
CITY OF CHOCTAW

SUBDIVISION
FINAL PLAT
APPLICATION



POLICIES AND PROCEDURES Final Plat

FINAL PLAT

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
- Three (3) **original copies** of all bonds including
 - Water
 - Sewer
 - Paving & Drainage
 - Landscaping
- One (1) **original copy** of all executed contracts
 - Water
 - Sewer
 - Paving & Drainage
 - Landscaping
- All Fee's in Lieu of (as approved)

B. 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.

C. The Final Plat must be in final form containing all information required by the Subdivision Regulations. §44-65.

E. **Partial/incomplete resubmittals will not be accepted. Each resubmittal is required to be provided digitally, one (1) hard copy, and with 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 the 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.

H. **Three signed mylar copies of the final plat is due to staff after receiving a no further comments letter and prior to placement on the City Council agenda.**

I. **If required documentation is missing or incomplete the application will not be processed and/or accepted at time of submittal.**

APPLICATION
for
Final Plat 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)

**FINAL 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"/> 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, subdivision, 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 | |

Signature

Date

**FINAL PLAT
FEES**

Final Plat

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

Legal Review

\$ 300.00

Plat Review (staff)–

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 Final Plat 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 Ordinance

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