



*City Staff to complete this section*

CASE NO.

\_\_\_\_\_

### APPLICATION FOR CONDITIONAL FINAL PLAT

- **Application fee: \$175.00 plus \$10.00, per lot.**
- **The current property owner must sign the application or the City's form authorizing the owner's representative to sign the application on behalf of the owner.**
- **All drawings must be drawn to scale. Document submittal must consist of two paper copies, one electronic copy in a PDF format and one electronic copy in CAD format. All documents larger than 8-1/2" x 11" must be folded to that size.**
- **Final Engineering plans must be submitted either with or prior to this application.**

**PLAT NAME:** \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
Name of Company (Please Print)

CONTACT PERSON NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
City/State

EMAIL: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
Name of Company (Please Print)

CONTACT PERSON NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
City/State

EMAIL: \_\_\_\_\_

COUNTY: \_\_\_\_\_ QUARTER SECTION: \_\_\_\_\_ SECTION/TOWNSHIP/RANGE: \_\_\_\_\_

ACERAGE: \_\_\_\_\_ PARCEL #: \_\_\_\_\_  
(Property Account No)

PROPOSED NO. OF LOTS: \_\_\_\_\_ CURRENT NO. OF LOTS: \_\_\_\_\_

LEGAL DESCRIPTION (MAY BE ATTACHED): \_\_\_\_\_

ARE THERE ANY PRIVATE DEED/PLAT RESTRICTIONS ON THE PROPERTY?  YES  NO, IF YES, EXPLAIN:

PROJECT ADDRESS OR GENERAL LOCATION:

PRESENT ZONING/USE:

PROPOSED ZONING/USE:

RELATED CASE NUMBERS:

100 YEAR FEMA FLOODPLAIN ON PROPERTY?  YES  NO

STORM SEWER BASIN:

TYPE OF WATER SUPPLY (**CHECK ONE**):  CITY MAIN  WELL  OTHER \_\_\_\_\_

SANITARY SEWER BASIN (**CHECK ONE**):  HAIKEY CREEK  BA/LYNN LANE  ADAMS

**I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED OF THE DEVELOPMENT PROCEDURES AND GUIDELINES, INCLUDING PLATTING AND SITE PLAN REVIEWS IF REQUIRED AND ALL FEES AND CHARGES RELATED TO SITE IMPROVEMENTS, DEVELOPMENT AND BUILDING PERMIT COSTS.**

SIGNATURE OF APPLICANT:

DATE:

TYPE OR PRINT NAME OF APPLICANT SIGNING:

**CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM**

SIGNATURE OF PROPERTY OWNER OR LEGAL REPRESENTATIVE:

DATE:

PRINT NAME OF OWNER SIGNING, OR NAME OF LEGAL REPRESENTATIVE:

**City Staff to complete this section**

PROJECT NAME: \_\_\_\_\_

REC'D BY: \_\_\_\_\_ FEE: \_\_\_\_\_ PAID? \_\_\_\_\_

PLANNING COMMISSION CUTOFF DATE: \_\_\_\_\_

PLANNING COMMISSION DATE: \_\_\_\_\_

Received Date  
(Date Stamp Here)

## **CONDITIONAL FINAL PLAT & FINAL PLAT GUIDELINES**

- The Conditional Final Plat Application Fee is \$175.00, PLUS \$10.00, per lot. This is due at time of submittal.
- All Conditional Final Plat applications must be submitted **with** final engineering drawings/data.
- The Technical Advisory Committee (TAC) and City Staff will review the Conditional Final Plat. Project and/or design engineers *should* attend the TAC and the Planning Commission Meeting.
- The Planning Commission will review the plat for Conditional Final approval, subject to the conditions attached by the TAC and City Staff. If the Planning Commission denies a plat, an appeal may be made to the City Council.
- The City Council will review the plat within 30 days of the Planning Commission action, adding or deleting conditions as they see fit, and acting to approve or deny it. (The City Council has final approval on all Conditional Final Plats).
- If the Conditional Final Plat is approved, the applicant will revise/COMPLETE the plat so all the required conditions, from the checklist, are met. Applicant must submit a copy of the FINAL plat to all the utility companies for their review and approval. Approval by the utility companies denotes that the plat has all the easements required by the utilities and has the consent of the utility companies.
- The Applicant then submits one copy of the FINAL plat, with ALL approved utility company sign offs, letter from the Oklahoma Corporation Commission (verifying the no mines or oil wells exist on the property), one PDF of the Final Plat and one electronic copy of the final plat in CAD Format.
- After receiving notice of final approval by the Development Services Department, to run prints for recordation, the applicant shall submit unfolded copies of the plat, with signatures, for the City approval signatures. Place the City approval block on the lower right corner of the first sheet. Applicant must run the necessary amount of prints to provide the City of Broken Arrow two recorded copies, the number required for the County, and any additional copies the applicant needs.
- NOTE: Performance and Maintenance bonds, related to the project, and any applicable final plat fees are due before the plat can be released, by the City, for recordation.
- **FINAL PLAT FEES**
  - Final Plat Fee: \$175 + (\$10 x # LOTS)
  - Excess Sewer Capacity (For all projects, with exception to golf courses, and areas in the 100-year floodplain, per Ordinance #2224/#3281): \$700 x # of acres
  - Fee in Lieu of Detention (when applicable) fee in lieu of detention (when applicable): .37 x # square feet of increased impervious area (as stated of final engineering drawings)
  - Signs: \$150 x # of signs
- The applicant then takes the stamped, signed copies to the County Courthouse and records the plat.
- After the plat is recorded, the applicant submits, to Plan Development, **two (2)** recorded paper copies of the plat **FOLDED** TO 8-1/2" x 11" AND **one** electronic copy in **PDF** format and one electronic copy in **CAD FORMAT**.

**FOR FURTHER INFORMATION, PLEASE CALL THE CITY OF BROKEN ARROW DEVELOPMENT SERVICES DEPARTMENT, PLAN DEVELOPMENT DIVISION AT 918-259-8412. OR VISIT THE CITY'S WEB SITE AT [WWW.BROKENARROWOK.GOV](http://WWW.BROKENARROWOK.GOV)**