
CITY OF BLANCHARD

SUBDIVISION PLAT APPLICATION



APPLICATION
for
PRELIMINARY PLAT OF SUBDIVISION
(Please Print (black Ink) or Type)

Applicant: _____

Address: _____

Phone: _____

Property address: _____

Legal Description: _____

Number of Acres: _____

Proposed Name of Subdivision: _____

Developer: _____

Address: _____

Phone: _____

Engineer: _____

Address: _____

Phone: _____

I hereby certify and attest that I am the current and legal owner of the above described property located in the City of Blanchard and that I received a copy of the Policies and Procedures regulating this application and received a copy of the Subdivision Regulations. We attest to the truth and correctness of all facts and information presented with this application and agree to pay all fees as required.

Signature of Applicant

Date

(For Official Use Only)

County Parcel Number: _____

APPLICATION
for
FINAL PLAT OF SUBDIVISION
(Please Print (black Ink) or Type)

Applicant: _____

Address: _____

Phone: _____

Property address: _____

Legal Description: _____

Number of Acres: _____

Proposed Name of Subdivision: _____

Developer: _____

Address: _____

Phone: _____

Engineer: _____

Address: _____

Phone: _____

I hereby certify and attest that I am the current and legal owner of the above described property located in the City of Blanchard and that I received a copy of the Policies and Procedures regarding this application and received a copy of the Subdivision Regulations. We attest to the truth and correctness of all facts and information presented in this application and agree to pay all fees as required.

Signature of Applicant

Date

(For Official Use Only)

County Parcel Number: _____

POLICIES AND PROCEDURES PRELIMINARY AND FINAL PLAT

1. Preliminary Plat

- A. Submit fifteen (15) copies of the Preliminary Plat, ten (10) copies of any restrictive covenants and ten (10) copies of the Homeowners Association Agreement (if applicable) with the City Planner with the appropriate application requesting the preliminary approval of the proposed subdivision.
- B. Submit a minimum of forty-five (45) days prior to the Planning Commission meeting to allow for review and preparation of Staff Report to the Commission prior to the meeting.
- C. The Preliminary Plat must be in final form containing all information required by the Subdivision Regulations.
- D. The Planning Commission shall approve or reject the Preliminary Plat within thirty (30) days after submittal.
- E. If approved, the Preliminary Plat is valid for two (2) years.

2. Final Plat

- A. The Final Plat must be submitted to the City Clerk within one (1) year of the date which the Preliminary Plat was approved. Submit a minimum of fifteen (15) copies (fifteen (15) prints and one (1) mylar), including ten (10) copies of any restrictive covenants and ten (10) copies of any Homeowners Association Agreement.
- B. Submit a minimum of forty-five (45) days prior to the Planning Commission meeting to allow for review and preparation of the Staff Report to the Commission prior to the meeting.
- C. The Final Plat must be in final form containing all information required by the Subdivision Regulations.
- D. Final plans and computations for all improvements shall be submitted with the plat. They shall be in final form and must be approved by the Planning Commission and the City Engineer.
- E. The Planning Commission shall transmit to the City Council the final plat documents and a listing of all required improvements indicating that they have been installed and accepted or that a Contract and Bond insuring their installation has been executed and received by the City Clerk. The amount of the Bond shall be determined based on one-hundred (100) percent of the estimates of the Developer's Engineer and concurred in by the City Engineer.
- F. No Building permit shall be issued until such facilities have been constructed and accepted or the Surety Bond properly filed with the City Clerk. The Developer shall pay the Water Utility Initiation fee of \$ 600.00 per residential unit (§ 16-202) and the Sewer Utility Initiation fee of \$ 600.00 per residential unit (§ 16-301) prior to affixing the City Seal to the final plat.
- G. Before recording, the final plat must be submitted to the City Council for approval and for acceptance of public ways, service and utility easements and land dedicated for public use.
- H. The final plat shall be filed in the office of the County Clerk of McClain or Grady Counties within ninety (90) days after approval by the City Council, or the approval becomes null and void.
- I. Evidence of filing must be submitted to the City Clerk within one-hundred twenty (120) days after approval by the City Council. (This should be in the form of two (2) reproducible copies and one (1) mylar of the plat stamped "Filed by the County Clerk" recorded with book, page and date shown).

FEES

1.	Filing fee for Preliminary Plat (2 acres +)	\$	250.00 + 4.00 a lot
2.	Filing fee for Preliminary Plat (2 acres or less)	\$	250.00 + 2.00 a lot
3.	Filing fee for Final Plat	\$	250.00
4.	Water Utility Initiation fee, per residential unit	\$	600.00
5.	Sewer Utility Initiation fee, per residential unit	\$	600.00
6.	Emergency Siren Fee per Lot	\$	25.00
7.	Inspection fees		
	a. Estimated cost of construction up to \$ 2,000	\$	3.5 %
	b. Estimated cost of construction between \$ 2,001 to 5,000	\$	3.0 %
	c. Estimated cost of construction between \$ 5,001 to 10,000	\$	2.5 %
	d. Estimated cost of construction between \$ 10,001 to 25,000	\$	2.0 %
	e. Estimated cost of construction between \$ 25,001 to 50,000	\$	1.5 %
	f. Estimated cost of construction over \$ 50,000	\$	1.0 %

**PRELIMINARY PLAT
CHECKLIST**
(MUST BE SUBMITTED WITH APPLICATION)

Subdivision Name: _____

Developer: _____

Address: _____

Phone: _____

Engineer or Surveyor: _____

Attorney (if applicable): _____

Date of Application: _____

- | | |
|--|---|
| <input type="checkbox"/> Scale (1" = 100') | <input type="checkbox"/> North Point |
| <input type="checkbox"/> Key Map | <input type="checkbox"/> 15 Copies of Preliminary Plat |
| <input type="checkbox"/> Legal Description | <input type="checkbox"/> Topographic Map (2' Intervals) |
| <input type="checkbox"/> Name of Owner | <input type="checkbox"/> Title under which Plat is to be recorded |
| <input type="checkbox"/> Lot Designation | <input type="checkbox"/> Boundary Line of proposed Subdivision |
| <input type="checkbox"/> Fees paid | <input type="checkbox"/> 10 copies of Homeowners Association |
| <input type="checkbox"/> Property Lines/Ownership of Adjoining Property | |
| <input type="checkbox"/> Location, Name, and Size of Proposed Streets, etc. | |
| <input type="checkbox"/> 10 copies of Protective Covenants \ Restrictions | |
|
<input type="checkbox"/> Location and area of land dedicated for public use and/or common areas. | |

Accepted for Processing:

Signature

Date

**SITE REVIEW
CHECKLIST**
(FOR OFFICAL USE ONLY)

Subdivision Name: _____

- | | |
|--|--|
| <input type="checkbox"/> Site Review Committee Check | <input type="checkbox"/> Right-of-Way Width |
| <input type="checkbox"/> Street Lighting Check | <input type="checkbox"/> Alleys |
| <input type="checkbox"/> Addressing Check | <input type="checkbox"/> Reserve Strips |
| <input type="checkbox"/> Intersection Returns | <input type="checkbox"/> Street Names |
| <input type="checkbox"/> Gas Company Submittal | <input type="checkbox"/> Proper Zoning |
| <input type="checkbox"/> Electric Company Submittal | <input type="checkbox"/> Street Layout |
| <input type="checkbox"/> Telephone Company Submittal | <input type="checkbox"/> Block Lengths/Cul-de-Sacs |
| <input type="checkbox"/> Cable TV Company Submittal | <input type="checkbox"/> Lot Sizes |
| <input type="checkbox"/> Double Frontage | <input type="checkbox"/> Lot Layout |
| <input type="checkbox"/> Lot Frontage | <input type="checkbox"/> Building Line Setback |
| <input type="checkbox"/> Utility Easements and Walks | <input type="checkbox"/> Detention Facilities |
| <input type="checkbox"/> School Board Submittal | <input type="checkbox"/> County District Submittal |

Comments: _____

Date of Site Committe meeting: _____ **Approved: yes** ☐ **no** ☐

☐ **Accepted for Planning Commission** **Agenda** _____ **Date** _____

☐ **Accepted for City Council** **Agenda** _____ **Date** _____

**FINAL PLAT
CHECKLIST**
(MUST BE SUBMITTED WITH THE APPLICATION)

Subdivision Name: _____

- | | |
|---|--|
| <input type="checkbox"/> Preliminary Approval Date _____ | |
| <input type="checkbox"/> Dimensions | |
| <input type="checkbox"/> Conditions of Preliminary Approval complied with | |
| <input type="checkbox"/> Title, Scale, North Point, Date, Key Map | <input type="checkbox"/> 15 Copies and one (1) mylar of final plat |
| <input type="checkbox"/> Standard Sheet Size (24x36) | <input type="checkbox"/> Engineer's or Surveyor's Certificate |
| <input type="checkbox"/> Subdiv. Boundary Lines (heavy) | <input type="checkbox"/> Certificates of Approval |
| <input type="checkbox"/> Lot/Block Designation | <input type="checkbox"/> Building Setback Line |
| <input type="checkbox"/> Tax Seals | <input type="checkbox"/> Fees Paid |
| <input type="checkbox"/> Location/Description of Monuments | <input type="checkbox"/> Access Control |
| <input type="checkbox"/> Park Dedication/Fees in Lieu of | <input type="checkbox"/> Ref: to Adjacent Subdivisions |
| <input type="checkbox"/> Detention Plans submitted/approved | <input type="checkbox"/> Engineering Approval |
| <input type="checkbox"/> Construction Plans submitted/approved | <input type="checkbox"/> 10 copies of Covenants/Restrictions |
| <input type="checkbox"/> 10 copies of Homeowners Association | <input type="checkbox"/> Street Lighting Plan |
| <input type="checkbox"/> Appropriate Addresses Posted | |

Comments: _____

Signature

Date

**PLATTING PROCEDURE
CHECKLIST**
(FOR OFFICIAL USE ONLY)

PRELIMINARY PLAT

	YES	NO
1. APPLICATION		
1. 15 copies of preliminary plat with completed application	<input type="checkbox"/>	<input type="checkbox"/>
2. 10 copies of Covenants/Restrictions	<input type="checkbox"/>	<input type="checkbox"/>
3. 10 copies of Homeowners Association	<input type="checkbox"/>	<input type="checkbox"/>
4. \$ 250+ filing fee paid	<input type="checkbox"/>	<input type="checkbox"/>
5. City Planner, City Engineer and Staff review (no Planning Commission meeting date will be set until all information is complete)	<input type="checkbox"/>	<input type="checkbox"/>
6. Preliminary Plat must be in final form containing all information required by Subdivision Regulations.	<input type="checkbox"/>	<input type="checkbox"/>
7. Site Review Committee meeting held	<input type="checkbox"/>	<input type="checkbox"/>
2. FLOW OF APPLICATION		
1. Sent all information to City Planner for staff report	<input type="checkbox"/>	<input type="checkbox"/>
2. Transmitted to Planning Commission	<input type="checkbox"/>	<input type="checkbox"/>
3. IF APPROVED		
1. Preliminary Plat approval is valid for one (1) year.		

FINAL PLAT

1. APPLICATION		
1. 15 copies of final plat with completed application (15 copies and 1 mylar).	<input type="checkbox"/>	<input type="checkbox"/>
2. 10 copies of Covenants/Restrictions	<input type="checkbox"/>	<input type="checkbox"/>
3. 10 copies of Homeowners Association	<input type="checkbox"/>	<input type="checkbox"/>
4. \$ 250 filing fee paid	<input type="checkbox"/>	<input type="checkbox"/>
5. Site Review (no Planning Commission date will be set until all information is complete)	<input type="checkbox"/>	<input type="checkbox"/>
6. Must be submitted within one (1) year of the date which the Preliminary Plat was approved	<input type="checkbox"/>	<input type="checkbox"/>
7. Final plans and improvements must be submitted with the plat. If not submitted, a Surety Bond insuring actual construction of the improvements within a period determined by Planning Commission (usually one (1) year). Amount of bond based on 100 % of the estimates of the Developer's Engineer and approved by City Engineer.	<input type="checkbox"/>	<input type="checkbox"/>
8. Detention Report approved	<input type="checkbox"/>	<input type="checkbox"/>
2. FLOW OF APPLICATION		
1. Sent all information to Code Administrator for staff report	<input type="checkbox"/>	<input type="checkbox"/>
2. Transmitted to Planning Commission	<input type="checkbox"/>	<input type="checkbox"/>
3. Transmitted to City Council for dedication acceptance & plat approval (Only after final inspection)	<input type="checkbox"/>	<input type="checkbox"/>
3. IF APPROVED		
1. No building permits will be issued unless utility & paving plans are accepted and "As-Build" original drawings furnished to the City Engineer or Surety Bond is properly filed with City Clerk	<input type="checkbox"/>	<input type="checkbox"/>
2. Utility Initiation fees paid prior to affixing City Seal to final plat	<input type="checkbox"/>	<input type="checkbox"/>
3. Prior to recording plat, must be submitted back to Council for approval and for acceptance of public ways, easements and dedicated to public	<input type="checkbox"/>	<input type="checkbox"/>
4. Final plat must be recorded with County Clerk within 90 days of Council approval or approval becomes void.	<input type="checkbox"/>	<input type="checkbox"/>
5. Evidence of filing must be in City Clerk's office within 120 days after approval of Council and a certified by the County reproducible film of the plat furnished to the City	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Official

Date

**ZONING AND PLATTING
FEE SCHEDULE**

Permit Number: _____

A.	Zoning Amendment Filing Fee	\$ 100.00	\$ _____
B.	Uses Permitted on Review Filing Fee	\$ 25.00	\$ _____
C.	Variance Filing Fee	\$ 100.00	\$ _____
D.	Short Form Subdivision Filing Fee	\$ 100.00	\$ _____
E.	Platting Fees		
	1. Preliminary Plat Filing Fee	\$ 250.00+	\$ _____
	2. Final Plat Filing Fee	\$ 250.00	\$ _____
	3. Utility Initiation fees per unit		
	a. Water	\$ 600.00	\$ _____
	b. Sewer	\$ 600.00	\$ _____
	4. Inspection Fees		
	a. Est. Cost of Const. up to \$ 2,000	\$ 3.5 %	\$ _____
	b. Est. Cost of Const. \$ 2,001 to 5,000	\$ 3.0 %	\$ _____
	c. Est. Cost of Const. \$ 5,001 to 10,000	\$ 2.5 %	\$ _____
	d. Est. Cost of Const. \$ 10,001 to 25,000	\$ 2.0 %	\$ _____
	e. Est. Cost of Const. \$ 25,001 to 50,000	\$ 1.5 %	\$ _____
	c. Est. Cost of Const. over \$ 50,000	\$ 1.0 %	\$ _____
F.	Emergency Siren Fee	\$ 25.00	\$ _____
G.	Public Notice Sign Fee	\$ 45.00	\$ _____
H.	Ordinance Publication Fee	\$ actual cost	\$ _____
I.	Public Hearing Advertisement	\$ actual cost	\$ _____
	TOTAL COST		\$ _____

Receipt No.: _____

Date: _____

Signature of Official
