



PLATTING GUIDE

This guide will walk you through the process of determining if your property is platted and if not, applying for your required plats. The Planning Division of the Community Development Department will assist you with this process in any way that we can. The point of contact within our department is listed by each step throughout the process to help facilitate a clear understanding of each step and to help you through the process.

Step One. Determine if your property is platted.

Staff Contact- Ava Zrenda 405/793-5053 or azrenda@cityofmoore.com

To determine this, you may need assistance from city staff, or an engineer or surveyor. Your property must be platted before you can do any type of construction on it.

Step Two. Contract with an engineer or surveyor and pick up city documents

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

All plats must be designed by a licensed engineer or surveyor. After you have contracted with an engineer or surveyor, please contact city staff and obtain the [Platting Application](#) and list of required documents.

Step Three. Public Improvements

Staff Contact- Elizabeth Weitman 405/793-5053 or eweitman@cityofmoore.com

It is recommended, but not required, that by this time you have begun to create plans for submittal for any public improvements that may be required by your project. Please consult the appropriate guide to help you with the exact needs of your project: [Public Water Extension Guide](#), [Public Sanitary Sewer Extension Guide](#), and [Public Paving/Drainage Guide](#). You will be required to submit proposed paving, drainage, water, sanitary and storm sewer, grading, and erosion control plans with your final plat, so starting the official submittal process for those items is recommended at this time.

Step Four. Determine what type of plat you need.

Staff Contact- Ava Zrenda 405/793-5053 or azrenda@cityofmoore.com

The City currently allows some projects to skip the Preliminary Plat process. This is reserved for properties with one to two lots with very little required public improvements. The City reserves the right to require all projects to go through the Preliminary Plat process. If you are permitted to skip the Preliminary Plat process please skip to **Step Eight**. If not, please proceed to the following step for the Preliminary Plat process.

Step Five. Submit Preliminary Plat application and all required materials to the City for review.

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

In order to process your application you must submit all of the following documents:

1. [Preliminary Plat Application](#) and all required documents

2. [Envision Moore Plan 2040 Development Compliance Worksheet](#)
3. All required fees.

Step Six. City review and staff report.

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

After your application has been received, city staff will review the application and documents. During this time, city staff will schedule the item to be heard with the Planning Commission and create a staff report and recommendation for the Planning Commission. City staff will also submit to the Planning Commission their staff report and recommendation and will provide you with that information before the meeting with the Planning Commission.

Step Seven. Planning Commission.

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

The Planning Commission will meet and review your application and make a recommendation to the City Council.

Step Eight. City Council

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

The City Council will hear the Preliminary Plat application request at the first City Council meeting of the month, following the Planning Commission meeting. You are encouraged to be at this meeting to answer any questions that City Council may have. They will hear the staff recommendation and the recommendation of the Planning Commission and will vote on the item.

Step Nine. Submit Final Plat application and all required materials to the City for review.

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

In order to process your application you must submit all of the following documents:

1. [Final Plat Application](#) and all required documents
2. [Envision Moore Plan 2040 Development Compliance Worksheet](#)
3. All required fees.
4. If you have not already, you must submit your proposed public water, sewer, and/or paving/drainage plans in accordance to the requirements for each. Please refer to the appropriate guidebook for the exact process for your [Public Water Extension](#), [Public Sewer Extension](#), and/or [Public Paving/Drainage Extension](#).

Step Ten. City review and staff report.

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

After your application has been received, city staff will review the application and documents. During this time, city staff will schedule the item to be heard with the Planning Commission and create a staff report and recommendation for the Planning Commission. City staff will also submit to the Planning Commission their staff report and recommendation and will provide you with that information before the meeting with the Planning Commission.

Step Eleven. Planning Commission.

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

The Planning Commission will meet and review your application and make a recommendation to the City Council.

Step Twelve. City Council

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

The City Council will hear the Final Plat application request at the first City Council meeting of the month, following the Planning Commission meeting. You are encouraged to be at this meeting to answer any questions that City Council may have. They will hear the staff recommendation and the recommendation of the Planning Commission and will vote on the item.

Step Twelve. Final Plat

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

After City Council has approved your final plat, you must file it at Cleveland County.

Additionally, you must return to the City a filed Mylar copy of your final plat. No building permit applications will be received until this final step is complete.