CITY OF CHOCTAW
DEVELOPMENT GUIDE

UPDATED January 2026

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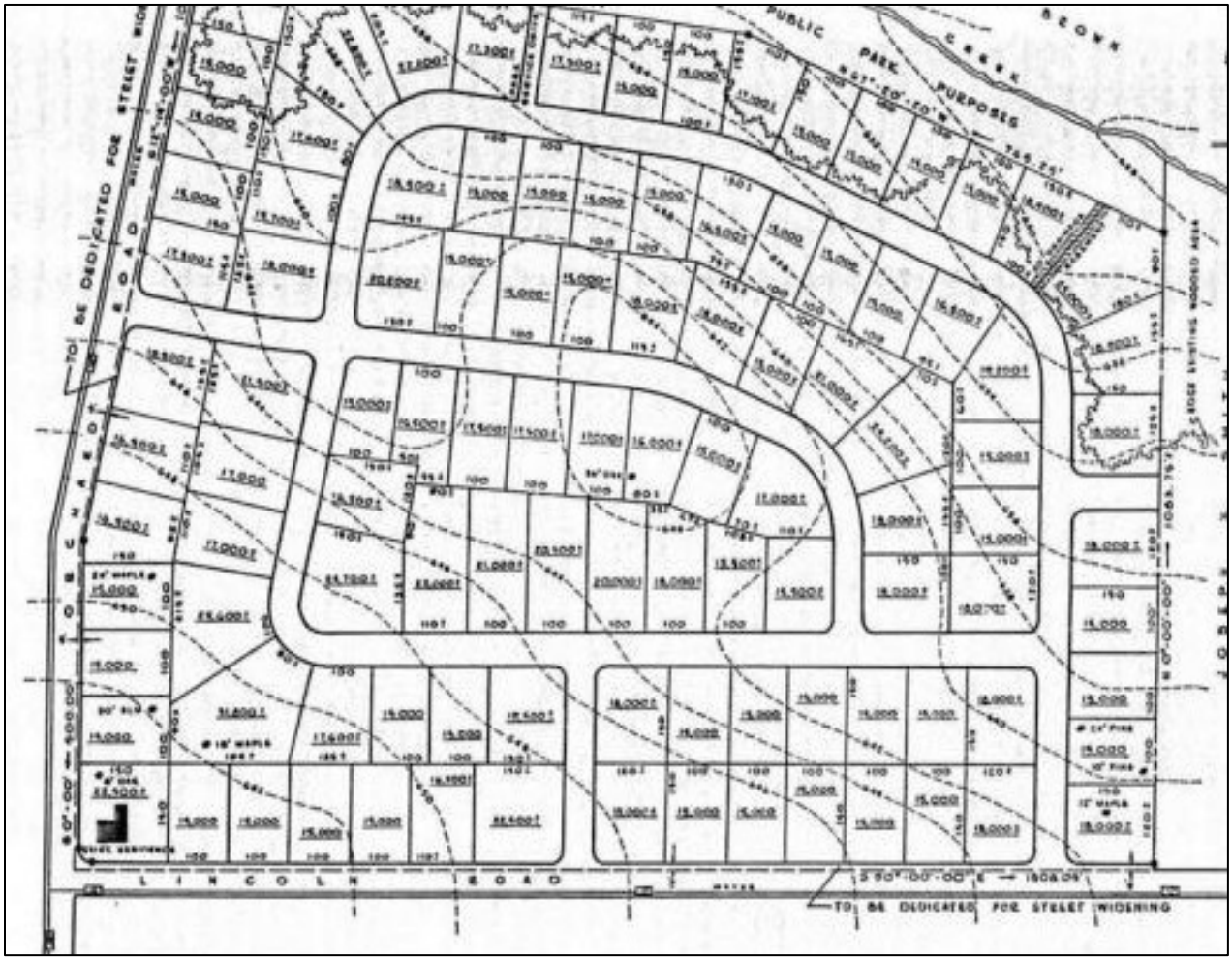
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What is the Purpose of this Guide?

The Development Guide is intended to provide help to applicants as they navigate the development process in Choctaw. This guide is a companion to the City of Choctaw Zoning and Subdivision Ordinances and provides summarized information of submittal requirements, timelines, application processes, and other topics related to developing in Choctaw. This Development Guide is designed to assist you in preparing your application and finding answers to your questions. If anything in this guide conflicts with any code, regulation, or other legal requirements, the other requirements supersede this guide.



PART 1: WHERE TO BEGIN

How to Locate Information

WHAT INFORMATION CAN I FIND ON THE CITY OF CHOCTAW WEBSITE?

The Development Services Department website has information pertaining to the development process. Planning Division | City of Choctaw.

DEVELOPMENT ORDINANCES/REGULATIONS:

Development-related ordinances and regulations can be accessed online. Choctaw : Municipal Code.

WHERE CAN I FIND FUTURE ZONING AND LAND USE?

Choctaw's Comprehensive Plan and Future Land Use Plan can be found at Comprehensive Master Plan | City of Choctaw.

WHAT IS THE COMPREHENSIVE PLAN AND WHAT DOES IT DO?

The Comprehensive Plan is a document that states the future goals and policies of the community regarding land use, recreation, utilities, housing, municipal services and more. The Comprehensive Plan provides a framework for future growth and development of the city.

REQUIREMENTS TO CONSIDER

PLANNING

- Application Deadlines
- Zoning
- Pre-Development Meetings

ENGINEERING

- Plat Submittals
- Civil Plans
- Fencing/Retaining Wall Permits
- Infrastructure
- Floodplains
- Landscaping
- Land Disturbance Permit
- Storm Water/DEQ

RELEVANT BOARDS AND CITY COUNCIL:

CITY COUNCIL:

Meets at 6PM on the first and third Tuesdays of every month, except holidays, unless otherwise specified.

PLANNING COMMISSION:

Meets at 6PM on the first Thursday of every month, unless otherwise specified.

BOARD OF ADJUSTMENTS (BOA):

BOA meetings are called as needed.

RELEVANT CODES:
PLATS
Article 5: Subdivisions

ZONING
Article 2: Zoning

WHEN ARE CITY COUNCIL, PLANNING COMMISSION, AND BOARD OF ADJUSTMENT MEETINGS HELD?

City Hall, 2500 N. Choctaw Road
Choctaw, Oklahoma 73020

IS MY PROPERTY LOCATED WITHIN THE CITY LIMITS?

HOW DO I KNOW IF I HAVE THE RIGHT INFORMATION?

This Development Guide provides you with most of the information you will need to proceed. Staff are available to answer any questions and to help guide you through the process.

Phone: 405.390.2999

Requirement to Plat:

These regulations shall apply to the following forms of development and subdivision:

- **A.** When any individual proposes a new multifamily or non-residential development, or an expansion of an existing multifamily or non-residential building exceeding twenty percent (20%) of the existing structure's floor area, and the property is located on unplatted land within the City limits. To subdivide land to divide a lot or tract into more than three parcels for development of the parcels.
- **B.** When subdividing a lot or tract into four (4) or more parcels for development.
- **C.** When amending a previously approved plat.
- **D.** When correcting errors or omissions on a recorded plat.
- **E.** When dedicating, vacating, or reserving any public or private easement across a tract of land.
- **F.** When dedicating or vacating any public street or alley across a tract of land.

Platting Not Required

Platting or replatting shall not be required under the following circumstances:

A. When the land was legally subdivided prior to the adoption of this UDC, unless otherwise required under the provisions of this UDC.

B. When an easement or right-of-way is dedicated, provided the dedication is recordable in the county records and approved by the City Council.

C. When the division of land is ordered by a court of competent jurisdiction.

D. When a single-family residential lot, tract, or parcel containing ten and one-tenth (10.1) acres or more is divided one time. Acreage shall be calculated to the nearest one-tenth (0.1) of an acre for the purpose of this exemption.

Variances and Exceptions:

This section applies to any application submitted to the Board of Adjustment requesting a variance from a specific dimensional, bulk, area, height, yard or other physical development standard of the UDC. The Board of Adjustments shall not approve a variance unless it finds that the strict application of the UDC to the subject property would create an unnecessary hardship, the conditions creating the hardship are peculiar to the subject property, granting the variance will not cause substantial detriment to the public good, or impair the purposes and intent of the UDC or the Comprehensive Plan, and the variance granted is the minimum necessary to alleviate the unnecessary hardship.

After a final decision on the variance is rendered, the applicant or any party in interest may file any further permits or application, undertake construction, or establish a use consistent with that decision.

Public Infrastructure Capacity Study Required:

Purpose and Intent

The purpose of this process is to require an engineering report for each new Industrial, Commercial, or Residential Subdivision Developments that will create utility customers applying for water or sewer connections. The Engineering Report shall be used to determine whether there is adequate capacity in the City's water and sewer systems to accommodate the additional connections. Additionally, this ordinance aims to ensure that no building permits or plats for new Industrial, Commercial, or Residential Subdivision Development uses are approved without compliance therewith.

Engineering Report Requirement

Any new Industrial, Commercial, or Residential Subdivision Development use, whether located within or outside the municipal limits, that makes an application for water or sewer connections or proposing a plat which will require connection to the Choctaw water or sewer systems shall obtain an engineering report from the City Engineer as outlined in this Section.

The engineering report shall provide a finding on whether there is adequate capacity in the water and sewer systems to accommodate the additional connections requested or proposed.

Deed Restrictions:

Where deed restrictions are to be recorded on the plat, a brief description of the proposed restrictions should accompany the preliminary plat.

STEP ONE- Internal Review (Optional)

Sketch Plat.

Purpose.

Visual aid. The purpose of a sketch plat shall be to serve as a visual aid to the applicant and director of development services during the pre-application meeting

Identify major development considerations. The sketch plat shall be used to identify major development considerations such as utilities, roadways, drainage concerns, comprehensive plan elements, specific neighborhood characteristics, and historic information.

Sketch plat for pre-application meeting.

A sketch plat shall be prepared by the applicant. The applicant shall submit the sketch plat two weeks before the pre-application meeting and pay application fees.

Sketch plat standards.

The sketch plat shall be a freehand pencil sketch or computer drawn sketch to approximate scale showing streets, lots, public areas, and other significant features.

Subdivision Name. The sketch plat shall show the following information:

A. The name of the subdivision or development, if the property is within an existing subdivision or development.

B. The proposed name of the subdivision, if the property is not within a previously platted subdivision, or the name of a previously approved, but not recorded, subdivision.

C. The name of the property, as it is commonly or locally known, if no subdivision name has been chosen.

Property Description. A general location map and description shall be shown on the sketch plat accurately locating the property by lot, section, township, range, county boundaries, and city limits or incorporated areas. A metes and bounds description is not required. The general location map shall identify the major arterial streets bounding the section in which the property is located and shall approximately locate the actual project site.

Property Ownership and Legal Status. The sketch plat shall show the following information:

A. The name, address, zip code and telephone number of the legal owner(s) or agent of the property.

B. The name, address, zip code and telephone number of the professional person(s) responsible for subdivision design, for the design of public improvements, and for surveys.

C. A description of any existing legal rights-of-way or easements affecting the property.

Features. The sketch plat shall show the following information:

A. The location of property lines, existing easements, railroad and highway rights-of-way, cemeteries or burial grounds, and other existing features within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property.

B. The location of any natural features, such as watercourses, water bodies, flood prone areas, tree masses, steep slopes or rock outcroppings, within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property.

C. The location, width and name of all existing or platted streets or other public ways within or immediately adjacent to the subject tract.

D. Approximate topography at the same scale as the sketch plat.

E. The location and size of all existing sewers, water mains, culverts and other drainage facilities within the subject tract.

F. The location and nature of utility rights-of-way, facilities or structures on the subject tract or on immediately adjacent property.

G. The location of oil and gas wells and the location or approximate location of oil and gas pipelines and other appurtenances associated with the extraction, production and distribution of petroleum products and all related easements on the subject tract or on immediately adjacent property.

H. The approximate location, width and classification of proposed streets.

I. The approximate location, typical dimensions and typical areas of all proposed or existing lots.

J. The approximate location and dimensions of proposed water distribution systems, sewage collection and disposal systems, and storm water management systems designed to serve the subdivision.

STEP TWO- Internal, Engineering, Planning Commission, City Council Review.

Preliminary Plat.

The applicant must submit all required documents as specified in this Section before the Development Services can commence preliminary plat review. The application and three paper copies and one digital copy of the plat and supporting documents must be received by Development Services and a receipt given at least 45 days prior to the planning commission meeting. A no additional comments letter must be provided to the applicant and 25 days granted for public notices before the item will be scheduled for planning commission and city council.

Purpose.

The purpose of a preliminary plat shall be to determine the general layout of the subdivision, the adequacy of public facilities needed to serve the intended development, and the overall compliance of the land division with applicable requirements of this Subdivision Ordinance.

General.

A. The preliminary plat and all supporting maps shall drawn at a scale of one inch equals one hundred feet (1" = 100') on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. If more than two (2) sheets are required, there shall be match line sheets and an index sheet of the same dimensions or a map insert showing the entire subdivision shall accompany the preliminary plat. The preliminary plat and all supporting maps shall show the map scale, a north arrow and the date of preparation. Plats in which all lots contain a net area in excess of forty thousand (40,000) square feet may be drawn to a scale of one inch equals two hundred feet (1" = 200') feet on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. If more than two (2) sheets are required, an index sheet of the same dimensions or a map insert showing the entire subdivision shall be filed.

B. A professional engineer, licensed in the State of Oklahoma, shall prepare all maps and information involving engineering design including traffic impact studies as required.

C. The applicant shall submit the number of white background prints of the preliminary plat and white background prints of all supporting maps required by the Planning Staff.

D. The applicant shall also submit three (3) paper copies and an electronic file of the proposed subdivision.

Required Information.

The preliminary plat shall show the following information:

A. The name of the subdivision or development, if the property is within an existing subdivision or development.

B. The proposed name of the subdivision, if the property is not within a previously platted subdivision, or the name of a previously approved, but not recorded, subdivision.

C. The name of the property, as it is commonly or locally known, if no subdivision name has been chosen.

D. Property Description. A general location map and description shall be shown on the preliminary plat accurately locating the property by lot, section, United States survey and congressional township lines, county boundaries, and city limits or incorporated areas. The general location map shall identify the major arterial streets bounding the section in which the property is located and shall approximately locate the actual project site.

Property Ownership and Legal Status. The preliminary plat shall show the following information:

A. The name, address, zip code and telephone number of the legal owner(s) or agent of the property. If the applicant is not the owner, a statement of the agent's authority and interest shall be submitted with the application.

B. The name, address, zip code and telephone number of the professional person(s) responsible for subdivision design, for the design of public improvements, and for surveys.

C. The applicant shall file with the preliminary plat an affidavit certifying owner of record to the land included in the proposed subdivision.

D. A description of any existing legal rights-of-way or easements affecting the property.

Features. The preliminary plat shall show the following information:

A. The location of property lines, existing easements, railroad and highway rights-of-ways, streets, buildings, cemeteries or burial grounds, and other existing features within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property at least 100 feet in all directions.

B. The location of any natural features, such as watercourses, water bodies, flood prone areas, tree masses, steep slopes or rock outcroppings, within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property. If applicable, the regulatory flood plain designated by FEMA shall be shown.

C. The location, width and name of all existing or platted streets or other public ways within or immediately adjacent to the subject tract.

D. A topographic map showing existing contours with intervals not to exceed two (2) feet.

E. The location and size of all existing sewers, water mains, culverts and. other drainage facilities within the subject tract and on immediately adjacent property.

F. The location and nature of utility rights-of-way, facilities or structures on the subject tract or on immediately adjacent property.

G. The location of all oil or gas wells, oil or gas pipelines, and other appurtenances associated with the extraction, production and distribution of petroleum products and all related easements on the subject tract or on immediately adjacent property.

H. The location, rights-of-way, paving width and street names of proposed streets.

I. The location and dimensions of all typical or existing lots.

J. The proposed location and dimension size of all water distribution facilities.

K. The proposed location and dimension size of all sewage collection and disposal facilities.

L. The proposed location and dimension size of all storm water management and control facilities.

M. The location and width of all proposed walkways, sidewalks, bike trails, horse trails or other supplementary movement systems.

N. The approximate location, dimension and area of all parcels of land proposed to be set aside for park or playground use, or other public use, or for the common use of property owners in the proposed subdivision.

O. The centerline(s) of entrances to the subdivision measured from the section corner.

Preliminary Engineering Design. The following information shall be shown either on the preliminary plat or on supporting maps and reports, as appropriate.

A. Proposed Street layout and design showing:

1. Pavement widths.

2. The width of right-of-way for all public streets.

3. The width of all public drainage and/or utility easements.

4. A typical cross-section, if other than the City's standard.

5. The direction of storm water flow.

6. The location and dimension of all private access facilities.

7. Bridges, culverts, overpasses and other proposed grade separations.

B. Proposed water distribution layout and design showing:

1. The location of all existing water mains.

2. The proposed location and size of water mains in accordance with the design criteria and standard details for construction of water distribution, including individual lot water service connections, when applicable.

3. The location and spacing of fire hydrants.

4. Special structures such as elevated storage tanks and pump stations.

C. Proposed sanitary sewer layout and design showing:

1. The size of existing and proposed sanitary sewers.

2. The layout of sewage treatment facilities such as lagoons, oxidation ponds and package plants.

3. The name of the drainage basin and treatment plant served by the proposed system.

4. Special structures such as lift stations and inverted siphons.

D. Proposed method of handling storm water within and through the subdivision indicating:

1. The area of the preliminary drainage plan, in acres, shown at points where storm water enters and leaves the proposed subdivision, and where drainage channels intersect roadways and at junction points.

2. A drainage map indicating the direction of storm water flow from all points within the subdivision.

3. The layout and design of storm water control facilities including storm sewers, inlets, culverts, swales, channels, and retention or detention ponds and areas. The approximate area, in acres, served by said facilities shall be shown.

4. Special structures such as dams, spillways, dikes or levees.

5. The extent of the regulatory flood plain upon completion of the improvements.

E. Proposed supplemental movement systems showing the layout and dimensions of walkways, sidewalks, bike trails, horse trails and other related improvements.

Statistical Report. The applicant shall provide the following statistical information:

A. The total number of acres.

B. The total number of lots.

C. The number of dwelling units, the acreage, the gross residential density and the net residential density by housing type.

D. The number of lots and acreage allocated to commercial and industrial uses, including the square footage of commercial and industrial structures, if appropriate.

E. The lineal footage of proposed public local, collector and arterial streets.

F. The acreage allocated to parks and common recreational use.

G. The acreage allocated to common open space.

H. The acreage allocated to other public and semi-public uses.

Accompanying materials. An application for a preliminary plat shall be accompanied by the following:
Preliminary stormwater management plan

Preliminary drainage plan

Preliminary utility plan

Approved dedication of parks/open space or fees, if necessary

Preliminary site development plan

Street layout plan

Public Infrastructure Capacity Study in compliance with ordinance 44-60

Street marker sign application

Street signage and striping plan

Tree canopy management plan or tree mitigation plan

Screening Plan if applicable

Property owners list within 300 feet of development

Application and fees

Other plans if deemed necessary for thorough review by the director of development services and the city's engineer.

Current title commitment. 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 preliminary plat. Review action by the director of development services

The director of development services shall:

1. Initiate review of the plat and accompanying plans

2. Request written comments from other city departments and city engineer.
3. Upon determination that the application is ready to be acted upon, schedule the preliminary plat for consideration on the agenda of the next available meeting of the Planning Commission, then the City Council.

Continuation of the development process. The approval of a preliminary plat by the city council shall allow the applicant to proceed with the development of infrastructure by submitting construction plans.

Approval of the preliminary plat shall be deemed general approval of the subdivision's layout only and shall not constitute approval or acceptance of construction plans or a final plat.

STEP THREE- Internal and Engineering Review

Construction Plans

No work order shall be issued, nor shall any construction commence, until the Public Works Director, Storm Water , Engineering and Development Services has approved the construction plans and COI are submitted.

General.

A. Construction plans shall be prepared for all subdivision improvements.

B. Construction plans shall be drawn on twenty-four inches by thirty-six inches (24" x 36") sheets at a horizontal scale of one-inch equals thirty feet (1" = 30') and a vertical scale of one-inch equals three feet (1" = 3'), or a horizontal scale of one-inch equals forty feet (1" = 40') and a vertical scale of one-inch equals four feet (1" = 4').

C. All construction plans shall conform to all standards and specifications required by the Public Works Director, city engineer and development services.

D. All construction plans shall be signed and sealed by a professional engineer, licensed in the State of Oklahoma.

E. The applicant shall submit three (3) white background prints of all construction plans and one (1) digital copy.

F. In-Lieu of, Capital Improvement calculations and fees.

G. Erosion control plan

Features. The construction plans shall show the following information:

A. Construction plans for paving and street drainage including:

1. The horizontal layout and alignment showing geometric data and other pertinent design details. The horizontal layout shall also show the direction of storm water flow and the location of manholes, inlets and special structures.

2. Profile showing existing centerline and proposed elevation along the curb tops of all roads.

3. Detailed right-of-way cross-sections showing pertinent design details and elevations.

4. Typical paving sections showing design details and type of material.

5. Final cost estimate of each required improvement.

B. Construction plans for water distribution systems including:

1. The layout and specific location of the water mains, pump stations, elevated tanks and other related structures in accordance with all current City standards, specifications and criteria for construction of water mains.

2. The size and location of all existing and proposed water mains.

3. Design details showing the connection with the existing City water system.

4. The specific location and size of all individual lot water service connections, when applicable.

5. The location of fire hydrants and valves.

6. Final cost estimate of each required improvement.

C. Construction plans for sanitary sewer including:

1. A complete sewage flow map with flow calculations at outfall points.

2. Design details for manholes and special structures. Flow line elevation shall be shown at every point where the line enters or leaves the manholes.

3. Detailed design for lift stations, lagoon oxidation ponds, package plants or other special structures.

4. Engineer's report and application for State Department of Environmental Quality approval.

D. Construction plans for storm water management and control including:

1. A complete drainage map with computations.

2. Detailed design of all drainage facilities, including typical channel or paving section, storm sewers, and other storm water control facilities.

3. Final design criteria, reports, calculations and all other related computations, if not previously submitted with the preliminary plat.

E. Final estimate of each required improvement and inspection fees paid.

STEP FOUR – Engineering, Internal, Planning Commission and City Council Review

FINAL PLAT

Submission of Final Plat. The applicant must submit all required documents as specified in this Section before the Planning Commission can commence final plat review. Upon acceptance of the application, the Planning Staff shall stamp the application indicating the date and time of acceptance. All infrastructure must be completed and pass inspection.

General.

A. The final plat shall be drawn at a scale of one-inch equals one hundred feet (1" = 100') from an accurate survey on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. If more than two (2) sheets are required, there shall be match line sheets and an index sheet of the same dimensions or a map insert showing the entire subdivision shall accompany the final plat. The final plat and all supporting maps shall be legible and shall show the map scale, a north arrow and the date of preparation.

Plats in which all lots contain a net area in excess of forty thousand (40,000) square feet may be drawn to a scale of one inch equals two hundred feet (1" = 200') feet on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. If more than two (2) sheets are required, an index sheet of the same dimensions or a map insert showing the entire subdivision shall be filed.

B. The application for final plat approval shall be accompanied by the following:

1. The applicant shall submit the number of white background prints of the final plat and white background prints of all supporting maps required by the Planning Staff.

2. Three (3) copies of the construction plans.

3. Three (3) copies of the list of the names, addresses, zip codes and legal descriptions of the abutting property as required for legal notice by current State Statutes, as amended.

4. Application and fees.

5. Filed CCR's

C. The final plat shall be signed and sealed by a land surveyor, licensed in the State of Oklahoma.

D. The applicant shall also submit a digital drawing file of the subdivision. All digital data shall be presented in true scale.

Features. The final plat shall show the following information:

A. The boundary lines of the area being subdivided with accurate distances and bearings with land ties to at least one section corner. Also, all sections, all United States survey and congressional township lines, all boundary lines of incorporated areas, and all school, sewer and other legally established districts within the subdivided area shall be noted.

B. The name of the subdivision and the legal description of the property to be subdivided, showing its location and approximate size, north arrow and scale of plan.

C. All survey monuments together with their descriptions.

D. The boundaries of all abutting tracts, streets and alleys with their widths and names.

E. The alignment of all proposed streets and alleys with their widths and names.

F. The accurate outline and description of any property that is offered for dedication for public use.

G. All lot lines, and lot and block numbers.

H. All dimensions, linear and angular, necessary for locating boundaries of subdivision, lots, streets, alleys and easements for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.

I. Radii, arcs and chords, points of tangency, central angles for all curvilinear streets, and radii for all rounded corners. Distance measured along curves shall be arc lengths.

J. Building lines and easements for rights-of-way provided for public use, services or utilities with figures showing their dimensions.

K. The following note shall be placed on all final plats where access to arterial streets has been limited by the Planning Commission: “LIMITS OF NO ACCESS.” The lots and area affected by such limitations shall be clearly indicated.

L. The following note shall be placed on all drives, private access facilities and common areas: “ALL MAINTENANCE OF THIS AREA SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS OF THE SUBDIVISION THRU THE _____(name of subdivision) PROPERTY OWNERS.” The affected area shall be clearly indicated.

M. The following note shall be placed on the City's certified copy of the final plat containing areas within the regulatory flood plain “FLOOD PRONE AREA. THIS AREA HAS BEEN DESIGNATED AS SUBJECT TO INUNDATION BY THE BASE FLOOD.” The affected area shall be clearly indicated. Permanent monument abutting the channel or within the flood plain and the minimum finish floor elevation shown on the final plat (base flood frequency plus one (1) foot shall be required for each lot affected) shall be established. After the plat is filed, the applicant shall submit a copy of the final plat indicating the minimum floor elevations of each individual lot so affected.

N. A notation of any self-imposed restrictions, including references to any legal instrument.

O. Owner's certificate and dedication with acknowledgements; bonded abstracter's certificate; surveyor's certificate with acknowledgement; approval or certification by the State Department of Environmental Quality, where required; Planning Commission approval; acceptance of dedication by Planning Commission and City Council; and, where necessary, release of mortgage with acknowledgements, insofar as it affects property dedicated for streets, alleys, boulevards, easements or other public use.

P. The total area of plat (in acres). The applicant shall provide the following statistical information on forms provided by the Planning Staff:

1. The total number of lots, dwelling units and acreage allocated to residential uses and the gross residential density by housing type.
2. The total number of lots and acreage allocated to office/commercial and industrial uses including the square footage of commercial and industrial structures, if appropriate.
3. The acreage allocated to parks and common residential use.
4. The acreage allocated to common open space.
5. The lineal footage of proposed public local, collector and arterial streets.
6. The acreage allocated to other public and semi-public uses.
7. All outstanding fees paid.

As-Builts

Construction plans for paving and street drainage including:

1. The horizontal layout and alignment showing geometric data and other pertinent design details. The horizontal layout shall also show the direction of storm water flow and the location of manholes, inlets and special structures.

2. Profile showing existing centerline and proposed elevation along the curb tops of all roads.

3. Detailed right-of-way cross-sections showing pertinent design details and elevations.

4. Typical paving sections showing design details and type of material.

Construction plans for water distribution systems including:

1. The layout and specific location of the water mains, pump stations, elevated tanks and other related structures in accordance with all current City standards, specifications and criteria for construction of water mains.

2. The size and location of all existing and proposed water mains.

3. Design details showing the connection with the existing City water system.

4. The specific location and size of all individual lots water service connections, when applicable.

5. The location of fire hydrants and valves.

6. Where applicable, as-built location of water service connection lines shall be indicated by the letter "W" measuring not less than two inches by three inches (2” x 3”) painted onto the top of the concrete curb directly above the water line crossing to facilitate the locating of individual water service connection lines during water meter installation.

Construction plans for sanitary sewer including:

1. A complete sewage flow map with flow calculations at outfall points.

2. Design details for manholes and special structures. Flow line elevation shall be shown at every point where the line enters or leaves the manholes.

3. Detailed design for lift stations, lagoon oxidation ponds, package plants or other special structures.

4. Engineer's report and application for State Department of Environmental Quality approval.

Construction plans for storm water management and control including:

1. A complete drainage map with computations.

2. Detailed design of all drainage facilities, including typical channel or paving section, storm sewers, and other storm water control facilities.

Other Items:

Final design criteria, reports, calculations and all other related computations.

Final cost of each required improvement, inspection reports, mix designs, contract, and bonds.

Three signed Mylar copies - Provided after No Further Comments letter and before scheduling planning commission and city council.

Improvements and Surety Bond:

No final plat shall be approved unless the subdivider has completed all improvements and public infrastructure. All improvements and public infrastructure shall be complete, inspected, and approved by the City Engineer prior to the placement of the Final Plat on the City Council meeting agenda. As an alternative to completing (1) Sidewalks, (2) Street lighting, or (3) Other improvements or infrastructure items on an individual basis as approved by the City Council, a surety bond or letter of credit equal to 125 percent of the cost of improvements and infrastructure may be filed with the City Clerk if authorized by the City Council. All cost estimates shall be approved by the City Engineer and conditions of the bond shall be acceptable to the City Attorney and City Council.

1. Where the planning commission finds the developer has platted only a portion of said developer's property (which otherwise would have been a logical part of the proposed subdivision) in order to circumvent the requirements of this chapter relative to improvements, the planning commission's findings shall be forwarded, in writing, to the city council at its next regular meeting. The city council shall take formal action within 30 days, either concurring in, rejecting or modifying the commission's findings.

2. When subdivisions connect to the city water and/or sewer system pursuant to CMC 44-208 through 44-210, the subdivider shall extend such services to serve all lots within the subdivision and require the following:

    a) The water system shall be properly designed by a professional engineer registered in the state and shall be designed to ensure adequate water flow for fire protection. The water system shall further be designed in such a manner to adequately serve the subdivision based on its capacity; to ensure a minimum of necessary maintenance; and to facilitate connection of the system with the system of such areas that may be subdivided at a later date;

b) Upon completion of a usable portion of the water system, the developer shall convey that portion to the city for the purpose of maintenance and revenue collection. Upon completion of the entire system, the developer shall convey same to the city and the city shall accept the entire responsibility of operating and maintaining the system;

c) The sanitary sewerage system shall be designed by a professional engineer registered in the state in such a manner as to adequately serve the subdivision based on its capacity; to ensure a minimum of necessary maintenance; and to facilitate connection of the system with the system of such areas that may be subdivided at a later date;

d) Upon completion of a usable portion of the sanitary sewerage system, the developer shall convey that portion to the city for the purpose of maintenance and revenue collection. Upon completion of the entire system, the developer shall convey same to the city and the city shall accept the entire responsibility for operating and maintaining the system;

e) Streets graded to the full required roadway width and to the established grade; such streets shall be paved and constructed in accordance with the current city design standards;

f) Storm drainage facilities, including required curbs and gutters, to provide adequate surface water drainage for the area being drained. Such facilities shall be constructed in accordance with the provisions of this chapter with provisions of the storm drainage ordinance of the city and current city design standards; and

g) Underground electrical distribution, natural gas, water and telephone facilities shall be used exclusively. Utilities are to be located in utility easements or street rights-of-way.

3. All such facilities shall be installed according to the plans and specifications of the city.

4. Where public water is available and approval given, each lot in residential subdivisions where septic tanks or individual sewerage disposal devices are to be installed the width of the lot at the right-of-way line shall be a minimum of 75 feet. All such lots to be serviced by private sewerage facilities shall comply with the regulations of the state department of environmental quality and approval shall be shown on the final plat.

5. All projects or improvements submitted for approval under or pursuant to the subdivision regulations of the city shall contain additional special conditions, peculiar to and appropriate to that particular project or improvement, which special conditions are not otherwise provided for or found in these subdivision regulations. Such special conditions shall be concurred in, or determined by, the city engineer of the city.

APPLICATION

Zoning Case No.:_____ Application Date: _____

Application Fee: $150.00

Receipt No.: _____

[ ] Cash [ ] Check #_____ [ ] Credit Card _____

Subject Address: _____

Property Owner: _____

Applicant: _____

Phone: _____ Cell: _____

Address: _____

City State Zip

Email Address: _____

Property Current Zoning: _____ Will zoning need to be amended [ ] Yes [ ] No

Required Zoning: _____ Acres: _____ Road Frontage: _____

Comprehensive Plan Compatible: _____

Current Use (identify structures and improvements): _____

_____

Benefits of the proposed use to the City of Choctaw: _____

City Utilities: [ ] Water [ ] Sewer [ ] N/A Estimated Traffic Count: _____

How will proposed change affect the roadway system serving your area: _____

_____

Will the proposed use be detrimental to property in the same zone or vicinity, if so, explain?

_____ _____

Identify surrounding land uses: _____

The undersigned declares that the above statements and those contained in any exhibits transmitted to the Planning Commission are true and correct to the best of my knowledge and that I received the Policies and Procedures regulating this application.

PROPERTY OWNER'S SIGNATURE: _____

AUTHORIZED REPRESENTATIVE: I hereby certify that I am authorized to represent all of the property owners of the above-described tract in the application. **Power of Attorney must be attached.**

Name: _____ Address: _____

Signature: _____ Telephone: _____

County Parcel Number: _____

Purpose.

Visual aid. The purpose of a sketch plat shall be to serve as a visual aid to the applicant and director of development services during the pre-application meeting

Identify major development considerations. The sketch plat shall be used to identify major development considerations such as utilities, roadways, drainage concerns, comprehensive plan elements, specific neighborhood characteristics, and historic information.

Sketch plat for pre-application meeting.

A sketch plat shall be prepared by the applicant. The applicant shall submit the sketch plat two weeks before the pre-application meeting and pay application fees.

The application will not be processed if required documentation is incomplete or missing.

Sketch plat standards.
The sketch plat shall be a freehand pencil sketch or computer drawn sketch to approximate scale showing streets, lots, public areas, and other significant features.
Subdivision Name. The sketch plat shall show the following information:

A. The name of the subdivision or development, if the property is within an existing subdivision or development.

B. The proposed name of the subdivision, if the property is not within a previously platted subdivision, or the name of a previously approved, but not recorded, subdivision.

C. The name of the property, as it is commonly or locally known, if no subdivision name has been chosen.

Property Description. A general location map and description shall be shown on the sketch plat accurately locating the property by lot, section, township, range, county boundaries, and city limits or incorporated areas. A metes and bounds description is not required. The general location map shall identify the major arterial streets bounding the section in which the property is located and shall approximately locate the actual project site.

Property Ownership and Legal Status. The sketch plat shall show the following information:

A. The name, address, zip code and telephone number of the legal owner(s) or agent of the property.

B. The name, address, zip code and telephone number of the professional person(s) responsible for subdivision design, for the design of public improvements, and for surveys.

C. A description of any existing legal rights-of-way or easements affecting the property.
Features. The sketch plat shall show the following information:

Features. The sketch plat shall show the following information:

A. The location of property lines, existing easements, railroad and highway rights-of-way, cemeteries or burial grounds, and other existing features within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property.

B. The location of any natural features, such as watercourses, water bodies, flood prone areas, tree masses, steep slopes or rock outcroppings, within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property.

C. The location, width and name of all existing or platted streets or other public ways within or immediately adjacent to the subject tract.

D. Approximate topography at the same scale as the sketch plat.

E. The location and size of all existing sewers, water mains, culverts and other drainage facilities within the subject tract.

F. The location and nature of utility rights-of-way, facilities or structures on the subject tract or on immediately adjacent property.

G. The location of oil and gas wells and the location or approximate location of oil and gas pipelines and other appurtenances associated with the extraction, production and distribution of petroleum products and all related easements on the subject tract or on immediately adjacent property.

H. The approximate location, width and classification of proposed streets.

I. The approximate location, typical dimensions and typical areas of all proposed or existing lots.

J. The approximate location and dimensions of proposed water distribution systems, sewage collection and disposal systems, and storm water management systems designed to serve the subdivision.

SUBDIVISION PRELIMINARY PLAT APPLICATION

As of October 15, 2024, Ordinance No. 932-2024 requires any new Commercial, Industrial, or Residential Subdivision Development to acquire an engineering report from the City Engineer based upon the information below, provided by the applicant/owner. The engineering report will determine if there is adequate capacity in the water and sewer systems to accommodate the proposed connections. This ordinance shall also apply to individual building permits.

Please provide all of the information required below. The report will only be accepted if the information is provided in full.

Water Capacity Requested

- Number of dwelling units
- Average size of dwelling units
- Bedrooms per dwelling unit
- Projected water capacity required (average, maximum, peak)
- Size of proposed watermain(s) connecting to City system
- Location of proposed watermain(s) connecting to City system
- Projected Commercial / Industrial Users
- Average /Maximum/Peak projected usage per day of Commercial / Industrial Users

Sewer Capacity Requested, Gravity

- Number of dwelling units connecting to gravity sewer service
- Average size of dwelling units
- Bedrooms per dwelling unit
- Projected sewer required by gravity (average, maximum, peak)
- Size of gravity proposed gravity sewer main connecting to City system
- Location of proposed gravity sewer main connecting to City system
- Projected Commercial / Industrial Users
- Average/Maximum/Peak daily sewer flow from Commercial / Industrial Users

Sewer Capacity Requested, Lift Station

- Pump capacity of lift station
- Number of dwelling units connected to lift station
- Number of industrial/commercial units connected to lift station
- Projected sewer required to lift station (average, maximum, peak)
- Size of force main connecting to City system
- Location of forcemain connecting to City system
- Projected Commercial/ Industrial Users
- Average/Maximum /Peak daily sewer flow from Commercial/ Industrial Users

A. The applicant must submit all required documents as specified in this Section before the Development Services can commence preliminary plat review. The application and three paper copies and one digital copy of the plat and supporting documents must be received by Development Services and a receipt given at least 45 days prior to the planning commission meeting. A “no further comments" letter from city staff must be provided to the applicant at least 25 days prior to a Planning Commission agenda in order to be placed on the upcoming agenda. **Submission on a particular date does not entitle the item to be placed on the corresponding Planning Commission agenda.**

B. Partial/incomplete submittals will not be accepted. Each resubmittal is required to be provided in a digital and hard copy format.

C. Notarized letter of authorization if city staff not working directly with property owner or the item will be represented by another party at either Planning Commission or City Council.

Hard copies can be dropped off or mailed to:

City of Choctaw
Attn: Development Services, Permit Technician
2500 N Choctaw Road
PO Box 567
Choctaw, Oklahoma 73020

APPLICATION FOR PRELIMINARY PLAT *AREA FOR SUBDIVISION*

Receipt No: _____

Permit No:_____ **Date:**_____

CC / Check No: _____ **Amount Rec:**_____

Address**:**_____

Phone:_____ Cell:_____

Email:_____

Property Address:_____

Legal Description:_____

_____

_____

Zoning Classification:_____

Number of Acres:_____ # of Lots:_____ # of Blocks:_____

Proposed Name of Subdivision:_____

Proposed Use:_____

Developer:_____

Address:_____

Phone:_____ Cell:_____

Engineer:_____

Address:_____

Phone:_____ Cell:_____

Person responsible for invoices**:** _____

Name Email

I hereby certify and attest that I am the current and legal owner of the above-described property located in the City of Choctaw 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

PRELIMINARY PLAT CHECKLIST

The preliminary plat and all supporting maps shall drawn at a scale of one inch equals one hundred feet (1” = 100’) on one (1) or more twenty-four inches by thirty-six inches (24” x 36”) sheets. If more than two (2) sheets are required, there shall be match line sheets and an index sheet of the same dimensions or a map insert showing the entire subdivision shall accompany the preliminary plat. The
preliminary plat and all supporting maps shall show the map scale, a north arrow and the date of preparation. Plats in which all lots contain a net area in excess of forty thousand
(40,000) square feet
may be drawn to a scale of one inch equals two hundred feet (1” = 200’) feet on one (1) or more twenty-four inches by thirty-six inches (24” x 36”) sheets. If more than two (2) sheets are required, an index sheet of the same dimensions or a map insert showing the entire subdivision shall be filed.

A. A professional engineer, licensed in the State of Oklahoma, shall prepare all maps and information involving engineering design including traffic impact studies as required.

B. The applicant shall submit the number of white background prints of the preliminary plat and white background prints of all supporting maps required by the Planning Staff.

C. The applicant shall also submit two (2) paper copies and an electronic file of the proposed subdivision.

Required Information.

The preliminary plat shall show the following information:

A. The name of the subdivision or development, if the property is within an existing subdivision or development.

B. The proposed name of the subdivision, if the property is not within a previously platted subdivision, or the name of a previously approved, but not recorded, subdivision.

C. The name of the property, as it is commonly or locally known, if no subdivision name has been chosen.

Property Description. A general location map and description shall be shown on the preliminary plat accurately locating the property by lot, section, United States survey and congressional township lines, county boundaries, and city limits or incorporated areas. The general location map shall identify the major arterial streets bounding the section in which the property is located and shall approximately locate the actual project site.

Property Ownership and Legal Status. The preliminary plat shall show the following information:

A. The name, address, zip code and telephone number of the legal owner(s) or agent of the property. If the applicant is not the owner, a statement of the agent's authority and interest shall be submitted with the application.

B. The name, address, zip code and telephone number of the professional person(s) responsible for subdivision design, for the design of public improvements, and for surveys.

C. The applicant shall file with the preliminary plat an affidavit certifying owner of record to the land included in the proposed subdivision.

D. A description of any existing legal rights-of-way or easements affecting the property.

Features. The preliminary plat shall show the following information:

A. The location of property lines, existing easements, railroad and highway rights-of-ways, streets, buildings, cemeteries or burial grounds, and other existing features within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property at least 100 feet in all directions.

B. The location of any natural features, such as watercourses, water bodies, flood prone areas, tree masses, steep slopes or rock outcroppings, within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property. If applicable, the regulatory flood plain designated by FEMA shall be shown.

C. The location, width and name of all existing or platted streets or other public ways within or immediately adjacent to the subject tract.

D. A topographic map showing existing contours with intervals not to exceed two (2) feet.

E. The location and size of all existing sewers, water mains, culverts and. other drainage facilities within the subject tract and on immediately adjacent property.

F. The location and nature of utility rights-of-way, facilities or structures on the subject tract or on immediately adjacent property.

G. The location of all oil or gas wells, oil or gas pipelines, and other appurtenances associated with the extraction, production and distribution of petroleum products and all related easements on the subject tract or on immediately adjacent property.

H. The location, rights-of-way, paving width and street names of proposed streets.

I. The location and dimensions of all typical or existing lots.

J. The proposed location and dimension size of all water distribution facilities.

K. The proposed location and dimension size of all sewage collection and disposal facilities.

L. The proposed location and dimension size of all storm water management and control facilities.

M. The location and width of all proposed walkways, sidewalks, bike trails, horse trails or other supplementary movement systems.

N. The approximate location, dimension and area of all parcels of land proposed to be set aside for park or playground use, or other public use, or for the common use of property owners in the proposed subdivision.

O. The centerline(s) of entrances to the subdivision measured from the section corner.

Preliminary Engineering Design. The following information shall be shown either on the preliminary plat or on supporting maps and reports, as appropriate.
A. Proposed Street layout and design showing:

1. Pavement widths.

2. The width of right-of-way for all public streets.

3. The width of all public drainage and/or utility easements.

4. A typical cross-section, if other than the City's standard.

5. The direction of storm water flow.

6. The location and dimension of all private access facilities.

7. Bridges, culverts, overpasses and other proposed grade separations.

B. Proposed water distribution layout and design showing:

1. The location of all existing water mains.

2. The proposed location and size of water mains in accordance with the design criteria and standard details for construction of water distribution, including individual lot water service connections, when applicable.

3. The location and spacing of fire hydrants.

4. Special structures such as elevated storage tanks and pump stations.

C. Proposed sanitary sewer layout and design showing:

1. The size of existing and proposed sanitary sewers.

2. The layout of sewage treatment facilities such as lagoons, oxidation ponds and package plants.

3. The name of the drainage basin and treatment plant served by the proposed system.

4. Special structures such as lift stations and inverted siphons.

D. Proposed method of handling storm water within and through the subdivision indicating:

1. The area of the preliminary drainage plan, in acres, shown at points where storm water enters and leaves the proposed subdivision, and where drainage channels intersect roadways and at junction points.

2. A drainage map indicating the direction of storm water flow from all points within the subdivision.

3. The layout and design of storm water control facilities including storm sewers, inlets, culverts, swales, channels, and retention or detention ponds and areas. The approximate area, in acres, served by said facilities shall be shown.

4. Special structures such as dams, spillways, dikes or levees.

5. The extent of the regulatory flood plain upon completion of the improvements.

E. Proposed supplemental movement systems showing the layout and dimensions of walkways, sidewalks, bike trails, horse trails and other related improvements.

Statistical Report. The applicant shall provide the following statistical information:

A. The total number of acres.

B. The total number of lots.

C. The number of dwelling units, the acreage, the gross residential density and the net residential density by housing type.

D. The number of lots and acreage allocated to commercial and industrial uses, including the square footage of commercial and industrial structures, if appropriate.

E. The lineal footage of proposed public local, collector and arterial streets.

F. The acreage allocated to parks and common recreational use.

G. The acreage allocated to common open space.

H. The acreage allocated to other public and semi-public uses.

Accompanying materials.
An application for a preliminary plat shall be accompanied by the following: Preliminary storm-water management plan
Preliminary drainage plan
Preliminary utility plan
Approved dedication of parks/open space or fees, if necessary
Preliminary site development plan
Street layout plan
Public Infrastructure Capacity Study in compliance with ordinance 44-60 Street signage and striping plan
Tree canopy management plan or tree mitigation plan
Screening Plan if applicable
Property owners list within 300 feet of development
Application and fees

Other plans if deemed necessary for thorough review by the director of development services and the city's engineer.
Current title commitment. 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 preliminary plat. Review action by the director of development services

Preliminary Plat

Residential	$	500.00
Commercial/Industrial/Religious	$	500.00
Government/Public School	$	500.00

Legal Review

$ 300.00

Plat Review (staff)– Residential

Staff reviews (includes 3 submittals)	$	600.00
Subsequent Review after Comments	$	120.00 / Hour

AND

Third-Party Review Services

On-Call Planning Services	$ 150.00 + Actual Cost per Submittal
On-Call Engineering Services	$ 150.00 + Actual Cost per Submittal
Any other On-Call Service required for a complete review of application	$ 150.00 + Actual Cost per Submittal

Third Party Service costs will be passed directly to the applicant on a net 30 basis with the $150.00 administrative fee attached.

See the 2024-2025 Fee Schedule for a complete list of

Development Fees. Total Due at time of Preliminary Plat

Application = $1,400.00

Choctaw Identification Street Marker Sign Toppers

Submit completed application to: **Must be turned in with Preliminary Plat**.

City of Choctaw
Development Services
2500 N. Choctaw Road
Choctaw, OK 73020

Contact Information

Developer: _____

Phone: _____

E-mail:_____

Development Information

Development Name: _____

Development Address: _____

Number of signs: _____

Required Documents

- Map showing the neighborhood and/or district boundaries and the name and location of each street marker sign.
- List of all street marker names.

SUBDIVISION CONSTRUCTION DOCUMENT APPLICATION

The following documents are required at time of application submittal in a **digital and hard copy format:** No work order shall be issued, nor shall any construction commence, until the Public Works Director, Storm Water, Engineering and Development Services has approved the construction plans.

General.

A. Construction plans shall be prepared for all subdivision improvements.

B. Construction plans shall be drawn on twenty-four inches by thirty-six inches (24" x 36") sheets at a horizontal scale of one-inch equals thirty feet (1" = 30') and a vertical scale of one-inch equals three feet (1" = 3'), or a horizontal scale of one-inch equals forty feet (1" = 40') and a vertical scale of one-inch equals four feet (1" = 4').

C. All construction plans shall conform to all standards and specifications required by the Public Works Director, city engineer and development services.

D. All construction plans shall be signed and sealed by a professional engineer, licensed in the State of Oklahoma.

E. The applicant shall submit two (2) white background prints of all construction plans and one (1) digital copy.

F. In-Lieu of, Capital Improvement calculations and fees.

G. Erosion control plan

Features. The construction plans shall show the following information:

A. Construction plans for paving and street drainage including:

1. The horizontal layout and alignment showing geometric data and other pertinent design details. The horizontal layout shall also show the direction of storm water flow and the location of manholes, inlets and special structures.

2. Profile showing existing centerline and proposed elevation along the curb tops of all roads.

3. Detailed right-of-way cross-sections showing pertinent design details and elevations.

4. Typical paving sections showing design details and type of material.

5. Final cost estimate of each required improvement.

B. Construction plans for water distribution systems including:

1. The layout and specific location of the water mains, pump stations, elevated tanks and other related structures in accordance with all current City standards, specifications and criteria for construction of water mains.

2. The size and location of all existing and proposed water mains.

3. Design details showing the connection with the existing City water system.
4. The specific location and size of all individual lots water service connections, when applicable.

5. The location of fire hydrants and valves.

6. Final cost estimate of each required improvement.

C. Construction plans for sanitary sewer including:

1. A complete sewage flow map with flow calculations at outfall points.

2. Design details for manholes and special structures. Flow line elevation shall be shown at every point where the line enters or leaves the manholes.

3. Detailed design for lift stations, lagoon oxidation ponds, package plants or other special structures.

4. Engineer's report and application for State Department of Environmental Quality approval.

D. Construction plans for storm water management and control including:

1. A complete drainage map with computations.

2. Detailed design of all drainage facilities, including typical channel or paving section, storm sewers, and other storm water control facilities.

3. Final design criteria, reports, calculations and all other related computations, if not previously submitted with the preliminary plat.

E. Final estimate of each required improvement and inspection fees paid.

The Construction Documents is a staff level review and approval process. There is no submittal deadline, however, Preliminary Plats expire after one year if no further progress has been made. Once all plans have been reviewed and meet city standards, a no further comments letter will be issued by the Development Services Director. **Construction may commence once a pre-construction meeting has occurred.** After the pre-construction meeting, you will be provided a Notice to Proceed letter and approval to begin construction. Executed contracts with subcontractors for water, sewer, and paving & drainage are due to the city prior to the pre-construction meeting for capital improvement fee calculation.

The City of Choctaw uses third party review services for engineering. The City also uses other third-party review services as needed. **Refer to fee schedule regarding associated costs.**

The Construction Documents must be in final form containing all information required by the City of Choctaw.

Partial/incomplete resubmittals will not be accepted. Each resubmittal is required to be provided **in a digital and hard copy format and shall include the required fees, as applicable.** Hard copies can be dropped off or mailed to:

City of Choctaw
Attn: Development Services, Permit Technician
2500 N Choctaw Road
PO Box 567
Choctaw, Oklahoma 73020

A. Provide a notarized letter of authorization if city staff is not working directly with property owner or if the item will be represented by another party at either Planning Commission or City Council.

Applications and resubmittals are reviewed in the order they are received.

APPLICATION

(Please Print (black Ink) or Type)

Permit No:_____ Date:_____ Receipt No:_____
CC/ Check No:_____ Amount Rec:_____

Applicant: _____

Address: _____

Phone: _____ **Cell:** _____

Email:_____

Property address: _____

Legal Description: _____

_____

_____

Zoning Classification:_____

Number of Acres:_____ **# of Lots:**_____ **# of Blocks**_____

Proposed Name of Subdivision:_____

Proposed Use:_____

Developer:_____

Address:_____

Phone:_____

Engineer:_____

Address:_____

Phone: _____

Person responsible for invoices: _____
Name Email

I hereby certify and attest that I am the current and legal owner of the above described property located in the City of Choctaw 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)

Construction Plans

Residential	$	500.00
Commercial/Industrial/Religious	$	500.00
Government/Public School	$	500.00
Legal Review	$	300.00

Plat Review (staff)

Staff reviews (includes 3 submittals)	$	600.00
Subsequent Review after Comments	$	120.00/Hour

AND

Third-Party Review Services

On-Call Planning Services	$	150.00 + Actual Cost per Submittal
On-Call Engineering Services	$	150.00 + Actual Cost per Submittal
On-Call Services Required (Other)	$	150.00 + Actual Cost per Submittal for a complete review of application.

Third-Party Service costs will be passed directly to the applicant on a net 30 basis with the $150.00 administrative fee attached.

Total Due at time of Construction Document Application = $1,400.00

Sidewalk Fee In-Lieu of

5 foot-wide sidewalk	See fee schedule
6 foot-wide sidewalk	See fee schedule

Parkland Dedication

In-Lieu of Land Dedication - Refer to Subdivision Ordinance

Capital Improvements

Inspections - Value = Material & Labor

Value $1 - $2000	$	84.00
Value $2001 - $5000, minimum	$	84.00+
Pro-rated for each $100 above $2000	$	3.40
Value $5001 - $10,000, minimum	$	192.00+
Pro-rated for each $100 above $5000	$	3.00
Value $10,001 - $25,000, minimum	$	342.00
Pro-rated for each $100 above $10,000	$	2.40
Value $25,001 - $50,000, minimum	$	702.00+
Pro-rated for each $100 above $25,000	$	1.80
Value $50,001 minimum	$	1152.00+
Pro-rated for each $100 above $50,000	$	1.20

CITY OF CHOCTAW

SUBDIVISION FINAL PLAT APPLICATION

POLICIES AND PROCEDURES FINAL PLAT

A. The following documents are required at time of application submittal in a **digital and hard copy format:**

□

□ One (1) 24 X 36 copy of the Final Plat

□ Covenants, Conditions, and Restriction's (CCR'S), Homeowners Association (HOA) or Property Owners Association

□ Three (3) original copies of all bonds including
- □ Water
- □ Sewer
- □ Paving & Drainage
- □ Landscaping

□ All Fee's in Lieu of (as approved)

□ One (1) original copy of all executed contracts
- □ Water
- □ Sewer
- □ Paving & Drainage

B. The City of Choctaw uses third party review services for engineering. The City also uses other third-party review services as needed. Refer to fee schedule regarding associated costs. C. The Final Plat must be in final form containing all information.

D. Applications and resubmittals are reviewed in the order they are received.

E. Partial/incomplete resubmittals will not be accepted. Each resubmittal is required to be provided digitally, one (1) hard copy, and with the required fees, as applicable.

Hard copies can be dropped off or mailed to:

City of Choctaw
Attn: Development Services, Permit Technician
2500 N Choctaw Road
PO Box 567
Choctaw, Oklahoma 73020

F. Provide a notarized letter of authorization if city staff is not working directly with the property owner or if the item will be represented by another party at either Planning Commission or City Council.

G. **Three** signed mylar copies of the final plat is due to staff after receiving a no further comments letter and prior to placement on the City Council agenda.

H. **If required documentation is missing or incomplete the application will not be processed and/ or accepted at time of submittal.**

SUBDIVISION FINAL PLAT APPLICATION

Receipt No: _____ **Permit No:**_____ **Date:**_____

CC / Check No: _____ **Amount Rec:**_____

Address**:**_____

Phone:_____ Cell:_____

Email:_____

Property Address:_____

Legal Description:_____

_____

_____

Zoning Classification:_____

Number of Acres:_____ # of Lots:_____ # of Blocks:_____

Proposed Name of Subdivision:_____

Proposed Use:_____

Developer:_____

Address:_____

Phone:_____ Cell:_____

Engineer:_____

Address:_____

Phone:_____ Cell:_____

Person responsible for invoices**:**

Name Email

I hereby certify and attest that I am the current and legal owner of the above-described property located in the City of Choctaw 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

FINAL PLAT CHECKLIST

General.
A. The final plat shall be drawn at a scale of one inch equals one hundred feet (1" = 100') from an accurate survey on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. If more than two (2) sheets are required, there shall be match line sheets and an index sheet of the same dimensions or a map insert showing the entire subdivision shall accompany the final plat. The final plat and all supporting maps shall be legible and shall show the map scale, a north arrow and the date of preparation.

Plats in which all lots contain a net area in excess of forty thousand (40,000) square feet may be drawn to a scale of one inch equals two hundred feet (1" = 200') feet on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. If more than two (2) sheets are required, an index sheet of the same dimensions or a map insert showing the entire subdivision shall be filed.

B. The application for final plat approval shall be accompanied by the following:

1. The applicant shall submit the number of white background prints of the final plat and white background prints of all supporting maps required by the Planning Staff.

2. Two (2) copies of the construction plans.

3. Two (2) copies of the list of the names, addresses, zip codes and legal descriptions of the abutting property as required for legal notice by current State Statutes, as amended.

4. Application and fees.

5. Filed CCR's

C. The final plat shall be signed and sealed by a land surveyor, licensed in the State of Oklahoma.

D. The applicant shall also submit a digital drawing file of the subdivision.
1. All digital data shall be presented in true scale.

Features. The final plat shall show the following information:

A. The boundary lines of the area being subdivided with accurate distances and bearings with land ties to at least one section corner. Also, all sections, all United States survey and congressional township lines, all boundary lines of incorporated areas, and all school, sewer and other legally established districts within the subdivided area shall be noted.

B. The name of the subdivision and the legal description of the property to be subdivided, showing its location and approximate size, north arrow and scale of plan.

C. All survey monuments together with their descriptions.

D. The boundaries of all abutting tracts, streets and alleys with their widths and names.

E. The alignment of all proposed streets and alleys with their widths and names.

F. The accurate outline and description of any property that is offered for dedication for public use.

G. All lot lines, and lot and block numbers.

H. All dimensions, linear and angular, necessary for locating boundaries of subdivision, lots, streets, alleys and easements for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.

I. Radii, arcs and chords, points of tangency, central angles for all curvilinear streets, and radii for all rounded corners. Distance measured along curves shall be arc lengths.

J. Building lines and easements for rights-of-way provided for public use, services or utilities with figures showing their dimensions.

K. The following note shall be placed on all final plats where access to arterial streets has been limited by the Planning Commission: “LIMITS OF NO ACCESS.” The lots and area affected by such limitation shall be clearly indicated.

L. The following note shall be placed on all drives, private access facilities and common areas: “ALL MAINTENANCE OF THIS AREA SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS OF THE SUBDIVISION THRU THE _____(name of subdivision) PROPERTY OWNERS.” The affected area shall be clearly indicated.

M. The following note shall be placed on the City's certified copy of the final plat containing areas within the regulatory flood plain “FLOOD PRONE AREA. THIS AREA HAS BEEN DESIGNATED AS SUBJECT TO INUNDATION BY THE BASE FLOOD.” The affected area shall be clearly indicated. Permanent monument abutting the channel or within the flood plain and the minimum finish floor elevation shown on the final plat (base flood frequency plus one (1) foot shall be required for each lot affected) shall be established. After the plat is filed, the applicant shall submit a copy of the final plat indicating the minimum floor elevations of each individual lot so affected.

N. A notation of any self-imposed restrictions, including references to any legal instrument.

O. Owner's certificate and dedication with acknowledgements; bonded abstracter's certificate; surveyor's certificate with acknowledgement; approval or certification by the State Department of Environmental Quality, where required; Planning Commission approval; acceptance of dedication by Planning Commission and City Council; and, where necessary, release of mortgage with acknowledgements, insofar as it affects property dedicated for streets, alleys, boulevards, easements or other public use.

P. The total area of plat (in acres). The applicant shall provide the following statistical information on forms provided by the Planning Staff:

1. The total number of lots, dwelling units and acreage allocated to residential uses and the gross residential density by housing type.

2. The total number of lots and acreage allocated to office/commercial and industrial uses including the square footage of commercial and industrial structures, if appropriate.

3. The acreage allocated to parks and common residential use.

4. The acreage allocated to common open space.

5. The lineal footage of proposed public local, collector and arterial streets.

6. The acreage allocated to other public and semi-public uses.

7. All outstanding fees paid.

As-Builts

Construction plans for paving and street drainage including:

1. The horizontal layout and alignment showing geometric data and other pertinent design details. The horizontal layout shall also show the direction of storm water flow and the location of manholes, inlets and special structures.

2. Profile showing existing centerline and proposed elevation along the curb tops of all roads.

3. Detailed right-of-way cross-sections showing pertinent design details and elevations.

4. Typical paving sections showing design details and type of material.

Construction plans for water distribution systems including:

1. The layout and specific location of the water mains, pump stations, elevated tanks and other related structures in accordance with all current City standards, specifications and criteria for construction of water mains.

2. The size and location of all existing and proposed water mains.

3. Design details showing the connection with the existing City water system.

4. The specific location and size of all individual lots water service connections, when applicable.

5. The location of fire hydrants and valves.

6. Where applicable, as-built location of water service connection lines shall be indicated by the letter "W" measuring not less than two inches by three inches (2” x 3”) painted onto the top of the concrete curb directly above the water line crossing to facilitate the locating of individual water service connection lines during water meter installation.

Construction plans for sanitary sewer including:

1. A complete sewage flow map with flow calculations at outfall points.

2. Design details for manholes and special structures. Flow line elevation shall be shown at every point where the line enters or leaves the manholes.

3. Detailed design for lift stations, lagoon oxidation ponds, package plants or other special structures.

4. Engineer's report and application for State Department of Environmental Quality approval.

Construction plans for storm water management and control including:

1. A complete drainage map with computations.

2. Detailed design of all drainage facilities, including typical channel or paving section, storm sewers, and other storm water control facilities.

Other Items:

Plats must state: Dedicated to City of Choctaw only roads, water lines and sewer lines and related easements.

All other items in the development plat must state is HOA responsibility.

Final design criteria, reports, calculations and all other related computations.

Final cost of each required improvement, inspection reports, mix designs, contract, bond and COI.

Three signed Mylar copies-Provided after no comments letter and before scheduling planning commission and city council.

Maintenance Bonds
Water Maintenance Bond - 100% -2 yrs
Sanitary Sewer Maintenance Bond - 100%- 2yrs
Paving & Drainage Maintenance Bond
i. First Year 100%
ii. Second Year 80%
iii. Third Year 75%
iv. Fourth Year 50%
v. Fifth Year 25%
Landscaping Maintenance Bond - 100% 2 yrs

Required in HOA Documentation:

ARTICLE I: DEFINITIONS

Section 1.01. Association. "Association" shall mean and refer to [Name of HOA], Inc., an Oklahoma nonprofit corporation, its successors and assigns.

Section 1.02. Common Area. "Common Area" shall mean all real property (including improvements thereto) owned by the Association for the common use and enjoyment of the Owners, including, but not limited to: [List examples, e.g., entry gates, private streets, storm water facilities, green spaces, clubhouse, park, etc.]

Section 1.03. Lot. "Lot" shall mean and refer to any plot of land designated as a separate building site shown upon any recorded subdivision plat of the Property.

Section 1.04. Owner. "Owner" shall mean the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of the Property, excluding those holding title merely as security for the performance of an obligation.

ARTICLE II: PROPERTY RIGHTS AND COMMON AREA MAINTENANCE

Section 2.01. Owner's Easements of Enjoyment. Every Owner shall have a right and easement of enjoyment in and to the Common Area, which shall be appurtenant to and shall pass with the title to every Lot.

Section 2.02. Maintenance of Common Area. The Association shall be responsible for the exclusive management and control of the Common Area and for the maintenance, repair, and replacement thereof, including all improvements located thereon.

ARTICLE III: COVENANT FOR MAINTENANCE ASSESSMENTS

Section 3.01. Creation of Lien and Personal Obligation for Assessments. The Declarant, for each Lot owned within the Property, hereby covenants, and each Owner of any Lot by acceptance of a deed therefor, whether or not it shall be so expressed in any such deed or other conveyance, shall be deemed to covenant and agree to pay to the Association: (1) annual assessments or charges; and (2) special assessments for capital improvements. Such assessments, together with interest, costs, and reasonable attorney's fees, shall be a charge on the land and shall be a continuing lien upon the property against which each assessment is made. Each assessment shall also be the personal obligation of the person who was the Owner of such Lot at the time when the assessment fell due.

Section 3.02. Basis for Proportional Assessment.

A. Uniform Rate. Unless otherwise specifically provided herein, all annual and special assessments levied by the Association shall be assessed equally against all Lots. The proportionate share of the total Common Area expenses and liabilities allocated to each Lot shall be calculated as one (1) divided by the total number of Lots in the Property.

B. Proportional Responsibility Defined. Each Owner's individual proportional responsibility for the maintenance, insurance, operating expenses, and liabilities of the Common Area shall be the amount derived by multiplying the total expenditure required by the Association by the Owner's fractional share as defined in Subsection A.

Section 3.03. Purpose of Assessments. The assessments levied by the Association shall be used exclusively to promote the health, safety, and welfare of the residents of the Property and, in particular, for the maintenance and improvement of the Common Area and the payment of costs and expenses incurred by the Association, including, but not limited to: taxes, insurance, repair, replacement, and utility charges related to the Common Area.

Final Plat

Residential	$	500.00
Commercial/Industrial/Religious	$	500.00
Government/Public School	$	500.00
	$	300.00

Legal Review Plat Review (staff)

Staff reviews (includes 3 submittals)	$	600.00
Subsequent Review after Comments	$	120.00/Hour

AND

Third-Party Review Services

On-Call Planning Services	$	150.00 + Actual Cost per Submittal
On-Call Engineering Services	$	150.00 + Actual Cost per Submittal
On-Call Services Required (Other)	$	150.00 + Actual Cost per Submittal for a complete review of application. Third-Party

Service costs will be passed directly to the applicant on a net 30 basis with the $150.00 administrative fee attached.

Total Due at time of Final Application = $1,400.00

Sidewalk Fee In-Lieu of

5 foot-wide sidewalk	See fee schedule
6 foot-wide sidewalk	See fee schedule

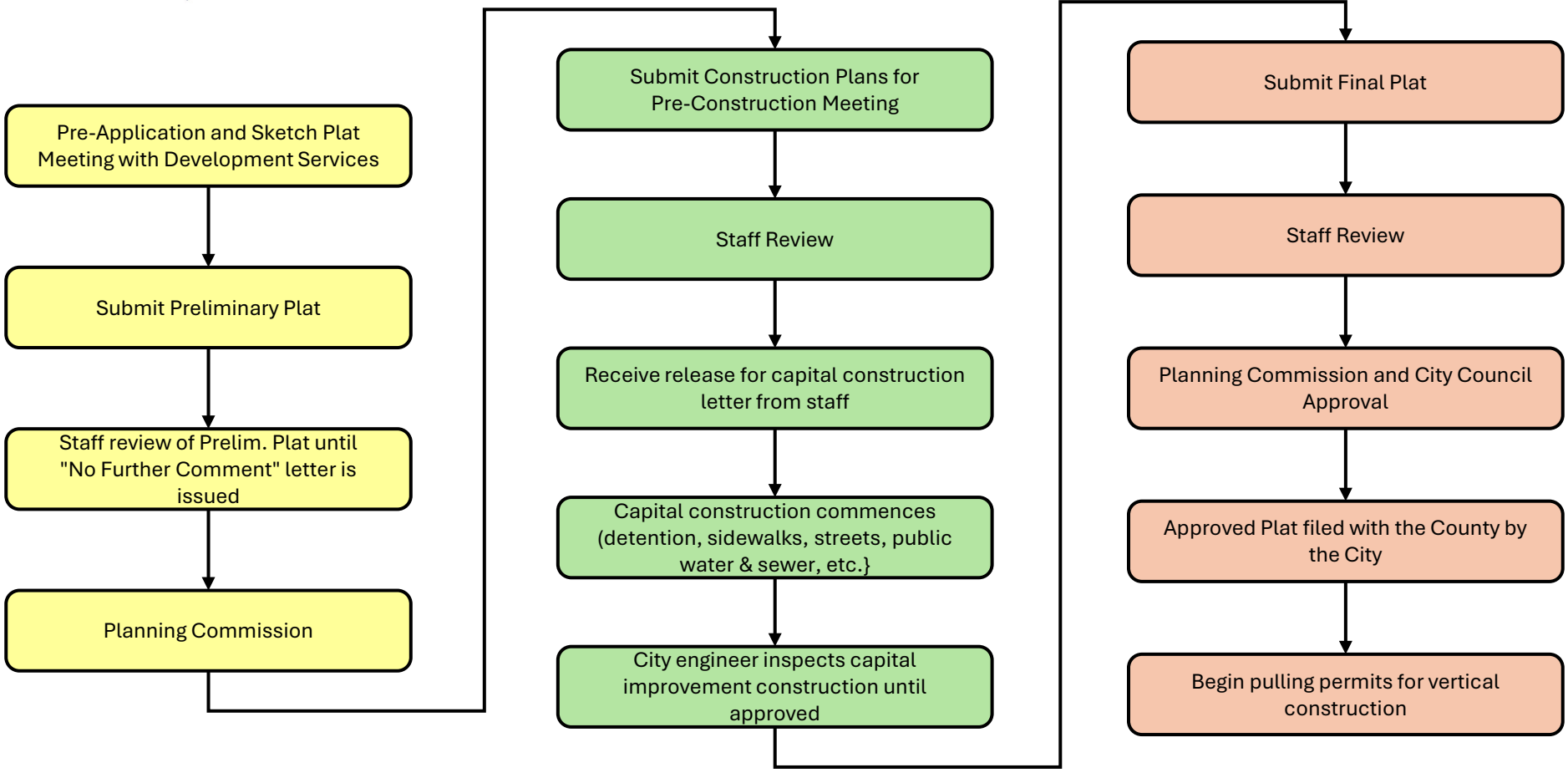
Parkland Dedicaon

In-Lieu of Land Dedication - Refer to Subdivision Ordinance Capital Improvements

Inspections - Value = Material & Labor

Value $1 - $2000	$	84.00
Value $2001 - $5000, minimum	$	84.00+
Pro-rated for each $100 above $2000	$	3.40
Value $5001 - $10,000, minimum	$	192.00+
Pro-rated for each $100 above $5000	$	3.00
Value $10,001 - $25,000, minimum	$	342.00
Pro-rated for each $100 above $10,000	$	2.40
Value $25,001 - $50,000, minimum	$	702.00+
Pro-rated for each $100 above $25,000	$	1.80
Value $50,001 minimum	$	1152.00+
Pro-rated for each $100 above $50,000	$	1.20

Commercial and Residential Platting Flow Chart



PLAT REVIEW MEETING SCHEDULE 2026

Application Deadline 3:00 PM	No Further Comment Letter	Planning Commission Meeting	City Council Meeting
November 1, 2025	December 1, 2025	January 1, 2026	January 20, 2026
December 5, 2025	January 5, 2026	February 5, 2026	February 17, 2026
January 5, 2026	February 5, 2026	March 5, 2026	April 7, 2026
February 2, 2026	March 2, 2026	April 2, 2026	April 21, 2026
March 7, 2026	April 7, 2026	May 7, 2026	May 19, 2026
April 4, 2026	May 4, 2026	June 4, 2026	June 16, 2026
May 2, 2026	June 2, 2026	July 2, 2026	July 21, 2026
June 6, 2026	July 6, 2026	August 6, 2026	August 18, 2026
July 3, 2026	August 3, 2026	September 3, 2026	September 15, 2026
August 1, 2026	September 1, 2026	October 1, 2026	October 20, 2026
September 5, 2026	October 5, 2026	November 5, 2026	November 17, 2026
October 3, 2026	November 3, 2026	December 3, 2026	December 15, 2026

- Applications will not be accepted or processed unless all required documentation per the application checklist is provided.
- All plats will be reviewed in the order they are received.
- If the applicant does not receive a "No Further Comment" letter from Planning and Engineering by the specified deadline, the item will be deferred to the next scheduled meeting date.