



Community Development Department  
580-616-7214  
PO Box 1768, 401 West Garriott  
Enid OK 73702  
[www.EnidCD@enid.org](http://www.EnidCD@enid.org)

## Application for Approval of a Preliminary Plat

(Due to Community Development 14 days prior to Planning Commission meeting date)

1. Owner name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address, city, state, zip: \_\_\_\_\_  
Email address: \_\_\_\_\_ Telephone \_\_\_\_\_  
Cell phone number: \_\_\_\_\_
2. Architect/Engineer name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address, city, state, zip: \_\_\_\_\_  
Email address: \_\_\_\_\_ Office Phone \_\_\_\_\_  
Cell phone number: \_\_\_\_\_
3. Address and/or general location of property: \_\_\_\_\_
4. Zoning classification of property: \_\_\_\_\_
5. Please email this preliminary plat application and preliminary plat to [dtheilen@enid.org](mailto:dtheilen@enid.org)
6. Send \$50.00 filing fee payment to Dalton Theilen at the address above or if you prefer to pay electronically, contact the City Clerk at (580) 616-7202.
7. Applicant's signature: \_\_\_\_\_  
Printed name: \_\_\_\_\_  
Date: \_\_\_\_\_

If you have any questions, please contact Community Development at (580) 616-7214

THANK YOU!



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## Approval of a Preliminary Plat Checklist

(Due to Community Development 14 days prior to Planning Commission meeting date)

For Planning Commission meeting dates visit <http://www.enid.org/index.aspx?page=374>.

- ☐ 1. Applicant name, address, email, and phone number.
- ☐ 2. Architect/Engineer name, address, email, and phone number.
- ☐ 3. Address and legal description of property.
- ☐ 4. Recommended meeting with applicant and staff.
- ☐ 5. Zoning classification of property.
- ☐ 6. Preliminary Plat must contain the following: [Section 12-4-4](#)
  - \_\_\_ A. Name of the subdivision.
  - \_\_\_ B. Names of adjacent and adjoining subdivisions and the owners of adjoining parcels of unplatted land.
  - \_\_\_ C. Names and addresses of the subdivider, owner, and engineer or surveyor.
  - \_\_\_ D. Location by section, range, township, city, county, state.
  - \_\_\_ E. Names of any streets adjoining the proposed subdivision.
  - \_\_\_ F. Boundaries of the subdivision indicated by a heavy line and the approximate acreage.
  - \_\_\_ G. Location, width, and name of any existing or platted street, railroad right-of-way, sidewalk, easement, park, permanent building, section or corporate boundary.
  - \_\_\_ H. Existing and proposed zoning of the subdivision and all adjoining land.
  - \_\_\_ I. Existing contours with intervals of not more than two feet; elevations are to be based on sea level datum.
  - \_\_\_ J. Drainage channels, defined flood hazard areas, power transmission poles and lines, and any other significant physical characteristic.
  - \_\_\_ K. Vicinity map.

- \_\_\_ L. Date of preparation, scale of map, north arrow.
- \_\_\_ M. Location and principal dimensions for all proposed streets, sidewalks, alleys, easements, lot lines and areas to be reserved for public use.
- \_\_\_ N. Provisions for water supply.
- \_\_\_ O. Provisions for sewage disposal.
- \_\_\_ P. Provisions for drainage and flood control.

☐ 7. Preliminary Plat application and electronic (pdf) copy of preliminary plat emailed to [dtheilen@enid.org](mailto:dtheilen@enid.org).

☐ 8. \$50.00 filing fee.

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