
CITY OF CHOCTAW

SUBDIVISION
PRELIMINARY PLAT
APPLICATION



March 2024

POLICIES AND PROCEDURES PRELIMINARY PLAT

PRELIMINARY PLAT

- A. A Pre-Development Application and meeting is required prior to submitting a Preliminary Plat application. The application can be found on the City of Choctaw website.
- Resolution 19-18
- B. The following documents are required at time of application submittal in a **digital and hard copy format**:
- Completed Application
 - Completed Checklist
 - Three (3) 24 X 36 copies of the Preliminary Plat
 - Project Description of improvements (as applicable):
 - Parkland
 - Tree Preservation (residential subdivisions 5 acres or greater)
 - Street & Alley Paving
 - Sidewalks/Trails
 - Drainage
- C. Submit a minimum of thirty (30) days prior to the Planning Commission meeting to allow for review and preparation of Staff Report to the Commission prior to the meeting. If multiple reviews and resubmittals are required, the item may be placed on a later Planning Commission agenda. A "no further comments" letter from city staff must be provided to the applicant at least two weeks prior to a Planning Commission agenda in order to be placed on the upcoming agenda. **Submission on a particular date does not entitle the item to be placed on the corresponding Planning Commission agenda.**
- D. The Preliminary Plat must be in final form containing all information required by the Subdivision Regulations §44-62.
- E. Partial/incomplete resubmittals will not be accepted. Each resubmittal is required to be provided in a digital and hard copy format and shall include the required fees, as applicable.

Hard copies can be dropped off or mailed to:

City of Choctaw
Attn: Development Services, Permit Technician
2500 N Choctaw Road
PO Box 567
Choctaw, Oklahoma 73020

- F. Notarized letter of authorization if city staff not working directly with property owner or the item will be represented by another party at either Planning Commission or City Council.
- G. If required documentation is missing or incomplete the application will not be processed and/or accepted at time of submittal.**

APPLICATION

for
**Preliminary Plat Area for
Subdivision**

(Please Print (black Ink) or Type)

Permit No: _____ Date: _____

CC / Check No: _____ Amount Rec: _____

Receipt No: _____

Applicant: _____

Address: _____

Phone: _____ **Cell:** _____

Email: _____

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: _____

Person responsible for invoices: _____
Name Email

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

March 2024

**PRELIMINARY PLAT
CHECKLIST**

(MUST BE COMPLETED & SUBMITTED WITH APPLICATION)

Subdivision Name: _____

Developer: _____

Engineer or Surveyor: _____

- | | |
|--|---|
| <input type="checkbox"/> Scale (1" = 100') | <input type="checkbox"/> North Point |
| <input type="checkbox"/> Key Map | <input type="checkbox"/> 3 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"/> Building setback Lines | <input type="checkbox"/> Tree Preservation (if required) |
| <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"/> L.N.A |
| <input type="checkbox"/> Flood Zone & Flood Ways | <input type="checkbox"/> Fees paid |
| <input type="checkbox"/> Property Lines/Ownership of Adjoining Property | |
| <input type="checkbox"/> Location, Name, and Size of Proposed Streets, etc. | |
| <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

Preliminary Platting

Preliminary Plat

Residential	\$	500.00
Commercial/Industrial/Religious	\$	500.00
Government/Public School	\$	500.00

Legal Review

\$ 300.00

Plat Review (staff)– Residential

Staff reviews (includes 3 submittals)	\$	600.00
Subsequent Review after Comments	\$	120.00 / Hour

AND

Third-Party Review Services

On-Call Planning Services	\$	150.00 + Actual Cost per Submittal
On-Call Engineering Services	\$	150.00 + Actual Cost per Submittal
Any other On-Call Service required for a complete review of application	\$	150.00 + Actual Cost per Submittal

Third Party Service costs will be passed directly to the applicant on a net 30 basis with the \$150.00 administrative fee attached.

See the 2023-2024 Fee Schedule for a complete list of Development Fees.

Total Due at time of Preliminary Plat Application = \$1,400.00