

APPLICATION FOR PRELIMINARY PLAT

Explanation of Procedures

- 1.) Application for preliminary plat is submitted to the Community Development Department. The Department will only process complete applications for review.
- 2.) Application for preliminary plat is reviewed by City of Duncan Land Development Code provisions. The Land Development Code is available online at www.cityofduncan.com.
- 3.) Specific city code reference pertaining to subdivision design is LDC Article D. Information required on a proposed plat sheet for review is provided for as LDC Section 12-461.
- 4.) Applications for preliminary plat must be submitted to the Community Development Department not less than twenty (20) days prior to the Planning Commission meeting for consideration of such item. The Planning Commission meets every 3rd Tuesday of each month for regular meeting.
- 5.) The Community Development Department will prepare a public hearing notice for mailing. The public notice will be mailed for receipt by adjoining property owners of the proposed development not less than ten (10) days prior to the Planning Commission hearing.
- 6.) The Planning Commission will hold a public hearing to consider such application. Planning Commission will review the request and recommend approval, approval with conditions, or denial.

**CITY OF DUNCAN
COMMUNITY DEVELOPMENT DEPARTMENT**

City Hall – 720 Willow Ave., Duncan, Oklahoma 73533

**Telephone: 580-251-7711
Fax: 580-255-1710**

APPLICATION FOR PRELIMINARY PLAT

1.) Applicant(s) _____ Phone _____

Address _____ Fax _____

2.) Legal Description: _____

3.) Tract Size (acres or sq. ft.) _____

4.) In order that your application can be heard and considered at the next available Planning Commission meeting, you must submit this completed application and all other information to include a filing fee to the Community Development Department for processing. Due to public hearing notice requirements, the Planning Staff will advise you of the earliest date available for consideration by the Planning Commission and City Council. The Planning Commission meets the third Tuesday of each month.

5. You must submit the following:

- a.) A completed application form.
- b.) Filing fee of \$100.00 plus \$10.00 per acre, not to exceed \$400.00.
- b.) A Certified list of names and addresses of all adjoining property owners to the property proposed for subdivision.
- c.) Plat showing contents as listed per Land Development Code Section 12-461.

Signature of Applicant(s)

_____ Date _____