

## Section 38-19. Final Plat

### Sec. 38-19.1. Purpose

The purpose of a Final Plat is to ensure:

**(A) Consistency with Standards**

That the proposed [Subdivision](#) and development of the land is consistent with all standards of this Subdivision Ordinance pertaining to the adequacy of public facilities,

**(B) Provide for Public Improvements**

That [Public Improvements](#) to serve the [Subdivision](#) or development have been installed and accepted by the City or that provision for such installation has been made, and

**(C) Other Requirements and Conditions**

That all other requirements and conditions have been satisfied or provided for to allow the [Final Plat](#) to be recorded.

### Sec. 38-19.2. Exceptions

A [Final Plat](#) is not required when a [Minor Plat](#) is submitted (refer to [Section 38-20 Minor Plat](#)).

### Sec. 38-19.3. Ownership

**(A) Proof of Ownership Required**

The Applicant shall furnish with the Application to the City a current title commitment issued by a title insurance company authorized to do business in Oklahoma, a title opinion letter from an attorney licensed to practice in Oklahoma, or some other acceptable proof of ownership, identifying all persons having an ownership interest in the property subject to the Final Plat.

**(B) Owner Signatures**

The Final Plat shall be signed by each owner, or by the representative of the owners authorized to sign legal documents for the owners, effectively denoting that they are consenting to the platting of the property and to the dedications and covenants that may be contained in the Final Plat.

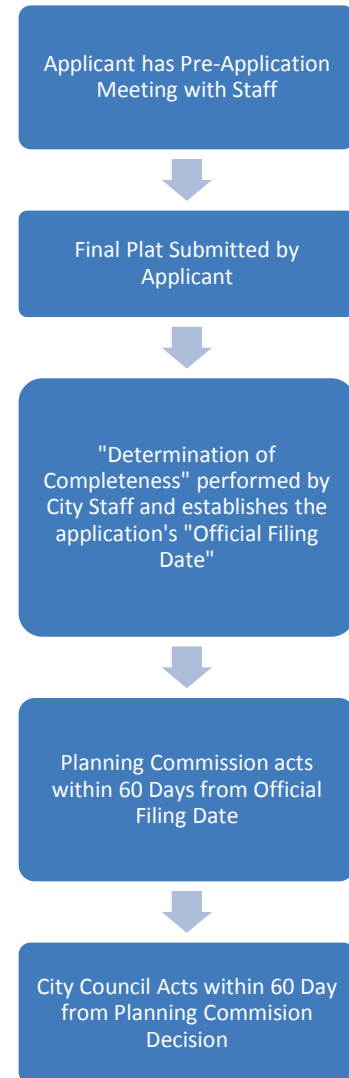


Figure 2: Final Plat Process

### Sec. 38-19.4. Prior Approved Preliminary Plat Required

The [Final Plat](#) and all accompanying data shall conform to the approved [Preliminary Plat](#) or as the [Preliminary Plat](#) may have been subsequently amended ([Sec. 38-18.10. Amendments to Preliminary Plats Following Approval](#)).

### Sec. 38-19.5. Accompanying Material

**(A) An Application for a Final Plat shall be accompanied by the following:**

- (1) [Letter of Final Acceptance \(Sec. 38-31.4. \(C\)\)](#)
- (2) [Record Drawings \(Sec. 38-65.151.\)](#)
- (3) [Maintenance Bond \(Sec. 38-31.6.\)](#)



Sec. 38-19.6. Review Action by the Director of Community Development

**(A) The Director of Community Development Shall:**

- (1) Initiate review of the Final Plat and materials submitted;
- (2) Request written comments from other City departments, if deemed necessary; and
- (3) Upon determination that the [Application](#) is ready to be acted upon, schedule the [Final Plat](#) for consideration on the agenda of the next available meeting of the [Commission](#).

Sec. 38-19.7. Approval Action by the Planning Commission

**(A) The Commission shall:**

- (1) Review the [Final Plat Application](#), the findings of the [Director of Community Development](#), and any other information available.
  - a. From all such information, the Commission shall determine whether the Final Plat conforms to the regulations of this Subdivision Ordinance.
- (2) Act within sixty (60) calendar days following the [Application's Official Filing Date](#), unless the Applicant submits a Waiver of Right to 60-Day Action.
  - a. If no decision is rendered by the Commission within the sixty (60) day period or such longer period as may have been agreed upon, the Final Plat, as submitted, shall be deemed to be approved by the Commission.
- (3) Take one of the following actions:
  - a. Approve the Final Plat;
  - b. Approve the Final Plat with conditions, which shall mean that the Final Plat shall be considered to have been approved once such conditions are fulfilled; or
  - c. Deny the Final Plat.

Sec. 38-19.8. Approval Action by the City Council

**(A) The City Council shall:**

- (1) Review the [Final Plat Application](#), the findings of the [Director of Community Development](#), the decision from the [Commission](#), and any other information available.
  - a. From all such information, the City Council shall determine whether the Final Plat conforms to the regulations of this Subdivision Ordinance.
- (2) Act within sixty (60) calendar days following the action of the [Planning Commission](#) on the [Final Plat](#), unless the Applicant submits a Waiver of Right to 60-Day Action.
  - a. If no decision is rendered by the City Council within the sixty (60) day period or such longer period as may have been agreed upon, the Final Plat, as submitted, shall be deemed to be approved.
- (3) Take one of the following actions:
  - a. Approve the Final Plat;
  - b. Approve the Final Plat with conditions, which shall mean that the Final Plat shall be considered to have been approved once such conditions are fulfilled; or
  - c. Deny the Final Plat.



### Sec. 38-19.9. Criteria for Final Plat Approval

The following criteria shall be used to determine whether the [Final Plat Application](#) shall be approved, approved with conditions, or denied:

#### **(A) Prior Approved Preliminary Plat**

- (1) The Final Plat conforms to the approved Preliminary Plat except for [Minor Amendments to Preliminary Plats](#) that are authorized under [Sec. 38-18.10](#), and that may be approved without the necessity of revising the approved Preliminary Plat;
- (2) All conditions imposed at the time of approval of the Preliminary Plat, as applicable, have been satisfied;
- (3) The [Construction Plans](#) conform to the requirements of [Section 38-27](#) and have been approved by the City Engineer;
- (4) Where [Public Improvements](#) have been installed, the improvements conform to the approved [Construction Plans](#) and have been approved for acceptance by the [City Engineer](#);
- (5) The final layout of the Subdivision or development meets all standards for adequacy of public facilities contained in this Subdivision Ordinance;
- (6) The Final Plat conforms to design requirements and construction standards as set forth in the [Engineering Standards Manual and Construction Details](#); and
- (7) The Final Plat conforms to the Director of Community Development's subdivision [Application](#) checklist, which will include a [Site Development Plan](#).

### Sec. 38-19.10. Procedures for Final Plat Recordation upon Approval

The [Applicant](#) shall supply to the [Director of Community Development](#) the required number of signed and executed copies of the [Final Plat](#) that will be needed to file the [Plat](#), upon approval, at the County (in the County's required format) at least twenty (20) calendar days prior to the [City Council](#) meeting at which it will be considered for approval.

#### **(A) General**

- (1) Signatures

After approval of the Final Plat, the Director of Community Development shall procure the appropriate City signatures on the Final Plat.

- (2) Recording Upon Performance

The Final Plat shall be recorded after:

- a. The Final Plat is approved by the City Council;
- b. All required Public Improvements have been completed and accepted by the City;
- c. Digital files of the [Final Plat](#) and all [Record Drawings](#) have been submitted by the [Applicant](#) and received by the [City](#); and
- d. All County filing requirements are met.

#### **(B) Submittal of Final Plat Where Improvements Installed**

Where all required [Public Improvements](#) have been installed prior to recording of the [Final Plat](#), the [Applicant](#) shall meet all requirements in accordance with [Article IV Construction Plans and Procedures](#).



**(C) Update of Proof of Ownership**

If there has been any change in ownership since the time of the Proof of Ownership provided under [Sec. 38-19.3. Ownership](#), the Applicant shall submit a new consent agreement executed by each owner consenting to the platting of the property and the dedications and covenants contained in the Final Plat.

**Sec. 38-19.11. Effect of Final Plat Approval****(A) The Approval of a Final Plat:**

- (1) Supersedes any prior approved Preliminary Plat for the same land; and
- (2) Approval also authorizes the recordation of the Final Plat; however, recordation shall occur only upon completion and acceptance of all Public Improvements or the posting of security as required in [Article IV Construction Plans and Procedures](#).

**Sec. 38-19.12. Final Plat Revisions Prior to Recording/Recordation – Errors Only**

Any [Final Plat](#) that has been approved by the [City Council](#), but not recorded with the County Clerk, which is found to contain erroneous descriptions or are otherwise defective on their face may be corrected by the [Applicant](#) and approved by the [Director of Community Development](#).

**Sec. 38-19.13. Final Plat Revisions Following Recording/Recordation**

Revisions may only be processed and approved as a [Replat \(Section 38-21\)](#) or [Amending Plat \(Section 38-22\)](#), as applicable.

