

City of Harrah



Final Plat Application



City of Harrah

PO BOX 636 * 19625 NE 23rd * Harrah, OK 73045 * 405-454-2951 * fax 405-454-2130

Checklist for Final Plat

Final plat materials must be submitted at least **30 days** prior to meeting

Name of Proposed Subdivision: _____

Name and address of Owner/Subdivider: _____

Please check all items below against the final plat before submitting to the planning commission secretary.

1. Required for submittal

- Three (3) copies of the final plat
- Three (3) copies of proposed plans and specification for improvements
- One (1) copy of this checklist
- One copy of the restrictive covenants if any are to be filed, which shall state minimum: land use to be permitted and construction type to be permitted.
- Four copies of State Health Dept. approval of water and sewer systems if other than city service.

2. The Final Plat shall show:

- Location and description of all section corners and permanent markers in or near tract, to at least one of which the subdivision shall be referenced.
- The length of all required lines dimensioned in feet and decimals thereof, and the value of all required true bearings and angles dimensioned in degrees and minutes, as hereafter specified,
- The boundary lines of the land being subdivided fully dimensioned by length and bearings, and the location of boundary lines of adjoining lands, with adjacent subdivisions identified by official names. Material which is not part of the subdivision shall be shown in dashed or dotted lines.
- The lines of all proposed streets fully dimensioned by the lengths and bearings or angles.
- The lines of all proposed alleys. Where the length and/or direction of an alley is not readily discernible from data given for lots and block lines, the length and/or bearing shall be given.
- The widths, and names where appropriate, of all proposed streets and alleys, and of all adjacent streets and alleys and easements which shall be properly located.
- The lines of all proposed lots fully dimensioned by lengths and bearing or angles, except that where a lot line meets a street line at right angles, the angle may be shown as a symbol.
- The outline of any property which is offered for dedication to public use fully dimensioned by lengths and bearings with the areas other than streets to be marked "public".
- The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block, with areas to be excluded from platting marked "reserved" OR "not a part".
- The location of all building lines, setback lines, and easements for public services or utilities with dimensions showing their locations.
- The radii, arcs, points or tangency, points of intersection and central angles and curve data for curvilinear streets and radii for all property owners.
- The location of all drainage channels and subsurface drainage structures and the proposed method of disposing of runoff from the subdivision, and location and size of all drainage easements relating thereto whether located within or abutting the proposed plat.
- The proper acknowledgments of owners and the consent by the mortgagee to plat dedications.



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Include the Following:

- Owner's certificate and dedication, signed.
- Surveyor's certificate of survey, signed, address and seal.
- Certificate for release of mortgage for any portion dedicated to the public.
- Reference to any separate instruments, including restrictive covenants, filed in the office of the County Clerk which directly affect the land being subdivided.
- Certificate of planning commission approval.
- Certificate of Council's acceptance of streets, easements and public land dedication.
- County treasurer's certificate.

A Title which shall show

- Name of Subdivision
- Name of City, County, and State
- Location and Description of the subdivision referenced to section, range and township

Is proper zoning in effect for all of plotted area? _____



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Application for Final Plat

Application #: _____

Date: _____

1.) Name of Sub-Division: _____

2.) Name of Applicant: _____ Phone: _____

Address: _____
Street City State Zip

3.) Name of Local Agent: _____ Phone: _____

Address: _____
Street City State Zip

4.) Owner of Record: _____ Phone: _____

Address: _____
Street City State Zip

5.) Engineer: _____ Phone: _____

Address: _____
Street City State Zip

6.) Land Surveyor: _____ Phone: _____

Address: _____
Street City State Zip

7.) Attorney: _____ Phone: _____

Address: _____
Street City State Zip

Subdivision Location: On the _____ Side of _____, _____ feet
(Street)

_____ of _____

(Direction)

Post Delivery Area: _____ School District: _____

Total acreage: _____ Zoning: _____ Number of Lots: _____

Has Board of Adjustments/Planning Commission granted a variance, exception or special permit for this property? If so, list case # & name: _____

List all contiguous holdings in same ownership: (Use Separate Sheet of Paper)



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Subdivision Bond

KNOW ALL PEOPLE BY THESE PRESENTS:

That I, _____ as principal and the undersigned as Surety, are held and firmly bound unto the City of Harrah, in the full sum of _____ dollar (\$_____) for the payment of which, well and truly to be made, we, and each of us, bind ourselves, our heirs, executors, administrators, successors and assigns jointly and severally, by these presents.

Dated this _____ day of _____ 20_____.

The conditions of this obligation are such that, WHEREAS, PRINCIPAL, has submitted to the Planning Commission a preliminary plat for subdivision of a tract of land described as follows:

And WHEREAS, PRINCIPAL has, pursuant to the Subdivision Regulations of the City of Harrah, elected to file this bond in lieu of actual completion of improvements and utilities in the above subdivision.

NOW, THEREFORE, if the PRINCIPAL shall, within two (2) years from date of approval of the final plat of the subdivision, faithfully install and complete improvements and utilities in the subdivision according to requirements, approved plans, specifications and subdivision rules and regulations of the City, and pay all bills for contractors, sub-contractors, labor and materials incurred in the completion thereof; and shall hold harmless and indemnify the City and all interested property owners against liability, loss, or damage by reason of failure of PRINCIPAL to faithfully perform the conditions hereof, then this obligation shall be null and void, otherwise to remain in full force and effect. It is hereby understood and agreed that in the event that any required improvements have not been installed as provided in the preliminary plat, within the term of this bond, the City may thereupon declare this bond to be in default and collect the sum stated on the face of this bond for the purposes of installing such improvements. PROVIDED, however, that actions upon this bond by contractors, sub-contractor, laborers, or materialmen shall be limited to six months from and after completion of the improvements and utilities above referred to.

Signed, sealed and delivered the day and year first above written.

ATTEST: _____

PRINCIPAL

By: _____

Surety

Surety

Surety



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LICENSED LAND SURVEYOR'S CERTIFICATE

(TO APPEAR ON ALL FINAL PLATS)

I, _____ a licensed land surveyor in the State of Oklahoma, certify that I have made a careful survey of the foregoing property designated _____ and that the above foregoing plat is correct representation of said survey.

WITNESS MY HAND AND SEAL THIS _____ DAY OF _____, 20_____.

Land Surveyor

Seal

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____.

Notary Public

Comm#

SEAL:

MY COMMISSION EXPIRES:

(TO APPEAR ON ALL FINAL PLATS)

It is acknowledged by the Harrah Planning Commission that the final plat of _____

Subdivision has been approved on the _____ day of _____, 20_____

Planning Commission Chair

Attest: _____
Secretary



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(TO APPEAR ON ALL RECORD PLATS)

Acceptance of Dedication by _____: Be it resolved by Harrah Council that the dedications shown on the attached plat of _____ are hereby accepted. Adopted by the _____, _____
This _____ day of _____, 20_____.

Attest:

City Clerk

TO APPEAR ON ALL RECORD PLATS WHERE SEPTIC TANKS ARE TO BE USED

I, _____ registered engineer in the State of Oklahoma, Certify that a soil survey has been completed by _____ on _____.
(Name if testing lab) (Date)
and that this test shows that soil to be sufficiently porous to permit septic tanks for each lot shown on the plat. I further certify that the Oklahoma State Health Department has approved the sewer provisions of this subdivision.

SIGNATURE

SEAL



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12-415: STANDARD SUBDIVISION; FINAL PLAT:

A. The purpose of the final plat is to create a record document which accurately describes the subdivided land, both as to accurate dimensions, and as to legal provisions which are pertinent to the subdivision. Much of the reason for this step is to make the transfer of the land more simple and certain. Land sales by reference to a legally filed plat are generally less complicated and more likely to provide the precise legal situation sought. The certainty of such sales derives from the assurance of an accurate survey and processes designed to assure the provision of facilities necessary to service the land.

B. The planning commission shall act upon the final plat and final plat checklist within seventy (70) days after the planning commission meeting where the materials are first reviewed for final approval. This approval and the date thereof shall be shown on the plat over the signature of the planning commission chair. Unless stipulation for additional time is agreed to by the subdivider and if no action is taken by the planning commission at the end of the seventy (70) day period, the plat shall be deemed to have been approved. A certification by the city clerk as to date of receipt of plat for final approval and failure of planning commission to act thereon within the time shall be sufficient in lieu of written endorsement of approval.

C. If the final plat is disapproved, grounds for this refusal shall be stated in writing, a copy of which shall be transmitted with the tracing and prints to the applicant. The reasons for disapproval shall refer specifically to those parts of the ordinance or regulation with which the plat does not comply.

D. All actions of the planning commission whether approving final plats for all or part of an area shown in a preliminary plat shall, in so far as the plat involves dedications to the public, constitute only an authorization for the subdivider to submit the plat to the city board. Such planning commission action shall not constitute an acceptance of dedication or a commitment to accept dedication.

E. The applicant shall submit to the planning commission two (2) copies of the final plat, one completed copy of the final plat checklist, with required documents, and two (2) copies of the plans and specifications for all improvements to be installed within thirty (30) days before the meeting at which consideration is requested. The planning commission shall act upon all submissions related to final plats within seventy (70) days of the first planning commission meeting where the plat is reviewed or the plat shall be considered to have been approved. If a final plat is not filed of record with the county clerk within two (2) years after the approval of the city board all approvals shall be void.

F. After final approval of the plat and the affixing of all required signatures on the original tracing, the subdivider shall provide the city clerk with two (2) dark line prints thereof, and one contact reproducible tracing. The applicant, accompanied by a representative of the city clerk's office, shall file the original tracing, one dark line print on cloth, and one contact reproducible cloth tracing or film with the county clerk.

G. Final plat requirements as are follows:

1. The final plat shall be prepared by a registered professional engineer or registered land surveyor holding a license to practice in the state. The plat must bear the seal and signature of a registered land surveyor.
2. The final plat shall be drawn at a scale of one hundred feet (100') to the inch from an accurate survey and on sheets whose dimensions are twenty four inches by thirty six inches (24" x 36"). On the first sheet of every plat there shall be a key map showing the location of the subdivision referenced to government survey section lines and major streets. If more than two (2) sheets are required for the plat, the key map shall show the number of the sheet for each area. The borders of the sheets shall be: one and one-half inches (1 1/2") at top and bottom and two inches (2") at left, and one inch (1") at right.



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H. Contents of the final plat are as follows:

1. The location and description of all section corners and permanent survey monuments in or near the tract, to at least one of which the subdivision shall be referenced.
2. The length of all required lines dimensioned in feet and decimals thereof, and the value of all required bearings and angles dimensioned in degrees and minutes, as hereafter specified.
3. The boundary lines of the land being subdivided fully dimensioned by length and bearings, and the location of boundary lines of adjoining lands, with adjacent subdivisions identified by official names. Material which is not a part of the subdivision shall be shown in dashed or dotted lines.
4. The lines of all proposed streets fully dimensioned by the lengths and bearings or angles.
5. The lines of all proposed alleys. Where the length or direction of an alley is not readily discernible from data given for lot and block lines, the length or bearing shall be given.
6. The widths, and names where appropriate, of all proposed streets and alleys, and of all adjacent streets, alleys and easements which shall be properly located.
7. The lines of all proposed lots fully dimensioned by lengths and bearings or angles, except that where a lot line meets a street line at right angles, the angle may be shown as a symbol.
8. The outline of any property which is offered for dedication to public use fully dimensioned by lengths and bearings, with the areas other than streets to be marked "public".
9. The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block, with areas to be excluded from platting marked "reserved" or "not a part".
10. The location of all building lines, setback lines, and easements for public services or utilities with dimensions showing their location.
11. The radii, arcs, points of tangency, points of intersection, and central angles and curve data for curvilinear streets and radii for all property returns.
12. The location of all drainage channels and subsurface drainage structures and the proposed method of disposing of runoff from the subdivision; the location and size of all drainage easements relating thereto whether located within or abutting the proposed plat.
13. The proper acknowledgements of owners and the consent by the mortgagee to plat dedications.
14. The following which shall be made and shown on a reproducible tracing:
 - a. Owner's certificate and dedication, signed.
 - b. Surveyor's certificate of survey, signed, address and seal.
 - c. Certificate for release of mortgage for any portion dedicated to the public.
 - d. Reference to any separate instruments, including restrictive covenants, filed in the office of the county clerk which directly affect the land being subdivided.
 - e. Certificate of planning commission approval.
 - f. Certificate of board of trustees acceptance of streets, easements and public land dedications.
 - g. County treasurer's certificate.



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15. A title which shall include:

- a. Name of the subdivision.
- b. Name of the city, county and state.
- c. Location and description of the subdivision referenced to section, range and township.

16. The final plat shall be accompanied by:

- a. A copy of the restrictive covenants if any are to be filed, which shall state as a minimum:
 - (1) Land use to be permitted.
 - (2) Construction type to be permitted.
- b. Four (4) copies of state health department approval of water and sewer systems if other than city service.
- c. One copy of completed checklist for final plat.
- d. Profile sheets on all streets and sanitary sewers drawn to a scale of: horizontal one inch equals forty feet (1" = 40'), vertical one inch equals four feet (1" = 4'). (Prior Code, Chapter 16, as amended)



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Plat Fees

Preliminary Plat Review (less than 10 Acres)	\$1000.00
Preliminary Plat (10 to 40 Acres)	\$1500.00
Preliminary Plat (Over 40 Acres)	\$2000.00
Final Plat Review (less than 10 acres)	\$2000.00
Final Plat Review (10 to 40 acres)	\$3000.00
Final Plat Review (over 40 acres)	\$4000.00

Engineering costs related to projects outside of city occurrence such as plat reviews, Drainage reviews, and any other costs will be incurred by developer.

Inspection fees for public improvements ordinance no. 2001-08 as approved July 19, 2001.

Estimated Cost of Construction

0 to \$50,000	2.50%
50,000 up	1.50%

Developers shall pay all inspection fees to the City Clerk prior to commencement of any Commencement of any construction that requires city inspection of public improvements To be dedicated to and accepted by the City.



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