



## SUBDIVISION PLAT APPLICATION

Preliminary Plat

OR

Final Plat

*(Staff use only)*

Project Name: \_\_\_\_\_

Application #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date of Public Notice: \_\_\_\_\_

### PRELIMINARY PLAT APPLICATION REQUIREMENTS

The following items must be submitted for **Preliminary Subdivision Plat Application** to be processed. Items must be submitted digitally unless otherwise specified.

- Street Ownership (choose one):  Public       Private
- Legal Description (Microsoft Word or other editable format)
- Preliminary Plat (in addition to digital copy, include 1 letter size (8 1/2" x 11") hard copy)
- 10 full-size hard copies of the Preliminary Plat – folded for distribution
- 2 full-size hard copies of the Preliminary Plat Drainage Plan – folded for distribution
- 2 hard copies of the Drainage Report
- A certified ownership list of ALL property owners within 300 feet. If there are less than 10 property owners within the 300-foot radius of the property, the radius will be increased by 100-foot increments until at least 10 owners are included. When the radius is increased, all property owners listed must be included, even if the 10 owner minimum is exceeded. Owner names and mailing addresses shall be taken from the County Assessor's current tax rolls. (hard copy only)
- Mailing labels printed with the above addresses (hard copy only)
- Fee: \$336 (= \$286 application fee + \$50 notice fee)  
Make checks payable to "**City of Edmond**"
- Completed and signed **Subdivision Plat Application**

### FINAL PLAT APPLICATION REQUIREMENTS

The following items must be submitted for **Final Subdivision Plat Application** to be processed. Items must be submitted digitally unless otherwise specified.

- Date of Pre-application Meeting (see "staff use only" box)
- Legal Description (Microsoft Word or other editable format)
- Final Plat (in addition to digital copy, include 1 letter size (8 1/2" x 11") hard copy)
- 10 full-size hard copies of the Final Plat – folded for distribution
- 2 full-size hard copies of the Final Plat Drainage Plan – folded for distribution
- 2 hard copies of the Drainage Report
- Fee (total from Fee Calculator below): \$ \_\_\_\_\_  
Make checks payable to "**City of Edmond**"
- Completed and signed **Subdivision Plat Application**



# SUBDIVISION PLAT APPLICATION

## APPLICANT INFORMATION

Applicant: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Alt. Phone (optional): \_\_\_\_\_  
 Email: \_\_\_\_\_

## PROPERTY OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)

Property Owner: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Alt. Phone (optional): \_\_\_\_\_  
 Email: \_\_\_\_\_

## REPRESENTATIVE INFORMATION (IF REPRESENTED)

Representative: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Alt. Phone (optional): \_\_\_\_\_  
 Email: \_\_\_\_\_

## PROPERTY/PROJECT INFORMATION

Project Name: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Nearest major street intersection:  NW  NE  SE  SW of:  
 \_\_\_\_\_  
 and  
 \_\_\_\_\_  
 No. of Acres \_\_\_\_\_ No. of Lots \_\_\_\_\_ Min. lot size \_\_\_\_\_ SF

## FEE CALCULATOR (FINAL PLAT)

Final Plat Fee \$336 + GIS fee of \$90 x \_\_\_\_\_ No. of Lots  
 Total Fee for Application and GIS \$ \_\_\_\_\_

**Applicant or Designated Representative must attend Planning Commission and City Council meetings when this application is considered.**

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact us at 405-359-4790 if you have questions about this application.