

---

# CITY OF CHOCTAW

SUBDIVISION  
DEVELOPMENT OF FINAL PLAT AREA (DFPA)  
APPLICATION



---

## POLICIES AND PROCEDURES Development of Final Plat Area

### DEVELOPMENT OF FINAL PLAT AREA

A. The following documents are required at time of application submittal in a **digital and hard copy format**:

- Completed Application
- Completed Checklist
- One (1) 24 X 36 copy of the Final Plat
- Covenants, Conditions, and Restriction's (CCR'S), Homeowners Association (HOA) or Property Owners Association
- Construction Plans including:
  - Paving & Drainage
  - Sewer
  - Water
  - Tree Preservation (residential subdivisions 5 acres or greater)
  - Parkland (including all amenities)
  - Drainage Report
  - Landscaping & Irrigation
  - Street Lighting Plan

B. The Development of Final Plat Area is a staff level review and approval process. There is no submittal deadline, however, Preliminary Plats expire after one year if no further progress has been made. Once all plans have been reviewed and meet city standards, a letter of approval will be issued by the Development Services & Planning Director. Construction may commence once a pre-construction meeting has occurred. At the pre-construction meeting, you will be provided a "no further comments" letter and approval to begin construction. Executed contracts with subcontractors for water, sewer, and paving & drainage are due to the city prior to work commencing for capital improvement fee calculation.

C. The City of Choctaw uses third party review services for engineering. The City also uses other third-party review services as needed. Refer to fee schedule regarding associated costs.

D. The Development of Final Plat Area must be in final form containing all information required by the Subdivision Regulations §44-64.

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. Provide a notarized letter of authorization if city staff is not working directly with property owner or if the item will be represented by another party at either Planning Commission or City Council.

G. **Applications and resubmittals are reviewed in the order they are received.**

**APPLICATION**  
for  
**Development of Final 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**

\*\*\*\*\*

(For Official Use Only)

---

**DEVELOPMENT OF FINAL PLAT AREA (DFPA)  
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"/> Topographic Map (2' Intervals)                  |
| <input type="checkbox"/> Legal Description   | <input type="checkbox"/> Title under which Plat is to be recorded        |
| <input type="checkbox"/> Name of Owner   | <input type="checkbox"/> Boundary Line of proposed Subdivision           |
| <input type="checkbox"/> Lot Designation & Dimensions  | <input type="checkbox"/> Tree Preservation (if required)                 |
| <input type="checkbox"/> Building setback Lines  | <input type="checkbox"/> Vicinity Map                                    |
| <input type="checkbox"/> Date  | <input type="checkbox"/> Private & Public Easements                      |
| <input type="checkbox"/> Park Land Dedication  | <input type="checkbox"/> L.N.A   |
| <input type="checkbox"/> Limit of No Access  | <input type="checkbox"/> Radii of all curves and lengths of all tangents |
| <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"/> 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 |  |
| <input type="checkbox"/> Name of subdivider, engineer, or surveyor preparing plat along with their certified stamp   |  |
| <input type="checkbox"/> Location and names of adjacent subdivisions and the owners of adjoining parcels of un-subdivided land   |  |
| <input type="checkbox"/> Water elevations of adjoining lakes or streams and the minimum base flood elevation of any established flood zone   |  |

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

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

---

**DEVELOPMENT OF FINAL PLAT AREA  
FEES**

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.

**Total Due at time of Development of Final Plat Area Application = \$1,400.00**

Sidewalk Fee In-Lieu of

5 foot-wide sidewalk	See fee schedule
6 foot-wide sidewalk	See fee schedule

Parkland Dedication

In-Lieu of Land Dedication – Refer to Subdivision Ord

Capital Improvements

Inspections – Value = Material & Labor		
Value \$1 - \$2000	\$	84.00
Value \$2001 - \$5000, minimum	\$	84.00+
Pro-rated for each \$100 above \$2000	\$	3.40
Value \$5001 - \$10,000, minimum	\$	192.00+
Pro-rated for each \$100 above \$5000	\$	3.00
Value \$10,001 - \$25,000, minimum	\$	342.00+
Pro-rated for each \$100 above \$10,000	\$	2.40
Value \$25,001 - \$50,000, minimum	\$	702.00+
Pro-rated for each \$100 above \$25,000	\$	1.80
Value \$50,001 minimum	\$	1152.00+
Pro-rated for each \$100 above \$50,000	\$	1.20