, after being endorsed by all required officials, be filed in the office of the County Clerk in which the property being subdivided is located.

(2) Full Sized Copies and (1) Digital Copy of the filed plat shall be returned to the City of Sapulpa

Final Plat Flow Chart

City of Sapulpa, Oklahoma

**START
HERE**

Meet with UD Staff to discuss development and if the property will require rezoning.

Schedule Pre-Development meeting through UD Staff
Site Plan with conceptual utility plans are required at least one week prior to meeting for distribution to City Staff:

- Streets
- Utilities
- Environmental Admin.
- Building Inspector
- Fire Marshal
- GIS Database Admin
- UD Director
- Public Works Director

Comments from City Departments for preparation of Preliminary Plat and Preliminary Construction/Utility Plans Submittal
Revision by Developer if necessary

Submittal of Preliminary Plat:

- Completed & Signed Application
- (5) Full Size, (1) 8 1/2" x 11" (1) Digital Copies of both the Preliminary Plat and Preliminary Construction Plans
- Filing Fees as Established by the SPC
- Abutting property owners list prepared by a Certified Abstract Company

Planning Commission Meeting (Hearing & Approval)

Notices Prepared for Public Hearing of the Sapulpa Planning Commission sent at least 7 days prior to the Public Hearing to all abutting property owners provided by a Certified Abstractor

(TAC)
Technical Advisory Committee Meeting:

- Developer/Construction Reps
- Utility Companies Reps
- City Infrastructure Reps
- Building Inspector
- Environmental Admin
- Fire Marshal
- Urban Development Director
- GIS Database Admin
- Public Works Director

Developer to provide full size copy at meeting

Revise and Resubmit

Filing Fees as Established by the SPC

- Preliminary Plats: \$ 100
- Sign Posting: \$25
- Notice Preparation: \$ 30
- Postage: \$6.90 per name on Abstractor's Property Owners Report

Legal Notice Publication: Must be paid to Sapulpa Herald prior to publication of Notice (must be published at least 7 days prior to the Planning Commission meeting)

Application deadlines are strictly enforced

Approved

Approved with Conditions

Denied

Prepare Engineering and Construction Plans for submittal to the City for Review:
All submittals require a \$ 1,000 submittal fee due at the time of submittal. All review fees over the initial \$ 1,000 submittal fee shall be billed directly to the applicant by the City.

Engineering Plans Submitted:

- H&H Study
- Streets
- Water
- Sanitary Sewer
- Stormwater

Sent to City's Reviewing Engineer: Correspondence between developer's engineer and city's engineer until plans are approved

- Final set of plans issued
- Earth change CAN be issued
- Sediment erosion control CAN be issued

Installation of Improvements can begin once Silt Fencing and Detention Areas are Installed and Inspected

Preliminary Plat Flow Chart

City of Sapulpa, Oklahoma