



City Staff to complete this section
CASE NUMBER
DATE

APPLICATION FOR PRELIMINARY PLAT

- Application fee: \$175.00, plus \$10.00 per lot.
A pre-application meeting with City Staff is required prior to the submittal of this application.
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.
Written notes of this pre-application meeting shall be submitted with this application
All drawings must be drawn to scale. Document submittal must consist of three paper copies and one electronic copy in a PDF format. All documents larger than 8-1/2" x 11" must be folded to that size.
Please submit Preliminary Engineering Plans must be submitted with the Preliminary Plat.

PRE-APPLICATION MEETING DATE: MEETING NOTES ATTACHED: [ ]

PLAT NAME:

NAME OF APPLICANT: PHONE:
Person/Firm (Please Print)

ADDRESS: ZIP CODE:
CITY/STATE

EMAIL: FAX:

PROPERTY OWNER: PHONE:
(Please print)

OWNER'S ADDRESS: ZIP CODE:
CITY/STATE

EMAIL: FAX:

COUNTY: QUARTER SECTION: SECTION/TOWNSHIP/RANGE:

ACERAGE: SUBDIVISION/PLAT:

PROPOSED # OF LOTS: CURRENT # OF LOTS:

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

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

TYPE OF STREET SURFACING PROPOSED (CHECK ONE):  CONCRETE

ASPHALT  OTHER \_\_\_\_\_

STREETS: (CHECK ONE):  PUBLIC OR  PRIVATE

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**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.**

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SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

(TYPE OR PRINT NAME OF APPLICANT SIGNING): \_\_\_\_\_

CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

(PRINT NAME OF OWNER SIGNING) \_\_\_\_\_

CONTACT PERSON FOR THIS APPLICATION: \_\_\_\_\_

(Please Print)

CONTACT PERSON'S PHONE NUMBER: \_\_\_\_\_

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

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DO NOT WRITE BELOW THIS LINE

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DATE REC'D: \_\_\_\_\_ REC'D BY: \_\_\_\_\_ FEE: \_\_\_\_\_

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

Received Date  
(Date Stamp Here)

**CITY OF BROKEN ARROW  
PLATTING PROCEDURES AND GUIDELINES  
CITY PLANNING DIVISION**

- THE APPLICATION FEE FOR A PRELIMINARY PLAT APPLICATION IS \$175.00 PLUS \$10.00 PER PROPOSED LOT. THIS FEE MUST BE PAID AT THE TIME OF APPLICATION.
- AT LEAST 20 DAYS BEFORE SUBMITTING A PRELIMINARY PLAT, THE OWNER/S AND THEIR ENGINEER SHALL MEET AND CONSULT WITH THE DEVELOPMENT SERVICES DEPARTMENT WHILE THE PLAT IS IN SKETCH FORM, TO ASCERTAIN THE LOCATION OF PROPOSED STREETS, PROPOSED DRAINAGE ,OPEN SPACE AREAS, AND OTHER DESIGN ITEMS.
- ALL PRELIMINARY PLAT APPLICATIONS SHALL BE SUBMITTED WITH COMPLETE TOPOGRAPHICAL INFORMATION AND CONCEPT UTILITY PLANS. THE PRELIMINARY PLAT SHOULD BE DRAWN IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS.
- PRELIMINARY PLAT APPLICATIONS MUST BE ACCOMPANIED BY THREE PAPER COPIES OF THE PLAT (FOLDED TO 8-1/2" X 11") AND ONE ELECTRONIC COPY, IN PDF FORMAT. THE APPLICATION MUST BE SIGNED BY AN ENGINEER AND THE DEVELOPER/OWNER.
- THE TECHNICAL ADVISORY COMMITTEE (TAC) AND CITY STAFF WILL REVIEW THE PRELIMINARY PLAT AND RECOMMEND CONDITIONS, IF ANY, TO THE PLANNING COMMISSION.
- THE PLANNING COMMISSION WILL REVIEW THE PRELIMINARY PLAT AND THE CONDITIONS RECOMMENDED BY TAC AND STAFF. THE PLANNING COMMISSION CAN APPROVE THE PRELIMINARY PLAT UPON THESE CONDITIONS, CAN ADD OR DELETE OTHERS, OR CAN DENY THE PLAT.
- AFTER THE PRELIMINARY PLAT IS APPROVED BY THE PLANNING COMMISSION, THE APPLICANT WILL RECEIVE A COPY OF THE CHECKLIST SHOWING ALL CONDITIONS. (THE PRELIMINARY PLAT IS NOT REVIEWED BY THE CITY COUNCIL.)
- AFTER THE CONDITIONS PLACED ON THE PRELIMINARY PLAT ARE MET, THE APPLICANT CAN SUBMIT THE CONDITIONAL FINAL PLAT FOR APPROVAL (SEE CONDITIONAL FINAL PLAT APPROVAL APPLICATION).

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