



**CREEK COUNTY, OKLAHOMA
CREEK COUNTY PLANNING COMMISSION (CCPC)
SUBDIVISION APPLICATION**

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

[] Preliminary [] Final [] Minor Subdivision [] Major Subdivision

APPLICATION INFORMATION – For Office Use

Revised 01/11/2024

PLAT NAME: _____ APPLICATION DATE: _____

CASE NUMBER: _____ RECEIVED BY: _____

CCPC ACTION: [] APPROVED [] DENIED [] CONDITIONALLY

MINOR SUBDIVISION FEE \$100.00

PRELIMINARY PLAT FEE \$ 425.00

FINAL PLAT FEE \$ 475.00

CERTIFIED LETTERS FOR RADIUS REPORT (\$8.00 PER NAME)

TOTAL AMOUNT DUE: _____

SUBJECT PROPERTY INFORMATION – APPLICANT SECTION

LEGAL DESCRIPTION OF UNDIVIDED TRACT (Attach copy of deed)

ADDRESS OF LOCATION: _____

TOTAL ACRES: _____ SANITARY SEWER: _____

NUMBER OF LOTS PROPOSED: _____ SCHOOL DISTRICT: _____

TYPE OF DEVELOPMENT: _____ ELECTRIC: _____

ZONING: _____ GAS: _____

PRESENT USE: _____ PHONE: _____

S-T-R: _____ CABLE: _____

WATER SUPPLY: _____ WAIVERS REQUIRED? Y / N

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL

I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT SIGNATURE: _____ DATE: _____

LAND OWNER SIGNATURE: _____ DATE: _____

MEETING SCHEDULE

PRE-DEVELOPMENT REVIEW

TAC review of _____ plat: _____, ____ AM/PM, Creek County Commissioner’s Meeting Room.

CCPC review of _____ plat: _____, 2023 6:00 PM, Creek County Commissioner’s Meeting Room.

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.

<p style="text-align: center;"><u>SUBMITTAL REQUIREMENTS:</u></p> <p style="text-align: center;">Preliminary Plats: 2 Full-size and 25 11” X 17” sets both folded to 8 ½” X 11”</p> <p style="text-align: center;">Final Plats: 2 Full- size and 25 11” X 17” sets both folded to 8 ½” X 11 1 Mylar-size- signed and notarized</p>	<p style="text-align: center;"><u>APPLICATION FEES:</u></p> <p style="text-align: center;">All fees must be paid with submittal. A current fee schedule is available at the Creek County Planning Office.</p>
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SUBDIVISION SCHEDULE – For Office Use			
PRE-DEVELOPMENT MEETING:		TAC MEETING:	
CCPC:		BOCC MEETING:	
REFERENCE CASES:		REFERRAL CITIES	
RELEASE LETTERS			
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:	

**APPLICATION AND ALL SUPPORTING DOCUMENTS ARE DUE BY 4:00 PM ON DEADLINE DAY.
THE 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 fee; checks made payable to Creek County Planning.
- A copy of the deed to the original tract.
- Certified Survey with Deed of Dedication / Restrictive Covenants
- One (1) copy of the FEMA floodplain map covering the subject property.
- 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 Subdivision.
- Provide one (1) copy of each of the names and addresses of all adjoining property owners within a three hundred (300) foot radius of the "parent tract" subject property boundaries, prepared, signed and sealed by a **Certified Title Abstract** company plus \$8.00 fee per each name on the Certified Title Abstract list.

SUBDIVISION SURVEY REQUIREMENTS

A legible, original stamped Survey 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 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 title under which the proposed Subdivision is to be recorded and the name of the subdivider, engineer, landscape architect, or surveyor who prepared the Survey Plan.
- 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 Subdivision.)
- The location of every pipeline, injection, oil or gas well (either existing, active or inactive wells, plugged or unplugged abandoned wells) as shown by the records of the Oklahoma Corporation Commission and by such other records as may be on file with the Planning Department, or any planned future well sites if known
- 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.
- 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 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 SIGNATURES ARE REQUIRED ON FINAL PLAT:

- | | |
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| <input type="checkbox"/> Owner’s Certificate and Dedication (as applicable). | <input type="checkbox"/> Chairman/Secretary of Creek County Planning Commission |
| <input type="checkbox"/> Surveyor’s/ Engineer Certificate. | <input type="checkbox"/> Oklahoma Department of Environmental Quality |
| <input type="checkbox"/> Creek County Treasurer | <input type="checkbox"/> Chairman for Board of County Commissioner |
| <input type="checkbox"/> Creek County Clerk | |

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 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 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 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 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 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.

SUBDIVISION PLAT PROCESS

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.