



# MARSHALL COUNTY SUBDIVISION / PLAT PACKET ACKNOWLEDGEMENT

I \_\_\_\_\_ acknowledge receipt of the Subdivision / Plat Packet provided by Marshall County to include the following documents:

**BOARD OF COUNTY COMMISSIONERS LETTER  
SUBDIVISION / PLAT CHECKLIST  
RESOLUTION 11-07-2022-J SUBDIVISION PLAT REQUIREMENTS  
MARSHALL COUNTY ROAD STANDARDS  
SUBDIVISION STREET SIGN INSTALLATION  
FLOODPLAINS PERMIT APPLICATION  
MARSHALL COUNTY CONTACTS**

I understand this packet includes documentation, instructions, and information required to submit a plat under the subdivision name \_\_\_\_\_ for final approval.

As the Representative of \_\_\_\_\_, I will be the primary contact during the subdivision / plat approval process.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Date**

**Marshall County:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

**MARSHALL COUNTY IS NOT ABLE TO ACCEPT CREDIT / DEBIT  
CARDS or PAYMENT OVER THE PHONE**



Marshall County  
Board of Commissioners  
100 Plaza, Rm 106  
Madill, OK 73446  
Phone 580-795-3165

The Marshall County Commissioners would like to thank you for your recent request to develop a new subdivision in Marshall County, Oklahoma. To assist with this process, you are being provided with a Subdivision / Plat Packet. This packet will include required documentation and information to prepare for final plat approvals.

In order to receive final subdivision / plat approval, you must complete ALL items in this packet BEFORE the Marshall County Commissioners will provide consideration of final approval and filing of Subdivision / Plat.

**NOTE:** This packet is NOT all inclusive, it is the responsibility of the developer to contact all County & State offices to ensure all requirements are met for final approval.

If you have any questions regarding this process, please contact the Commissioner's Office at 580-795-3165.

Don "Salty" Melton, Commissioner District 1

Nick Hartin, Commissioner District 2

Chris Duroy, Commissioner District 3





## MARSHALL COUNTY SUBDIVISION / PLAT CHECKLIST

- ☐ **1. FLOODPLAINS APPROVAL (Contact: 580-795-3165)**
  - Complete enclosed Floodplains Permit Application PER LOT.
  - Provide payment, \$100 PER LOT (Non-Floodplain), \$150 PER LOT (Floodplain). Make payments to "Marshall County Floodplains."
  - Upon receipt and approval, Floodplains Administrator will route your information to the Addressing Coordinator.
- ☐ **2. ADDRESSING APPROVAL (Contact: 580-795-2398)**
  - Contact Assessors Office to request plat review.
  - Addressing Coordinator will send information to SDR for processing.
  - Assessors Office will notify Commissioners of approval to proceed.
- ☐ **3. COUNTY PLAT REQUIREMENTS (Contact: 580-795-3165)**
  - The County requires at least three copies on 24" x 36" paper and two copies on mylar.
  - Complete & accurate legal description of the property, prepared by a licensed surveyor or engineer.
  - Plat must include "Marshall County will not maintain subdivision roads". Reference enclosed Road Standards for information regarding County road adoption.
  - Individual lots with dimensions.
  - Utilities – location of all utilities or submission of proposed design sketches from utility companies.
  - Easements / Setbacks – proposed and existing.
  - Existing Structures – oil wells, oil batteries, tree masses, ponds, creeks, etc.
  - Upon receipt of Floodplains & Addressing approval and the plat includes all requirements, the Commissioners Assistant will include the subdivision/plat request for final review / approval in the next available Commissioners Meeting. *(It is recommended your representative attends the meeting).*
- ☐ **4. FINAL PLAT APPROVAL**
  - If final approval is granted, Commissioners Assistant will provide a copy of final approval resolution.
  - Final approved plats will be in the County Clerk's Office for signatures. It is the responsibility of the developer to request signatures from applicable agencies.
  - Once all signatures are provided on the final plat, the County Clerk will file plats and route a copy to the Addressing Coordinator. Lot buyers will contact the Addressing Coordinator to assign individual lot addresses.
- ☐ **5. ADDITIONAL NOTES / CONSIDERATIONS**
  - The County requires all restrictive covenants, HOA or other documents associated with subdivision (if applicable) to be filed with the County Clerks Office.
  - The Commissioners recommend contacting the local Post Office for recommendations or requirements for mailboxes and/or cluster boxes.
  - The Commissioners recommend contacting the local Fire Department and Water Company regarding recommendations or requirements for fire hydrant installation.
  - **This checklist is NOT all inclusive, it is the responsibility of the developer to contact County & State offices to ensure ALL requirements are met for final approval.**

**ANY CHANGES FROM THE ORIGINAL SIGNED PLAT WILL BE CONSIDERED A "REPLAT". THE NEW REPLATS ARE REQUIRED TO BE RESUBMITTED AND SUBJECT TO THIS ENTIRE PROCESS.**





**MARSHALL COUNTY  
BOARD OF COMMISSIONERS**

RESOLUTION 11-07-2022- J  
MARSHALL COUNTY  
SUBDIVISION PLAT REQUIREMENTS

WHEREAS the Marshall County Board of Commissioners may take into consideration and act upon matters presented at a public body meeting pertaining to Marshall County, and

WHEREAS all subdivision plats located in Marshall County will adhere to the following:

- All subdivision plats that are not complete with location of all utilities or submission of proposed design sketches from utilities companies, will remain preliminary plats and not final approved plats.
- All subdivision lots in a plat will require a permit from the office of Marshall County Floodplain and be completed for final plat approval.
- Subdivisions may require having a fire hydrant placed at the entrance of the subdivision or a signed waiver from the water corporation and the Board of County Commissioners.
- Subdivisions may require having mail delivered to a cluster box or similar at the entrance of the subdivision at the request of the local postal service.
- All subdivision public roads will be designed and built according to the Marshall County adopted road standards. Roads will not be accepted into the County inventory until completed, inspected, and approved by the Board of County Commissioners.
- All subdivision plats with road names will be submitted to the Marshall County 911 Addressing Office for address certification. No addresses will be provided until certification is complete for the entire subdivision.

THEREFORE, all Marshall County subdivision plats will be placed on a *preliminary* approval status until all requirements are met. Once requirements are met, subdivision plats will be approved as *final* by the Board of County Commissioners.

NOW, THEREFORE A MOTION HAS BEEN PROPOSED by Commissioner Chris Duroy and seconded by Commissioner Don Melton to approve the item as presented.

WHEREUPON Commissioner Melton votes: yes, Commissioner Cantrell votes: yes, and Commissioner Duroy votes: yes, said Resolution was RESOLVED this 7<sup>th</sup> day of November 2022.

**BOARD OF COUNTY COMMISSIONERS**

[Signature]  
Josh Cantrell, Chairman

[Signature]  
Chris Duroy, Vice-Chairman

[Signature]  
Don Melton, Member



ATTEST:  
[Signature]  
Gloria Salazar, Marshall County Clerk





## MARSHALL COUNTY ROAD STANDARDS

Property owners in rural areas of Marshall County who wish to sub divide property and dedicate road rights-of-way to the public requiring maintenance by Marshall County shall meet the following minimum requirements.

- Easement: 50' Road easement separate utility easement. If an exception is made for any reason it cannot go under 40' easement.
- Base: 3/4" to 1 1/2" Crusher run 6" thick compacted. No creek rock and clay without stabilization. 2' wider than road surface.
- Gravel: 2" Layer of crushed (red) granite on topcoat for dust control. Minimum 20" wide.
- Chip Seal: 3 Layer chip seal. Minimum 20' wide.
- Asphalt: 3" Compacted Class S4 or Class S5 mix. If done in 1 layer than asphalt needs to be rolled and vibrated with 60" roller or larger. If smaller rollers are used than asphalt will need to be put on 2" lifts. Bores will be at counties request and must meet ODOT specifications. Asphalt tests will be completed by CED-3 labs. Asphalt roads will be minimum 20' wide.
- Drainage: All water will drain away from roadway. Roads shall have a 2% or greater crown. Drainpipes under the roadway must be under sub base or gravel layer.

Prior to construction of any street or road requiring acceptance for maintenance by the Marshall County Commissioners, the developer will submit plans and specifications for construction of streets and drainage, to the Marshall County Board of Commissioners for their approval. All plans and specifications shall be prepared by a Registered Professional Engineer who will be required to certify that the street construction, when completed, meets the requirements of the plans and specifications. All construction and materials shall meet the requirements of the latest Standard Specifications for Highway Construction as adopted by the Oklahoma Department of Transportation.



## **MARSHALL COUNTY SUBDIVISION STREET SIGN INSTALLATION**

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Pursuant to §69-643.1, Marshall County Commissioners are not authorized to enter and perform work on private property. This includes installation of private subdivision street signs. The information below will provide details on how to proceed with subdivision street sign installation while meeting the Marshall County 911 Addressing requirements.

After final subdivision / plat approval, the Marshall County 911 Addressing Coordinator will order subdivision street signs meeting 911 sign standards. The County will notify the developer when the street signs have been delivered. The initial cost for street signs will be incurred by Marshall County.

All additional materials (caps, poles, crossbars, etc.) and cost associated with street sign installation will be the responsibility of the developer.



# Marshall County

## Floodplain Development

### Permit Application

TO COMPLY WITH FLOODPLAIN MANAGEMENT REGULATIONS AND TO MINIMIZE POTENTIAL FLOOD DAMAGE, IF YOU ARE BUILDING WITHIN AN IDENTIFIED FLOOD HAZARD AREA, YOU MUST AGREE TO CONSTRUCT YOUR PROPOSED DEVELOPMENT IN ACCORDANCE WITH THE FOLLOWING SPECIAL PROVISIONS:

1. For **RESIDENTIAL** structures, the lowest floor (including basement) must be elevated at or above the base flood elevation (100-year flood elevation) as defined in the county, floodplain management regulations and ordinances.
2. For **NON-RESIDENTIAL** structures, the lowest floor must be elevated at or above the base flood elevation, or flood-proofed to withstand the flood depths, pressures, velocities, impact and uplift forces associated with the 100-year flood as delineated in the county, floodplain management regulations and ordinances.
3. For **ALL STRUCTURES**, the foundation and materials used must be constructed to withstand the pressure, velocities, impact, and uplifting forces associated with the 100-year flood.
4. ALL utility supply lines, outlet, switches and equipment must be installed and elevated to minimize damage from potential flooding. Water and sewer connections must have automatic back-flow devices installed.



5. SUBMIT certification on the attached form(s) from a REGISTERED ENGINEER, ARCHITECT, or LAND SURVEYOR attesting the floor elevation and/or flood-proofing requirements have been met. Failure to provide the required certification is a violation of this permit.

#### AUTHORIZATION

I have read or had explained to me and understand the above SPECIAL FLOODPLAIN PROVISIONS for development in the floodplain. Authorization is hereby granted to the permitting authority and their agents or designees, singularly or jointly, to enter upon the above-described property for the purpose of making inspections or for any reason consistent with the issuing authority's floodplain management regulations.

Applicant Signature / Date \_\_\_\_\_

Permit Application \_\_\_\_\_

Identification Number \_\_\_\_\_

#### FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

For Proposed Development located in the Floodplain within a County, City, or Town

Date \_\_\_\_\_ Permit Number \_\_\_\_\_ Fee Amount \$100.00 / \$150.00

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number/Email Address: \_\_\_\_\_

Project Number and Proposed Construction Date (if applicable): \_\_\_\_\_



1. General Description of Proposed Development: (Please include legal description and directions to location of proposed development. i.e. section, township, range, and/or lot, block of subdivision)

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(i.e. building, bridges, roads, substantial additional/rehabilitations, utilities, mining, channelization projects,

dredging, drilling, filling, excavating, raising/lowering of grade, paving, materials storage, etc.)

2. Location of Proposed Development (please attach map(s) with this application – FEMA FIRMette or applicant supplied map) (circle location on map)

a. County Marshall Community Name \_\_\_\_\_

b. FIRM Map Number and Effective Date \_\_\_\_\_

c. Flood Zone \_\_\_\_\_

d. Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

e. Name of tributary, creek, lake, or water body (attach floodplain map): \_\_\_\_\_

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f. Name of highway(s) and road(s) \_\_\_\_\_

3. Applicant is proposing the following development in/out floodplain:

- ☐ Construction of new development, additional development, remodel, or demolish
  - ☐ Manufactured home placement
  - ☐ Elevate and/or add fill
  - ☐ Excavate
  - ☐ Storage (material, equipment, or supplies)
  - ☐ Mining
  - ☐ Drilling
  - ☐ Burial, pipeline, or cable
  - ☐ Other
- 

4. Proposed development located in the Special Flood Hazard Area (SFHA)?

☐

YES

☐

NO

If response is YES, please provide the following information listed below.

5. Provide lowest finished floor elevation(s) of the proposed development:

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Provide lowest adjacent grade elevation (if applicable):

Provide base flood elevation:

Engineer

Surveyor

6. Is proposed development located in the Floodway?

☐

YES

☐

NO

If response is YES, permit will be granted upon review of an engineer study showing no adverse impact and/or no increase in the Base Flood Elevation (BFE) during the 100-year flood.



7. Were alternative development locations outside the floodplain area considered?

☐ YES

☐ NO

If YES, please detail locations and reasons why they were not pursued:

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Plans, specifications, and Elevation Certificates (EC) filed by the applicant shall constitute by reference, a part of this permit.

All applicants are responsible for obtaining federal, state, and local permits for proposed development. The county, is not responsible for permits not obtained by applicants.

I verify that the above information is true and accurate to the best of my knowledge and that the proposed development (if permitted) will be constructed in accordance with the County, City, or Towns rules and regulations.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicants Name (print) and Title \_\_\_\_\_

Attested by: \_\_\_\_\_ Date \_\_\_\_\_

Name (print) and Title \_\_\_\_\_

Certified by: \_\_\_\_\_

Name (print) and Title \_\_\_\_\_

(SEAL)

Office USE ONLY

Date Reviewed:

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FIRM Panel Number:

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Effective Date of FIRM Map:

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Flood Zone:

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Date Checklist Completed:

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Date of Permit Granted:

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## MARSHALL COUNTY CONTACTS

Commissioners Office	Christine Arrington	580-795-3165	Commissioners@marshallcount yok.com	100 Plaza, Room 103 Madill, OK 73446
Floodplains Emergency Management	Christine Arrington	580-795-3165	Commissioners@marshallcount yok.com	100 Plaza, Room 106 Madill, OK 73446
Addressing	Assessor Office	580-795-2398	Addressing@marshallcount yok.com	100 Plaza, Room 105 Madill, OK 73446
County Clerk	Gloria Salazar	580-795-3220	Marshallcntyclrk@sbcglobal.net	219 Plaza Madill, OK 73446
Dept. Environmental Quality (DEQ)	Derek Kinard	580-920-2037	Derek.kinard@deq.ok.gov	425 W. University Blvd. Durant, OK 74701
Kingston Post Office	Kingston, OK	580-564-3325		101 N. Main Kingston, OK 73439
Madill Post Office	Madill, OK	580-795-2212		223 W. Lillie Madill, OK 73446
Assessor Office	Courthouse	580-795-2398		100 Plaza, Room 105 Madill, OK 73446
Treasurer Office	Courthouse	580-795-2463		100 Plaza, Room 104 Madill, OK 73446