

**CREEK COUNTY PLANNING COMMISSION**

**Creek County Planning Office \* 317 E. Lee, Suite 101 \* Sapulpa, OK 74066 \* 918.227.6369**

Sketch Plat                       Preliminary Plat                       Final Plat                       Minor Subdivision

**APPLICATION INFORMATION – For Office Use**

APPLICATION DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_ PLAT NAME: \_\_\_\_\_

**SUBDIVISION PLAT / MINOR SUBDIVISION SCHEDULE – For Office Use**

PRE-DEVELOPMENT MEETING:		TAC:	
CCPC:		COUNTY COMMISSION:	
REFERENCE ZONING / PUD CASE:		REFERENCE OTHER CASES:	

REFERRAL CITIES: \_\_\_\_\_ REFERRAL DATE: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION – Applicant Section**

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION OF UNDIVIDED TRACT (attach copy of deed – make reference to Book/Page where filed): \_\_\_\_\_

TOTAL ACRES: \_\_\_\_\_ NUMBER OF LOTS PROPOSED: \_\_\_\_\_ TYPE OF DEVELOPMENT: \_\_\_\_\_

\_\_\_\_\_ ZONING: \_\_\_\_\_ PRESENT USE: \_\_\_\_\_

\_\_\_\_\_ S-T-R: \_\_\_\_\_ CZM: \_\_\_\_\_ WATER SUPPLY: \_\_\_\_\_ SANITARY

SEWER: \_\_\_\_\_ SCHOOL DISTRICT: \_\_\_\_\_ ELECTRIC: \_\_\_\_\_ GAS: \_\_\_\_\_

\_\_\_\_\_ PHONE: \_\_\_\_\_ CABLE: \_\_\_\_\_ WAIVERS REQUIRED? Y / N

<b>APPLICANT INFORMATION – Applicant Section</b>	<b>PROPERTY OWNER INFORMATION</b>
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? \_\_\_\_\_

<b>APPLICATION FEES – For Office Use</b>		<b>PLAT/MINOR SUBDIVISION DISPOSITION</b>
MINOR SUBDIVISION FEE - \$100.00:	\$	CCPC ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> CONDITIONALLY <input type="checkbox"/> DENIED
SKETCH PLAT FEE - \$75.00:	\$	DATE / VOTE:

PRELIMINARY PLAT FEE - \$425.00 (plus \$7.00 per name on Abstractor's Abutting Property Owner List:	\$	CONDITIONS:
FINAL PLAT REVIEW FEE - \$475.00:	\$	
<b>TOTAL AMOUNT DUE:</b>	\$	
CHECK NUMBER:		CASE NUMBER:
PLAT NUMBER:		NOTES:

<b><i>PROCESS TRACKING – For Office Use</i></b>			
WATER RELEASE:		TREASURER SIGNED:	
ELECTRIC RELEASE:		DEQ SIGNED:	
GAS RELEASE:		COUNTY ENGINEER SIGNED:	
PHONE RELEASE:		COUNTY COMMISSION APPROVED / SIGNED:	
CABLE RELEASE:		ELECTRONIC COPY OF PLAT RECEIVED:	
COUNTY ENGINEER RELEASE:		DATE PLAT FILED:	
CCPC APPROVED FINAL PLAT:		BOOK / PAGE(S):	
FINAL RECORDABLE DOCUMENTS RECEIVED:		FILED ORIGINALS AND COPIES RECEIVED:	

**KEEP THE FOLLOWING PAGES FOR FUTURE INFORMATION**

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**SUBDIVISION PLAT PROCESS**

**MEETING SCHEDULE**

**PRE-DEVELOPMENT REVIEW:** \_\_\_\_\_

TAC review of \_\_\_\_\_ plat: \_\_\_\_\_, **10:30 AM**, Creek County Commissioner’s Meeting Room.

CCPC review of \_\_\_\_\_ plat: **Tuesday**, \_\_\_\_\_, **20 6:00 PM**, 2<sup>nd</sup> floor Ballroom of Collins

See “*Subdivision Regulations for Creek County, Oklahoma*” for specific requirements to be included in all submittals. Copies of the “*Subdivision Regulations for Creek County, Oklahoma*” and a current calendar of meetings and cutoff dates are available from the Creek County Planning Office (Mondays and Fridays) at the above address.

**SUBMITTAL REQUIREMENTS:**

Sketch Plats: **15** full-size and **35** 11” X 17” copies **both folded** to 8 ½” X 11”  
Preliminary Plats **5** full-size and **35** 11” X 17” sets **both folded** to 8 ½” X 11”  
Prelim & Final Construction Plans: **5** full-size folded to 8 ½” X 11”  
Final Plats: **5** full-size and **35** 11” X 17” sets **both folded** to 8 ½” X 11” &  
**2** sets mylar & **12** sets paper - all signed, sealed, and notarized

**APPLICATION FEES:**

All fees must be paid with submittal. A current fee schedule is available at the Creek County Planning Office.

Building.

**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 CCPC for approval unless specifically requested by the applicant.

**PRELIMINARY PLAT PROCESS**

1. Applicant submits preliminary plat, Deeds of Dedication and Restrictive Covenants, Preliminary Construction Plans including detailed hydrology, a completed application and application fees. Plat is scheduled for TAC meeting and CCPC meeting.
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. CCPC holds meeting to consider approval of preliminary plat. Approval of a preliminary plat expires after one year.
5. Waivers, if necessary, require approval by the CCPC and the Creek County Board of Adjustment.

**FINAL PLAT PROCESS**

1. Applicant prepares and submits “draft final” plat, Deeds of Dedication and Restrictive Covenants, Final Construction Plans, a completed application and application fees. Final plat is to be prepared in accordance with all TAC and CCPC requirements of preliminary plat approval. Plat is scheduled for TAC meeting and CCPC meeting.
2. Staff distributes final plat to TAC members for review.
3. Applicant, staff, and TAC members meet to review requirements for approval of final plat.
4. 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.
5. Release letters are required from the water and sanitary sewer service providers; electric, gas, telephone, and cable utility service providers. Release letters shall indicate the latest revision date for which the plat is

being released.

6. Staff will schedule “draft final” plat for CCPC approval after we receive all release letters and have confirmed that the release letters pertain to the latest revised version of the plat.
7. CCPC considers approval of final plat.
8. Applicant submits final recordable documents as specified in Section 3.6.2 with original notarized signatures to CCPC staff.
9. Applicant obtains signatures from CCPC, and Board of County Commissioners.
10. Applicant files final signed documents with the County Clerk. Final documents must be filed within one year of CCPC final plat approval.
11. If the Applicant elects to submit a final plat without completing the required public improvements, performance bonds must be submitted to and approved by the Creek County Board of Adjustment prior to affixing approval signatures of the CCPC and Creek County Board of Commissioners to the final plat.

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## **MINOR SUBDIVISION PROCEDURES**

A Minor Subdivision is any subdivision creating or causing to be created not more than four (4) lots, any portion of which has an area of less than ten (10) acres that does not have frontage on an existing street, requires extension of a new street or road, requires the extension of public facilities, or requires the creation of any new public improvements. Minor Subdivisions could adversely affect the remainder of the parcel or adjoining property and therefore shall not be in conflict with any provision or portion of the Comprehensive Plan, Major Street Plan, Zoning Code, or the Creek County Subdivision Regulations. A Minor Subdivision of land into tracts or lots is considered to be a less intensive form of subdivision, which may or may not require rezoning. However, minor subdivisions are subject to the further procedural and design requirements of the Creek County Subdivision Regulations.

### **General Requirements for a Minor Subdivision**

- (1) The subdivider shall have prepared a drawing for discussion with the County Planner prior to preparation of any required Survey Plan (Survey).
- (2) Every Minor Subdivision of land, any portion of which is less than 10.00 acres and containing not more than four (4) tracts or lots within the unincorporated areas of the County, shall have prepared and submitted to the CCPC for approval or disapproval a Certified Survey.
- (3) Before approving any Survey of a proposed Minor Subdivision, the CCPC must find that the land covered by the proposed Minor Subdivision is suitable both for development and for the type of development proposed. Further, it shall be determined that said land can be safely used for building purposes without undue danger from flood or from any other threat or menace to the public health, safety and general welfare.
- (4) Prior to approval of a Minor Subdivision the CCPC shall determine that said land can be served economically with the necessary public and/or private facilities.
- (5) Review and comment from any affected municipality is also required by the CCPC for said development approval in the interest of the public health, safety and general welfare.

### **The Minor Subdivision application shall include the following:**

- A completed application form signed by the landowner of record or accompanied by written authorization from the owner.
- Application review/filing fee of \$100.00; checks made payable to CCPC.
- A copy of the deed to the original tract.
- One (1) copy of the FEMA floodplain map covering the subject property.
- Four (4) original (fax copies are not acceptable) copies of the Survey incorporating items agreed upon during preceding conferences with the County Planning Staff and demonstrating compliance with the County requirements for public facilities. Such Survey must be filed with the application and not less than 45 days before the meeting of the CCPC if the request is to be acted upon at such meeting.
- In areas where septic tanks or other private on-site disposal systems are to be used, a soil survey, percolation test or such other test is required to determine the suitability of the soil for such systems, and shall be made by a Professional Engineer or other agent as approved by the ODEQ in accordance with the standards required by the ODEQ. Two (2) copies of the engineer's report shall be filed with the Creek County Health Department and one copy shall be submitted with the proposed Survey of the Minor Subdivision.

### **Minor Subdivision Survey Requirements**

A legible, original stamped Survey (fax copies are not acceptable) shall be drawn to a scale of not less than 100 feet to the inch on three (3) sheets having a minimum dimension of 11" X 17" and one sheet having a dimension of 8.5" X 11". Sketches of legal description or other such information do not meet the minimum requirements for a Survey. The Survey shall include:

- The location of the Minor Subdivision with reference to section lines, and other existing features within the area to be subdivided and the location of dedicated streets at the points where they abut and are immediately adjacent.
- A Surveyor's Certificate must be affixed to the face of the Survey.
- The existing and/or proposed location and width of driveways, setback lines, easements, fences, existing

buildings, wells, septic systems or other on-site disposal systems, and lot dimensions. If street improvements are required, excluding driveway approaches, the application shall not be eligible for consideration under a Minor Subdivision.

- Existing sanitary and storm sewers, water drains, oil and gas lines, injection wells, culverts and other underground structures within the tract or immediately adjacent to the tract.
- The title under which the proposed Minor Subdivision is to be recorded and the name of the subdivider, engineer, landscape architect, or surveyor who prepared the Survey Plan.
- North Point, scale and date.
- One (1) copy of signed statements regarding the proposed use of the land and the proposed improvements and restrictions shall be included with the Survey.
- Topographical layout of the land represented at ten (10) foot contour intervals.

## **MINOR SUBDIVISION PROCEDURES – Continued**

- One-inch border at the top, bottom, and right and left sides.
- The boundary lines of the areas being subdivided with accurate distances and bearings.
- The lines of all proposed driveways showing width of the driveway and drainage flow.
- The accurate outline and legal description of any property offered for dedication for public use.
- The lines of all adjoining lands and the right-of-way lines of adjacent streets.
- All lot lines with dimensions (not ditto marks) and bearings.
- Building lines and easements for rights-of-way provided for public use, services or utilities, and the edge of the paving or improved surface of an abutting roadway.
- The Finding Location and the Legal Description of the property.
- All drainage patterns, i.e. flow-line elevations, direction of flow, and top-of-ditch bank lines.
- The dimensioned location of all existing buildings and fences.
- A title block that includes the name of the County and State, and location of the Survey in regard to Section, Township and Range.
- Building lines shall be shown on all Survey Plans. On any lot abutting a section line or arterial roadway, the building lines shall be established as designated in the Zoning Code, Subdivision Regulations and the Major Street and Highway Plan.

### **The following certificates are required on all Surveys:**

- Owner's Certificate and Dedication (as applicable).
- Surveyor's Certificate.
- Certificate of CCPC approval.
- Certificate that the soil is sufficiently porous to make septic tanks or other on-site disposal systems practical for each lot offered for sale when septic tanks or similar private systems are contemplated for use.
- Mortgage Lien Release of Public Dedication(s) (as applicable).

### **Minor Subdivision Design Requirements**

- (1) Whenever a parcel is divided into lots of 2.5 acres or more and there are indications that such lots may eventually be re- subdivided, consideration must be given to the street and lot arrangement in the Minor Subdivision so that additional streets can be opened. Such future subdivisions should therefore be considered a Major Subdivision and conform to the requirements for a Major Subdivision and the Subdivision Regulations. A subdivision of more than four (4) lots constitutes a Major Subdivision and must follow and conform to the Subdivision Regulations provisions for a Major Subdivision.
- (2) Any and all Minor Subdivisions must conform to the existing zoning at the time of the subdivision. All easement and frontage requirements shall be those required by the current zoning at the time of the submission of the Survey Plan. Any change of zoning requires that the Minor Subdivision conform to the platting requirements of the Subdivision Regulations and the Change in Zoning Procedures of the Zoning Code.
- (3) All lots created shall have direct frontage and direct access to a County maintained road. Such access shall be only from roads built to County Standards prior to approval of the Survey Plan. All driveways that access County Section Line or Arterial Roads shall be paved and improved in accordance with the County regulations. No lot contained within a Minor Subdivision shall be landlocked with no direct access to a County Maintained Road and all such lots shall have access from a County maintained road.
- (4) Any Minor Subdivision shall conform to the general character of existing land use of surrounding properties and acreage. A radical departure from existing land use, densities or general aesthetic character, shall comply with the requirements of the Subdivision Regulations for a Major Subdivision and the Comprehensive Plan.

### **CCPC Action**

- (1) The CCPC shall approve the application. Application for Minor Subdivisions shall also require review and comment by the Technical Advisory Committee (TAC).
- (2) In the event that the application is disapproved or is approved conditionally, the reason(s) for such action shall be included in the minutes of the CCPC meeting and stated in a memorandum sent to the applicant.

Such memorandum shall refer specifically to the provisions of the Minor Subdivision regulations with which the application or Survey does not conform as submitted.

- (3) In conditionally approving a Minor Subdivision, the CCPC may require the subdivider to submit a revised Survey.
- (4) The CCPC shall act upon the request within 45 days after it has been submitted, as long as the appropriate deadlines have been met and the required information has been requested, unless stipulation for additional time is required. The grounds for refusal or approval of any Minor Subdivision, including a citation of, or reference to the rule or regulation violated by the application shall be stated in the minutes of the CCPC. The approval shall be shown on the Survey with the date of such approval over the signature of the CCPC Chairperson, Secretary or County Planner.
- (5) One copy of the application and Survey Plan shall be retained in the permanent file of the CCPC.

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**Creek County Planning Commission (CCPC) Case Number:** \_\_\_\_\_

**CCPC Hearing Date:** Tuesday, \_\_\_\_\_, 20\_\_ 6:00 P.M.

**Collins Building, 317 E. Lee Street., Sapulpa, OK – 2<sup>nd</sup> Floor Ballroom**

All applications must meet all filing deadlines and must be complete. If the application is not complete or is filed after the deadline, the application will not be accepted.

**The Applicant or a person knowledgeable of the application and the property must attend the meetings to represent the application for the application to receive approval by the CCPC. In acting on the request, the CCPC will approve, approve with conditions, or disapprove the proposal. If disapproved, the Applicant may make modifications and resubmit to Staff for the next regularly scheduled CCPC meeting.**

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I hereby certify that I have read and understand the above requirements.

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**Applicant's Signature**

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**Date**