

**TULSA COUNTY PLANNING COMMISSION**

INCOG - 2 West 2nd Street, Suite 800 - Tulsa, Oklahoma 74103 - (918) 584-7526

incog.org**[] SUBDIVISION PLAT****[] MINOR SUBDIVISION PLAT****APPLICATION INFORMATION**

RECEIVED BY: _____ DATE FILED: _____ PLAT NAME: _____

REFERRAL CITIES: _____

SUBDIVISION PLAT SCHEDULE		REFERENCE CASES	
PUBLIC AGENCY REVIEW:		ZONING/PUD CASE:	
		TCPC DATE:	
TCPC:		CBOA CASE:	
		CBOA DATE:	

SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: _____ TRACT SIZE: _____

LEGAL DESCRIPTION: See Attached _____

PRESENT USE: _____ PRESENT ZONING: _____ T-R-S: _____ CCD: _____

WATER SUPPLY: _____ SANITARY SEWER: _____

ELECTRIC: _____ GAS: _____ TELECOM: _____ SCHOOL DISTRICT: _____

INFORMATION ABOUT YOUR PROPOSAL

FUTURE USES: _____

PROPOSED ZONING: _____ LOTS PROPOSED: _____ BLOCKS PROPOSED: _____

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME:	NAME:
ADDRESS:	ADDRESS:
CITY, ST, ZIP:	CITY, ST, ZIP:
DAYTIME PHONE:	DAYTIME PHONE:
EMAIL:	EMAIL:
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.	
SIGNATURE & DATE:	

DOES OWNER CONSENT TO THIS APPLICATION [] YES [] NO

WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? _____

APPLICATION FEES (Make checks payable to INCOG)		PRELIMINARY PLAT DISPOSITION
PRELIMINARY PLAT FEE:	\$1,200	TCPC ACTION: [] APPROVED [] DENIED
FINAL PLAT FEE:	\$900	DATE/VOTE:
MINOR PLAT FEE:	\$650	CONDITIONS:
TOTAL AMOUNT DUE:	\$	
RECEIPT NUMBER:		

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

SUBMITTAL REQUIREMENTS:Checklists for all submittals are available at incog.org.**Preliminary Plats** – Application, Checklist, 2 folded full-size copies & PDF of plat, deed of dedication, and Conceptual Improvement Plan**Draft Final Plats** – 2 folded full-size copies & PDF**Final Plats for Signatures** – 2 rolled full-size copies, fully executed by owner, surveyor, and engineer



SUBDIVISION PRE-APPLICATION REVIEW

PROJECT INFORMATION

Subdivision Location: _____

Acreage: _____ Number of Lots: _____ Project Name: _____

Owner of Property: _____

Person Requesting Review: _____ Date: _____

COMPREHENSIVE PLAN STATUS

LAND USE DESIGNATION: _____

The property ☐ CONFORMS ☐ DOES NOT CONFORM to the Major Street and Highway Plan.

ZONING AND PLATTING

The property is currently zoned: _____

The proposed use of Residential ☐ WOULD or ☐ WOULD NOT conform to the zoning district classification.

Minimum lot size required: _____

Is the property is located within an approved development plan? ☐ YES ☐ NO

If yes, does the project conform to all development standards? ☐ YES ☐ NO

Is there a Rezoning or Board of Adjustment case pending on the site? ☐ YES ☐ NO Case number: _____

When are the anticipated TCPC and BOCC, or Board of Adjustment meeting dates? TCPC – _____

INFRASTRUCTURE NEEDS

A brief summary of major infrastructure to be provided and by whom:

Streets - _____

Water- _____

Sewer - _____

Storm Water/Drainage - _____

Park and Trail Dedications – _____

Please consider the items in this Pre-Application Review carefully.

This conceptual pre-development review is not intended to be all-inclusive, but rather to address the major development criteria, which should be thoroughly studied as development plans progress. Relevant Federal and State Statutes, as well as TCPC Subdivision Regulations, Design Criteria, Zoning Codes, and other relevant local codes and policies should be reviewed and incorporated into future plans.

Please contact us at any time at esubmit@incog.org if you have questions about the development process in the unincorporated Tulsa County.



SUBDIVISION PLAT PROCESS

MEETING SCHEDULE

Utilities and Public Agency Review (PAR) Date (Preliminary plats): Thursday, _____ 1:30 p.m.

INCOG, at 2 West Second Street, Suite 800, Tulsa, Oklahoma (and/or online upon request)

Tulsa County Planning Commission (TCPC) Date (Preliminary plats): Wednesday, _____ 1:30 p.m.

Room 132 of the Tulsa County Headquarters Building, 218 W. 6th St., Tulsa, Oklahoma

PRELIMINARY PLAT PROCESS

1. Applicant submits preliminary plat/covenants, conceptual improvements plan, completed application, and fees. Plat is scheduled for PAR meeting and TCPC public hearing.
2. Staff distributes preliminary plat to PAR members for review.
3. Applicant, staff, and PAR members meet to review requirements for approval of preliminary plat.
4. TCPC holds public hearing to consider approval of preliminary plat. Approval of a preliminary plat expires after one year.

FINAL PLAT PROCESS

1. Applicant prepares "draft final" plat in accordance with all TCPC and PAR requirements of preliminary plat approval. Staff will review and stamp "Draft Final" and digitally stamp "Draft Final" PDF submittal.
2. If revisions are made after the first "draft final" plat submittal, new plats shall be submitted and clearly identify all revisions on the face of the plat and in the covenants by either clouding or shading. There shall be a clear identifying mark (usually a small triangle) containing a revision number attached to each clouded or shaded item and a table of revision numbers and revision dates. In addition, a brief description of the nature of the revision should be included in the table.
3. Applicant distributes "draft final" for release as follows: 1 copy - TCPC staff; 1 copy - County Engineers; PDF – Utility Providers
4. Release letters are required from the following: Tulsa County Engineer, water and sanitary sewer service providers; electric, gas, telephone and telecommunications (TV, ISP, etc.) utility service providers. Release letters shall indicate the latest revision date for which the plat is being released.
5. Revisions submitted subsequent to being released shall be reviewed and released again. TCPC staff must have the latest final plat incorporating all of the revisions before placing on the agenda for approval by the Planning Commission.
6. Applicant submits final recordable documents with original notarized signatures to TCPC staff.
7. Staff obtains signatures from TCPC and County Engineer.
8. Staff returns final signed documents to applicant for filing with the County Clerk. Final documents must be filed within two years of TCPC preliminary plat approval. One PDF of filed paper copy delivered to staff.
9. In order to sign off any final plat, staff will **require release letters from all utility providers.**