

# City of Harrah



Preliminary Plat Application



# City of Harrah

PO BOX 636 \* 19625 NE 23<sup>rd</sup> \* Harrah, OK 73045 \* 405-454-2951 \* fax 405-454-2130

## Preliminary Plats

**Preliminary Plat Materials must be submitted at least 21 days prior to meeting**

**Name of Proposed Subdivision:** \_\_\_\_\_

**Name and Address of Owner and/or Subdivider:** \_\_\_\_\_

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

### Required for submittal:

- Three (3) prints of preliminary plat
- Three (3) copies of proposed restrictive covenants
- One (1) copy of application
- One (1) copy of checklist

### Preliminary Plat shall be drawn at a scale of one hundred feet (100') to the inch and show:

- The scale, north point and date
- The engineer's seal preparing the plat
- A key map showing the location of the proposed subdivision referenced to existing or proposed major streets and to government section lines and survey monuments to at least one of which the subdivision shall be referenced.
- Written Legal Description
- Area in acres and length of boundaries
- The names, with locations of intersecting boundary lines, of adjoining subdivisions, and the location of the Harrah city limits if falling within or immediately adjoining the tract.
- The land contours with vertical intervals of two (2) feet referenced to a U.S.G.S. or Coast and Geodetic Survey benchmark or monument.
- The location of dedicated streets at the point where they adjoin and/or are immediately adjacent; but actual measured distances shall not be required.
- Locations, names and dimensions including right of way of all existing and proposed streets, alleys, and set-back lines within, bordering or abutting the subdivision, measured to the nearest foot or decimals of a foot.
- Classification of every street within or adjacent in accordance with their intended use, in parentheses.
- The location of all existing easements of record within the tract or immediately adjacent thereto, and the location, layout, type, and approximate size of the following:
  1. Water mains
  2. Sanitary sewer mains, sub mains and laterals
  3. Storm sewers, culverts and drainage structures
  4. Power and natural gas lines
  5. Pipe lines
- Location and size of existing bodies of water, water courses, structures and other physical features relating.
- Lot and block numbers in logical sequence, with areas not used marked "reserved" or "not a part".
- Location and description of any land to be dedicated or reserved for parks, schools, churches or public/quasi-public use.
- Areas subject to flooding.
- The existing zoning and proposed changes of zoning in the tract and of the property immediately adjacent.
- The following certificates and references:
  1. Certificate for Planning Commission action
- Restrictive Covenants, if any.



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**What is the proposed water supply for this subdivision?**

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**Do the sanitary sewers connect to the public sewerage system? \_\_\_\_\_ Septic tank? \_\_\_\_\_  
Other? \_\_\_\_\_**

**Are there sufficient plans to insure adequate vegetative control and forestall erosion problems?**

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**Notes:**

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## Application for Preliminary Plat Approval

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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## Preliminary Plat Approval

The applicant hereby consents to the provisions of the subdivision regulations providing that the decision of the planning commission shall be made within seventy (70) days after the close of the public hearing on plat approval.

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of the land were acquired, together with the book and page of each conveyance into the present owner as recorded in the County Recorder of Deeds (County Clerk's) office. This affidavit shall indicate the legal ownership of the property, the contract owner of the property, and the date the contract of sale was executed.

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

STATE OF OKLAHOMA  
COUNTY OF OKLAHOMA SS:

I, \_\_\_\_\_, hereby dispose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

Signed to and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Seal:

\_\_\_\_\_  
Notary Public

Commission Number:

Commission Expires:

**IT IS ACKNOWLEDGED BY THE HARRAH PLANNING COMMISSION THAT THE PRELIMINARY PLAT OF \_\_\_\_\_ SUBDIVISION HAS BEEN APPROVED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_**

\_\_\_\_\_  
Planning Commission Chair

Attest:

\_\_\_\_\_  
Secretary



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## Park Land Reservation

Part I. The legal description of the entire preliminary plat of \_\_\_\_\_ is described as follows:

Part II. The legal description of land reserved for park land reservation is described as follows:

The land described under Part II above is reserved for dedication or conveyance to the City of Harrah for public park and recreational purposes pursuant to the code and ordinances of the City of Harrah.

The owner hereby warrants that he/she is the owner of record of all land embraced in the above described property within the preliminary plat of \_\_\_\_\_ and further states that the land described herein for park and recreational purposes will be conveyed to the City of Harrah free and clear of any mortgages, liens, or encumbrances at the time of final platting or any portion thereof.

Whenever a final plat is recorded covering any part of the land embraced within the preliminary plat, a proportionate part of the reserved park land shall be dedicated and conveyed in fee to the City of Harrah and the owner thereof shall be estopped to deny the right of the City to acquire title thereto.

Signed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_

State of Oklahoma  
County of Oklahoma SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

SEAL:  
MY COMMISSION EXPIRES:  
MY COMMISSION NUMBER:

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
City Attorney

Approved and accepted by the Council of the City of Harrah, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Attest: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor



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## 12-477: USE OF MONEY PAID IN LIEU OF DEDICATION OF LAND:

- A. A separate fund to be deposited at the highest interest rate permitted by law to be entitled "park fee fund" shall be and is hereby created and money paid in by owners, subdividers, and applicants at final approval of subdivision plats in lieu of the dedication of land and interest thereon, shall be held in the fund in trust to be used for the purpose of purchasing land for public park and recreation uses, or may be used for improving, maintaining or operating public park facilities, but may not be used for any other purpose.
- B. At such time as the board based upon the recommendations of the planning commission determines that there are sufficient funds derived from a certain area in the "park fee fund" to purchase usable park land, the board shall cause negotiations to be undertaken to purchase the site by mutual agreement or by condemnation proceedings. In making such determination for the purchase of the site, the conditions of section 12-476 of this chapter shall be taken into consideration. (The principal and interest deposited and kept in the "park fee fund" shall be used for the purpose of purchasing land for public park and recreation uses, or may be used for improving, maintaining or operating public park facilities, but may not be used for any other purpose.)
- C. The city of Harrah is to be compensated for the placement of storm sirens in newly developed housing projects that would be at the current rate of cost of the storm sirens at the time of the development. (Ord. 1992-17A, 2-19-2015)

## 12-478: FORM OF DEDICATION:

- A. Land accepted for dedication under the requirements of this article shall be conveyed by either of the following methods:
1. By dedication within the plat to be filed for record in the office of the county clerk; or
  2. By warranty deed transferring the property in fee simple to the city.

In any event, land must be free and clear of any mortgages or liens at the time of such dedication of conveyance. (Prior code ch. 16, as amended)



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## **City of Harrah Ordinance on Preliminary Plat 12-414: STANDARD SUBDIVISION; PRELIMINARY PLAT:**

- A.** The purpose of this section is to provide for the platting requirements of the majority of land division and development activities within the urban area. All other regulations pertaining to subdivisions shall apply to standard subdivisions.
- B.** The purpose of the preliminary plat is to provide an interim step in the procedure at which point the subdivider shall present drawings of the detail features of the subdivision. It is at this point that the items discussed at the sketch plat stage and as set down herein are prepared in a form from which determinations can be made as to the technical workability of the development proposal.
- C.** The preliminary plat and preliminary plat checklist may be reviewed by the water superintendent and the fire chief of the city, the county sanitarian, the conservationist of the soil conservation service which serves Oklahoma County, and other technical and professional personnel as may be designated by the planning commission, each of which shall make a written or verbal report to the planning commission, or a representative thereof, concerning the proposed subdivision as it relates to the area of concern for which each is responsible. Additionally, each plat shall be reviewed by the city engineer. The planning commission shall review the proposed preliminary plat and may require changes and modifications which are necessary to conform with the purpose and spirit of the comprehensive physical development plan, the provisions of these regulations, and the applicable ordinances of the city relating thereto.
- D.** The planning commission shall approve, approve conditionally, or disapprove the plat within seventy (70) days of the first planning commission meeting where the materials are reviewed. If the preliminary plat is disapproved or approved conditionally, the reasons for this action shall be stated in writing, a copy of which shall be signed by the planning commission chair and shall be attached to one copy of the plat and transmitted to the subdivider. Unless stipulation for additional time is agreed to by the subdivider, if no action be taken by the planning commission at the end of the seventy (70) day period, the plat shall be deemed to have been approved. The reasons for disapproval or conditional approval shall refer specifically to those parts of the comprehensive physical development plan or specific regulations or ordinances with which the plat does not conform. On conditionally approving a plat, the planning commission may require submission of a revised preliminary plat. If the plat conforms to all of the standards or after the applicant and planning commission agree upon any revision which shall be filed with the planning commission on a revised copy, the subdivider may proceed with the staking of streets and roads, the preparation of utility plans and with the preparation of a final plat.
- E.** All actions of the planning commission whether conditional approvals or approvals shall, in so far as the plat involves dedications to the public, constitute only an authorization of the subdivider to submit the plat for consideration of the city council to which the dedications are proposed. The planning commission actions shall not constitute an acceptance of dedication or a commitment to accept dedication.
- F.** The applicant shall submit to the planning commission four (4) copies of the preliminary plat and one copy of the preliminary plat checklist twenty one (21) days before the meeting at which consideration is requested. If a final plat covering all or part of the land shown in a preliminary plat has not been filed with the secretary of the planning commission within one year after the approval of the preliminary plat, then all approvals shall be void.





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**G.** The preliminary plat shall be drawn at a scale of not more than one hundred feet (100') to the inch, except where impractical and shall show:

1. The scale, north arrow, and date.
2. The proposed name of the subdivision.
3. The name and address of the owner of record, the subdivider, and the registered professional engineer or land surveyor preparing the plat, with the appropriate seal.
4. A key map showing the location of the proposed subdivision referenced to existing or proposed major streets and to government section lines and survey monuments to at least one of which the subdivision shall be referenced, and including the boundaries and number of acres of the drainage area of which the proposed subdivision is a part.
5. Written legal description of the subdivision.
6. Area in acres and length of boundaries.
7. The names, with locations of intersecting boundary lines, of adjoining subdivisions, and the location of the city limits if falling within or immediately adjoining the tract, and owners of record within three hundred feet (300').
8. The land contours with vertical intervals of two feet (2') referenced to a United States geological survey or coast and geodetic survey bench mark or monument.
9. The location of dedicated streets at the point where they adjoin or are immediately adjacent; but actual measured distances shall not be required.
10. Location, name and dimensions including right of way of all existing and proposed streets, alleys, and setback lines within, bordering or abutting the proposed subdivision, measured to the nearest foot or decimals of a foot.
11. Classification of every street within or adjacent to the subdivision in accordance with the intended use. This shall be done by placing the appropriate terminology (primary thoroughfare, secondary thoroughfare, collector or local) in parentheses on each street.
12. The location of all existing easements of record, sanitary and storm sewers, water mains, culverts, power lines, and other surface or subsurface structures within the tract or immediately adjacent thereto, and the location, layout, type, and approximate size of the following structures and utilities:
  - a. Water mains.
  - b. Sanitary sewer mains, submains and laterals.
  - c. Storm sewers, culverts and drainage structures.
  - d. Street improvements.
  - e. Power and natural gas lines.
  - f. Pipelines.



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13. The proposed method of disposing of all runoff from the proposed subdivision, and the location and size of all drainage easements relating thereto, whether they may be located within or outside of the proposed plat.
14. Location and size of existing bodies of water, watercourses, structures and other physical features relating thereto; and number of acres in the drainage area of which it is a part.
15. Lot and block numbers in logical sequence, with areas not used marked "reserved" or "not a part".
16. Location and description of any land to be dedicated or reserved for parks, schools, churches or public or quasi-public uses.
17. Areas subject to flooding.
18. The existing zoning and proposed changes of zoning in the tract and of the property immediately adjacent thereto.
19. The following certificates and references:
  - a. Certificate for planning commission action.
20. Restrictive covenants if any, stating as a minimum:
  - a. Land use permitted; or
  - b. Construction type permitted;
21. Four (4) copies dark line prints of plat.
22. One copy completed checklist. (Prior Code, Chapter 16, as amended)



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## Plat Fees

Preliminary Plat Review (less than 10 Acres)	\$200.00
Preliminary Plat (10 to 40 Acres)	\$350.00
Preliminary Plat (Over 40 Acres)	\$500.00
Final Plat	\$75.00

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.