

CITY OF DUNCAN

COMMUNITY DEVELOPMENT DEPARTMENT

City Hall – 1600 S Highway 81, Duncan, Oklahoma 73533

Telephone: 580-251-7711

Fax: 580-255-1710

SUBDIVISION AND LOT CONFIGURATION REVIEW

SKETCH PLAT

1. Applicant(s): _____ Phone: _____
Address: _____ Fax: _____
Email Address: _____
2. Owner(s): _____ Phone: _____
Address: _____ Fax: _____
Email Address: _____
3. Property Address: _____
4. Legal Description of Property: _____

5. Tract Size (acres or sq. ft.): _____
6. Current Zoning of Property: _____
7. You must submit the following: ___ Completed application form
 ___ Plat showing contents as listed per Land Development Code Section 12-460
 ___ Certified list of property owners located within 300 feet of the lot split request
 ___ \$150.00 filing fee

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 notices requirements, the Planning Staff will advise you of the earliest date available for consideration by the Planning Commission. The Planning Commission meets the third Tuesday of each month.

Date: _____

Applicant: _____

APPLICATION FOR SKETCH PLAT

Explanation of Procedures

1. Application for Sketch Plat is submitted to the Community Development Department. The Department will only process complete applications for review.
2. Application for Sketch 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 codes reference pertaining to subdivision design is Land Development Code Article D.
4. Information required on a proposed plat sheet for review is provided in Land Development Code Section 12-460.
5. Applications for Sketch 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.
6. 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.
7. The Planning Commission will hold a public hearing to consider such application. The Planning Commission will review the request and recommend approval, approval with conditions, or denial.

For further information, please contact the Community Development Department at:

City of Duncan
Community Development Department
1600 S Highway 81
Duncan, OK 73533
(580) 251-7711