



# Explanation of Procedures for PLATTING OF PROPERTY

(Amended 4/2023)

City of Norman Engineering Division - 225 N. Webster Avenue - Norman, OK 73069 - (405) 366-5452 Phone

## If you desire to make application to have your property platted, the procedure is as follows:

1. Check with the Subdivision Development Manager in the Engineering Division, Public Works Department, to determine what paperwork is required. A Pre-Development meeting and Greenbelt Commission review, and/or Floodplain Committee meeting may be required. Development Manager can be reached at 366-5458.
2. After completion of the form, submit two (2) copies of the application form, along with the filing fee (see below), and five (5) copies of the plat to Subdivision Development Manager, 225 North Webster Avenue by 1:30 p.m on the filing deadline prior to the next Planning Commission meeting.
3. Digital files in Autocadd or .PDF are extremely helpful and highly recommended to help in the review process.
4. After your application and required materials are filed, staff will analyze your request. A specific date will be set to finalize the review of all required plats and necessary submittals. You, or your representative, should be present at that meeting to address any concerns relating to the subdivision, its design or content, or any required submittals. If changes are necessary, the check print copy of your plat will be returned to you for correction before being docketed to appear before the Planning Commission.
5. Any required corrections should be made in a timely manner. ***Failure to attend this meeting or to provide the corrections will cause your plat to be removed from the Planning Commission agenda.***
6. Upon receipt of the corrected plat, the Engineering staff will research and analyze your request and prepare a staff report with recommendation, which will be provided to each Planning Commission member. These staff reports will also be provided to the applicant or his representative.
7. At the next scheduled Planning Commission meeting, <Planning Calendar> your request will be considered at a public hearing. You will be sent notice of this meeting and you or your representative must be present. The Chairman will introduce your request, and you and any interested citizens will have the opportunity to speak to the Commission concerning your request.
8. After final Planning Commission action, your request will be forwarded to the City Council.
9. A filing fee shall be paid at the time of submission according to the following schedule:

Plat Type	Base Fee	+ amount per acre or portion thereof	GIS Fee
Preliminary Plats	\$150.00	\$10.00	N/A
Final Plat for all zoning district classifications	\$350.00	\$10.00	\$100.00 per lot
Short Form Plats and NORMAN 2025 Rural Certificates of Survey (Section 30-606 Exception To Allow Norman Rural Certificates Of Survey As Plats In A-1 And A-2 Zoning Districts)	\$150.00	\$10.00	\$100.00 per lot

The filing fee shall be calculated on the basis of the total acreage (rounded up to the next whole number) included within the property proposed to be platted.

The Planning Commission and City Council meetings are held in the Council Chambers of the Norman Municipal Building at 201 West Gray Street. If you have any further questions, please call the Engineering Division at 366-5452.



# Application for PLATTING OF PROPERTY

City of Norman Engineering Division - 225 N. Webster Avenue - Norman, OK 73069— (405) 366-5452 Phone

NAME OF PLAT	<b>TYPE OF PLAT:</b> <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Short Form Plat <input type="checkbox"/> NORMAN 2025 Rural Certificate of Survey <b>DATE SUBMITTED:</b> _____
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NAME AND ADDRESS OF OWNER OF RECORD  Phone: _____ Fax: _____ E-Mail: _____	NAME AND ADDRESS OF SUBDIVIDER  Phone: _____ Fax: _____ E-Mail: _____
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NAME AND ADDRESS OF REGISTERED LAND SURVEYOR PREPARING THE PLAT  Phone: _____ Fax: _____ E-Mail: _____	STREET ADDRESS OR LOCATION  (When applicable) DATE OF: <input type="checkbox"/> PRE-DEVELOPMENT MEETING _____ <input type="checkbox"/> GREENBELT COMMISSION MEETING _____ <input type="checkbox"/> FLOODPLAIN COMMITTEE MEETING _____
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PROPOSED USE (including all buildings to be constructed):

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SIGNATURE OF APPLICANTS:

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*In order that your application can be heard and considered at the next Planning Commission meeting, you must submit this completed application form and the following required information to the Engineering Division for review.*

***All information must be submitted before 1:30 p.m. on the filing deadline.***

### FOR OFFICE USE ONLY

- SUBMITTALS:
- 5 copies of the Preliminary and/or Final Plat
  - 5 copies of the NORMAN 2025 Rural Certificate of Survey or Short Form Plat
  - Rezoning Application, if needed for change of use
  - 5 copies of any required Plot Plan
  - Legal description and area of request, certified by an architect, engineer, or surveyor
  - Drainage Report/Erosion Control Report
  - Sewer Impact Report, if required
  - Construction Drawings for all public improvements (Final Plat)
  - Traffic Impact Report, if required
  - Filing Fee: \$ \_\_\_\_\_

Staff will complete their review of your plat by \_\_\_\_\_.

Check prints will be returned to you; corrections must be completed by \_\_\_\_\_. Failure to complete these corrections in a timely manner will result in your plat not being docketed for consideration by the Planning Commission.

Reviewed by: \_\_\_\_\_

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