



# ROGERS COUNTY PLANNING COMMISSION

County Staff to complete this section

Case Number: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Location: City of Claremore – City Hall

## APPLICATION FOR PRELIMINARY PLAT

**FEE: \$500.00**

Date of application: \_\_\_\_\_

- Please see attached application guidelines.
- Please attach preliminary plat check list.
- All plans and surveys must be drawn to scale and noted on plans.
- All documents larger than 8-1/2" x 11" must be folded to that size. Please submit 9 paper copies of surveys and if possible one electronic copy in PDF format.
- The current property owner must sign the application.

Subdivision Name: \_\_\_\_\_

Name of Engineer (Print): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Developer / Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Developer / Owner's Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

County Parcel Number: \_\_\_\_\_ Acreage: \_\_\_\_\_ No. of Lots: \_\_\_\_\_

Legal Description of the Tract (May be attached): \_\_\_\_\_

General Location \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Related Case Numbers: \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_ Proposed Average Lot Size: \_\_\_\_\_

Temporary Address for Construction Permits: \_\_\_\_\_

Type of Water Supply (Check One)  Rural Water District Number \_\_\_\_\_  Well Water

Type of Sewer System: \_\_\_\_\_

Type of Street Surfacing Proposed: \_\_\_\_\_

**I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE 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: \_\_\_\_\_

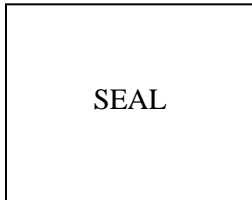
(Please type or print name of applicant who signed this application): \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_ Date: \_\_\_\_\_

(Please type or print name of owner who signed this application): \_\_\_\_\_

**ALL FEES ARE NON-REFUNDABLE**

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



\_\_\_\_\_  
(NOTARY PUBLIC)

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
DO NOT WRITE BELOW THIS LINE

Date Recorded: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Total Fee: \_\_\_\_\_ P.C. Date: \_\_\_\_\_ BOCC Date: \_\_\_\_\_

## **Preliminary Plat Application and Procedure**

The preliminary plat is intended for the consideration of the development based on the detailed plat drawings of the sub-divider and the staff review of the plat and conceptual plans for the development. Subsequent to preliminary plat approval, the final construction plans shall be developed according to the standards in these subdivision regulations. Approval of the preliminary plat allows for the installation of the subdivision improvements prior to the request for approval of the final plat.

The sub-divider shall submit a enough copies of the preliminary plat with checklist as required by the Planning Director. The preliminary plat submittal shall be accompanied with conceptual plans and by an application and filing fee as established by the Planning Commission.

- a) The Planning Director shall make a recommendation to the Planning Commission on the preliminary plat and the Planning Commission shall hold a hearing on the preliminary plat.
- b) The Planning Commission shall approve, conditionally approve, or disapprove the preliminary plat at such hearing or within thirty (30) days after the date of the regular meeting of the Commission, at which the hearing on preliminary approval is closed, including any adjourned date for such hearing.
- c) The reasons for disapproval or approval with conditions shall be stated in written form and included in the minutes of the Planning Commission meeting. The reasons for disapproval or approval with conditions shall refer specifically to those parts of these regulations with which the plat does not conform.
- d) The preliminary plat and the Planning Commission recommendation shall be submitted to the Board of Commissioners for consideration at a scheduled meeting at which the preliminary plat may be approved, disapproved, or approved with conditions. The reasons for disapproval or approval with conditions shall be stated in written form and included in the minutes of the Board meeting. The reasons for disapproval or approval with conditions shall refer specifically to those parts of these regulations with which the plat does not conform.
- e) One (1) copy of the proposed preliminary plat shall be retained in the Planning Department and one (1) copy shall be returned to the sub-divider. Each copy shall include the date of approval, conditional approval, or disapproval and the reasons, therefore.
- f) The approval of a preliminary plat shall be effective for a period of two (2) years from the date of approval by the Board of Commissioners unless otherwise approved by the Board for an extended period of time. Any preliminary plat not receiving final plat approval within two (2) years, including any approved extensions by the Board, shall be null and void.
- g) Each preliminary plat shall conform to the adopted Subdivision Regulations at the time of approval of the preliminary plat unless modifications have been granted through the proper appeals process.
- h) Subsequent to preliminary plat approval, the sub-divider may commence construction of the public improvements in accordance with final construction plans approved by the County after arranging for inspection of said improvements during construction by the appropriate public body.
- i) In accordance with state statutes, any preliminary plat approval shall be revocable for cause by the Board of Commissioners, upon review and recommendation by the Planning Commission, and such preliminary approval shall not be entered on the plat.