



# City of Tuttle

A SMALL COMMUNITY, WELL CONNECTED.

## Community Development Department

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### PRELIMINARY PLAT/CONSTRUCTION PLANS INFORMATION SHEET

Tuttle's platting process differs significantly from those requirements found in other communities.

All required materials should be electronically submitted as PDF's. These can be emailed to [planning@cityoftuttle.com](mailto:planning@cityoftuttle.com).

#### **Fees**

The fee for each Preliminary Plat is \$500

You are also responsible for all direct costs incurred by third party reviews and inspections, including legal review and engineering oversight. These costs will be invoiced to you.

Additionally, you will be invoiced the city's direct labor and material costs for the installation of street signage.

#### **Application**

All required materials should be electronically submitted as PDF's. These can be emailed to [planning@cityoftuttle.com](mailto:planning@cityoftuttle.com).

The Preliminary Plat Application must be filled out and submitted.

The following documents are required to be submitted with the application:

- Preliminary Plat to include 2-foot contours, water elevations of adjoining ponds and streams, floodplains, existing streets, alleys, easements, railroads, drainage, buildings, utilities, pipelines, zoning classifications, adjacent parcels, the proposed dividing lines of the land to be subdivided, layout, numbers, proposed lot dimensions, lot/block numbers, building setback lines, and proposed streetlight locations.
- Statement of Landscaping Concept
- Stormwater Drainage Construction Plans, including drainage calculations.
- Street/Sidewalk Construction Plans
- Water Construction Plans
- Wastewater Construction Plans
- Erosion and Sediment Control Plans
- Location and size of proposed amenities (walls, entry signage, parks, playgrounds, etc).
- Improvement bonds for all infrastructure to be constructed by the developer (for 100% of the estimated cost of the improvements)

The 911 addressing will be assigned by Community Development staff.

#### **Timeframe**

Preliminary plats will not be placed on the Planning Commission agenda until it has been reviewed and signed off by City staff for compliance with all applicable local, state, and federal regulations. After approval from the Planning Commission, it will be forwarded to the City Council for final approval.

Once approved by the City Council, you will have two years to complete the approved construction. Unless an extension is granted by the Planning Commission, the Preliminary Plat and associated construction plans will expire at the end of the two-year period.