

110 N. BROADWAY ~ P.O. BOX 399 ~ SKIATOOK, OK 74070 ~ (918)-396-2797 ~ mdavis@cityofskiatook.com

PRELIMINARY PLAT APPLICATION

FOR OFFICE USE ONLY

Case Number:	
Date Received:	
TAC Date:	
PC Date:	
Fees Paid (\$300.00 + \$3.00 per address)	

CONTACT INFORMATION

PROPERTY OWNER NAME: _____ PHONE: _____

OWNER MAILING ADDRESS: _____

STREET CITY STATE ZIP

OWNER EMAIL: _____

APPLICANT NAME: _____ PHONE: _____

(IF DIFFERENT THAN OWNER)

APPLICANT MAILING ADDRESS: _____

STREET CITY STATE ZIP

APPLICANT EMAIL: _____

ENGINEER/DESIGN FIRM: _____ PHONE: _____

FIRM MAILING ADDRESS: _____

STREET CITY STATE ZIP

FIRM EMAIL: _____

PROPERTY INFORMATION

PROJECT NAME: _____

PROPERTY ADDRESS: _____

STREET CITY STATE ZIP

SUBDIVISION/DEVELOPMENT NAME: _____

COUNTY: _____ QUARTER SECTION: _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____

SQUARE FOOT OF BUILDING(S): _____ ACREAGE: _____

CURRENT ZONING: _____

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SKIATOOK LAND USE MASTER PLAN DESIGNATION: _____

PROPOSED ZONING/USE: _____

TYPE OF DEVELOPMENT

☐ RETAIL/COMMERCIAL

☐ MULTI-FAMILY RESIDENTIAL

☐ OFFICE

☐ MIXED USE

☐ INDUSTRIAL

☐ OTHER: _____

NUMBER OF DWELLING UNITS IF A RESIDENTIAL PROJECT: _____

SUBMITTAL

Please submit this completed application form with all required items to the Skiatook Development Department.

Applications are due on or before the 1st of the month to be eligible for addition to that month's Technical Advisory Committee (TAC) meeting agenda. After TAC review, the application is included on the agenda for the next Planning Commission meeting. The applicant or the applicant's representative must attend the Technical Advisory Committee and Planning Commission meetings. Please note that incomplete applications will not be accepted.

The submitted Preliminary Plat application packet must include:

- ☐ Completed Preliminary Plat application and the accompanying checklist
- ☐ Preliminary Plat that meets all requirements as listed on the checklist
- ☐ Legal description of the property (if by metes and bounds, attach plat of survey)
- ☐ A certificate of closure from a licensed surveyor
- ☐ Ten (10) full size copies of the Preliminary Plat (24" x 36") that are folded to no larger than 9"x12" in size
- ☐ Ten (10) scale copies of the Preliminary Plat that are folded to no larger than 9" x 12" in size
- ☐ One digital copy of all sheets (in PDF format) e-mailed to mdavis@cityofskiatook.com
- ☐ Application fee of \$300.00
- ☐ Owner's signature (Attach an owner authorization letter if applicant is not record Owner's agent)

**PLEASE NOTE THE ENGINEERING DIVISION OF THE PUBLIC WORKS DEPARTMENT REQUIRES A SEPARATE SUBMITTAL PACKET THAT WILL CONTAIN THE COMPLETE CIVIL DRAWING SET. PLEASE CONTACT THEM DIRECTLY AT 918.396.2797 FOR ADDITIONAL INFORMATION.*

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SIGNATURES

I, _____ (Applicant Name), hereby certify that the attached and completed application contains the information required by the City of Skiatook as specified above. I understand the submission of incomplete and inaccurate information may result in a delay in processing and action on this application.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF PROPERTY OWNER: _____ DATE: _____

PLEASE NOTE THAT THE PROPERTY OWNER MUST SIGN THE APPLICATION OR IT WILL NOT BE PROCESSED.

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STAFF SIGNATURE: _____ DATE: _____

STAFF COMMENTS: _____

