

TULSA METROPOLITAN AREA PLANNING COMMISSION
[] SUBDIVISION PLAT [] MINOR SUBDIVISION PLAT

INCOG - 2 West 2nd Street, Suite 800 - Tulsa, Oklahoma 74103 - (918) 584-7526 - FAX (918) 583-1024

www.incog.org

APPLICATION INFORMATION

APPLICATION DATE: _____ RECEIVED BY: _____ PLAT NAME: _____

SUBDIVISION PLAT SCHEDULE		REFERENCE CASES	
PREDEVELOPMENT MEETING:		ZONING/PUD CASE:	
SKETCH PLAT TO TAC:		TMAPC HEARING DATE IF PENDING:	
PRELIMINARY PLAT TO TAC:		BOARD OF ADJUSTMENT CASE:	
PRELIMINARY PLAT TO TMAPC:		BOA HEARING DATE IF PENDING:	

[] CITY [] COUNTY REFERRAL CITIES: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: _____

LEGAL DESCRIPTION OF UNDIVIDED TRACT: _____

NUMBER OF LOTS PROPOSED: _____ ACRES: _____ TYPE OF DEVELOPMENT: _____ PROPOSED ZONING: _____

PRESENT USE: _____ PRESENT ZONING: _____ T-R-S: _____ CZM: _____ ATLAS: _____ PD: _____ CD: _____

WATER SUPPLY: _____ SANITARY SEWER: _____

ELECTRIC: _____ GAS: _____ PHONE: _____ TV: _____ SCHOOL DISTRICT: _____

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

DOES OWNER CONSENT TO THIS APPLICATION [] Y [] N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? _____

APPLICATION FEES		PRELIMINARY PLAT DISPOSITION
SKETCH PLAT FEE:	\$	TMAPC ACTION: [] APPROVED [] DENIED
[] PUD AND/OR CORRIDOR [] STRAIGHT ZONING		DATE/VOTE:
PRELIMINARY PLAT BASE FEE:	\$	CONDITIONS:
ACRES X \$5.00 =	\$	
FINAL PLAT BASE FEE:	\$	
ACRES X \$5.00 =	\$	
TOTAL AMOUNT DUE:	\$	
RECEIPT NUMBER:		

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

PROCESS TRACKING			
DRAFT FINAL RECEIVED:		FINAL RECORDABLE DOCUMENTS RECEIVED:	
"OWNER'S PAPERS" RECEIVED (SECTION 3.6.5):		LEGAL SIGNED:	
LEGAL RELEASE:		PUBLIC WORKS OR COUNTY ENG'R SIGNED:	
ELECTRIC RELEASE:		MAYOR SIGNED:	
GAS RELEASE:		CITY COUNCIL OR COUNTY COMMISSION APPROVED:	
PHONE RELEASE:		ELECTRONIC COPY OF PLAT RECEIVED:	
TV RELEASE:		DATE PLAT FILED:	
PUBLIC WORKS OR COUNTY ENG'R RELEASE:		FILED COPY RECEIVED:	
TMAPC APPROVED FINAL PLAT:		PLAT NUMBER:	

**TULSA METROPOLITAN AREA PLANNING COMMISSION
SUBDIVISION PRE-DEVELOPMENT REVIEW**

INCOG - 2 West 2nd Street, Suite 800 - Tulsa, Oklahoma 74103 - (918) 584-7526 - FAX (918) 583-1024

www.incog.org

PROJECT INFORMATION

Subdivision Location: _____
Acreage: _____ Number of Lots: _____ Project Name: _____
Owner of Property: _____
Person Requesting Review: _____ Date: _____

COMPREHENSIVE PLAN STATUS

The Comprehensive Plan for this area designates this property. _____
The property CONFORMS DOES NOT CONFORM to the Major Street and Highway Plan.

ZONING AND PLATTING

The property is currently zoned _____, and may be used for _____ uses.
The proposed use of _____ WOULD or WOULD NOT conform to the zoning district classification.
Minimum lot size required: _____
If the property is located within a PUD, 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 TMAPC and City Council, or Board of Adjustment meeting dates? _____
The property is currently: PLATTED NEEDS A LOT SPLIT NEEDS A SUBDIVISION PLAT

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-Development 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 TMAPC Subdivision Regulations, Design Criteria, Zoning Codes, and other relevant local codes and policies should be reviewed and incorporated into future plans.

Please contact the Subdivision Coordinator at any time at 584-7526 if you have questions about the development process in the Tulsa Metropolitan Area.

KEEP THIS PAGE FOR FUTURE INFORMATION

SUBDIVISION PLAT PROCESS

INCOG - 201 West 5th Street, Suite 600 - Tulsa, Oklahoma 74103 - (918) 584-7526 - FAX (918) 583-1024 - dfernandez@incog.org www.incog.org

MEETING SCHEDULE

PRE-DEVELOPMENT REVIEW: _____

TAC review of sketch plats, preliminary plats: **Thursday**, _____ **1:00 p.m.** 175 East 2nd Street, 4th Floor

TMAPC hearing on preliminary plats: Tulsa City Council Room, 2nd Level, One Technology Center, 175 East 2nd Street

Tuesday, _____, **4:00 p.m.**

Wednesday, _____ **1:30 p.m.**

See "**Subdivision Regulations for the Tulsa Metropolitan Area**" for specific requirements to be included in all submittals. A copy can be purchased from INCOG at the above address. You may also obtain a current calendar of meetings and cutoff dates from INCOG or visit us at www.incog.org

SUBMITTAL REQUIREMENTS:

These change frequently. Check our web site at www.incog.org for the latest information.

Sketch Plats: **26 copies folded** to approximately 8 ½" x 11"

Preliminary Plats and

Conceptual Improvements Plans: **26 sets folded** to approximately 8 ½" x 11"

Draft Final Plats: **16 sets folded** to approximately 8 ½" x 11"

Final Plats: **7 sets paper-** all signed, sealed, notarized (additional sets as needed by applicant)

APPLICATION FEES:

All fees must be paid with submittal. A current fee schedule is available at INCOG or on the Web at www.incog.org.

Fees for Final Plats are to be paid at the time of Draft Final submittal.

SKETCH PLAT PROCESS

1. Applicant submits sketch plat, completed application, and fees. Plat is scheduled for TAC meeting.
2. Staff distributes sketch plat to TAC members for review.
3. Applicant, staff, and TAC members meet to review sketch plat and discuss possible requirements for approval of preliminary plat.
4. A sketch plat does not routinely go to TMAPC for approval unless specifically requested by the applicant.

PRELIMINARY PLAT PROCESS

1. Applicant submits preliminary plat/covenants, conceptual improvements plan, completed application, and fees. Plat is scheduled for TAC meeting and TMAPC public hearing.
2. Staff distributes preliminary plat to TAC members for review.
3. Applicant, staff, and TAC members meet to review requirements for approval of preliminary plat.
4. TMAPC 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 TMAPC and TAC requirements of preliminary plat approval. Staff will review and stamp "Draft Final" and the date and will call the applicant within two days to pick up and distribute (see #3).
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 - TMAPC staff; 1 copy - City Legal Department (if property is within the city limits of Tulsa); 7 copies - Development Services OR 2 copies - County Engineer & 1 copy each - water service and sanitary sewer service providers; 1 copy - electric service provider; 1 copy - gas service provider; 1 copy - telephone service provider; 1 copy - television cable service provider.
4. Release letters are required from the following: City of Tulsa Development Services OR County Engineer, water and sanitary sewer service providers; City Legal Department (if property is within the city limits of Tulsa); electric, gas, telephone and TV 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. TMAPC staff must have the latest final plat incorporating all of the revisions before placing on the agenda for approval by the Planning Commission.
6. Staff will schedule "draft final" plat for TMAPC approval after we receive all release letters and have confirmed that the release letters pertain to the latest revised version of the plat. Submittals required per Section 3.6.5 of the Subdivision Regulations must be received before the Final Plat is considered by TMAPC.
7. TMAPC considers approval of final plat.
8. Applicant submits final recordable documents with original notarized signatures to TMAPC staff.
9. Staff obtains signatures from TMAPC, City Attorney, Director of Public Works, Mayor and City Council for plats in City of Tulsa. For plats in unincorporated Tulsa County, staff obtains signatures from TMAPC and County Engineer.
10. Staff returns final signed documents to applicant for filing with the County Clerk. Final documents must be filed within one year of TMAPC final plat approval.