

# **BROKEN ARROW PLANNING COMMISSION AND CITY COUNCIL SUBDIVISION PLAT REVIEW CHECKLIST**

## **PLAT INFORMATION**

NAME OF PLAT: The Oaks Off Main

CASE NUMBER: PT16-106

RELATED CASE NUMBERS: BAZ 1959

COUNTY: Tulsa

SECTION/TOWNSHIP/RANGE: 11/T18N/R14E

GENERAL LOCATION: North of Commercial Street between Cedar Avenue and Birch Avenue

CURRENT ZONING: R-3 (DM approved via BAZ 1959, subject to replatting)

SANITARY SEWER BASIN: Haikey Creek

STORM WATER DRAINAGE BASIN: Haikey Creek

ENGINEER: JR Donelson, Inc.  
ENGINEER ADDRESS: 12820 S. Memorial Drive, Office 100  
Bixby, Oklahoma 74008  
ENGINEER PHONE NUMBER: 918-394-3030

DEVELOPER: 322 Commercial, LLC  
Contact: William A. Leet  
DEVELOPER ADDRESS: 919 W. Elmira Street  
Broken Arrow, OK 74012  
DEVELOPER PHONE NUMBER: 918-408-2311

## **PRELIMINARY PLAT**

APPLICATION MADE: August 24, 2016

TOTAL ACREAGE: 0.96 acres

NUMBER OF LOTS: 16

TAC MEETING DATE: September 20, 2016

PLANNING COMMISSION MEETING DATE: September 22, 2016

COMMENTS:

1. \_\_\_\_\_ Confirm the status of the "alley". It appears the alley has been vacated and not just closed. If the alley has been vacated, provide a copy of the vacation document. If access is to occur along the north property line, then the area identified as "alley" should be identified as a reserve area. If the "alleyway" is to encroach onto the adjacent property to the north, a mutual access easement that acknowledges the consent of the adjacent of the adjacent property owner needs to be provided.
2. \_\_\_\_\_ Show the full right-of-way on the adjoining streets and the total right-of-way for each of the streets.
3. \_\_\_\_\_ Identify the adjacent subdivisions.
4. \_\_\_\_\_ Place case number (PT16-106) in lower right corner of plat.
5. \_\_\_\_\_ Provide the name, address, and telephone number of the engineer.
6. \_\_\_\_\_ Provide the certificate of authorization number for the engineer and surveyor.
7. \_\_\_\_\_ On the location map, identify "Lynn Lane Road" as "9<sup>th</sup> Street" and place "Lynn Lane Road" in parenthesis.
8. \_\_\_\_\_ Add addresses as assigned by the City of Broken Arrow.
9. \_\_\_\_\_ Add "U/E" to the legend.
10. \_\_\_\_\_ Make the perimeter boundary of the subdivision a heavier line.
11. \_\_\_\_\_ Identify and describe the maintenance responsibilities for Reserve A and the "alley" area.
12. \_\_\_\_\_ Please review Section I.B.1 of the covenants. With only a 5-foot wide building setback line/utility easement, overhead pole lines for the supply of electric service, telephone and cable television service should not be allowed along the west, east and south lines of the subdivision. If there are any overhead power lines, they should be located along the north property line.
13. \_\_\_\_\_ The plat shows a 5-foot wide building setback line and utility easement. The building line setback in the DM district is a minimum of 0 feet and a maximum of 10 feet. If this building line setback is to remain, add to the covenants that while the City of Broken Arrow can address any encroachments into the utility easement, encroachments into the building line setback is a private restriction that cannot be enforced by the City of Broken Arrow. It may be simpler to leave the 5-foot utility easement as shown, but remove the 5-foot building line setback notation.
14. \_\_\_\_\_ Either show Reserve A as a utility easement, or show the 5-foot wide utility easement along Cedar Avenue to extend across Reserve A.
15. \_\_\_\_\_ Sheet 1, Note 3: Change "Registration" to "Licensure." This was changed by the State Board several years ago.

16. \_\_\_\_\_ Sheet 2: Sec I para 3: Change “insuring” to “ensuring.” “Insuring” is to provide protection to someone by compensation as an insurance policy. “Ensuring” is to make sure something will or will not happen.
17. \_\_\_\_\_ Sheet 2: Sec II, A1: Remove the large gap after “Owner/Developer or his successors,\_\_\_\_\_.”
18. \_\_\_\_\_ Sheet 2: Sec II,A3: Replace “Somerset” with “The Oaks off Main.”
19. \_\_\_\_\_ Sheet 2: Sec II: There are two paragraphs labelled “A.”
20. \_\_\_\_\_ Sheet 2: Sec II, paragraph M: “items are Prohibited” The “e” is left off of “are”.
21. \_\_\_\_\_ Sheet 3: Sec II, paragraphs O and Q: The word “Prohibited” should not be capitalized.
22. \_\_\_\_\_ Sheet 3: Sec II, paragraph R: misspelled word: “thereon that may be or may become.....”
23. \_\_\_\_\_ Sheet 3: Sec II, paragraph U3: The second paragraph is labelled “3” and “Seasonal” should not be capitalized.
24. \_\_\_\_\_ Sheet 3: Sec II, para W: change “attempting to violate and covenant herein” to “any” covenant herein.
25. \_\_\_\_\_ Sheet 3: Sec III, para B: change “Lot and house” to “lot and house.”
26. \_\_\_\_\_ Sheet 3: The Surveyors Certificate should read “....a Licensed Land Surveyor.....”

**CONDITIONAL FINAL PLAT**

NAME OF CONDITIONAL FINAL PLAT:  
 APPLICATION MADE:  
 TOTAL ACREAGE:  
 NUMBER OF LOTS:  
 TAC MEETING DATE:  
 PLANNING COMMISSION MEETING DATE:  
 CITY COUNCIL MEETING DATE:  
 COMMENTS:  
 27. \_\_\_\_\_  
 28. \_\_\_\_\_  
 29. \_\_\_\_\_  
 30. \_\_\_\_\_

**CONDITIONS TO BE MET PRIOR TO FINAL RELEASE OF PLAT**

**LETTER OF APPROVAL FROM UTILITY COMPANY SUBMITTED?**

\_\_\_\_ NATURAL GAS COMPANY APPROVAL  
 \_\_\_\_ ELECTRIC COMPANY APPROVAL  
 \_\_\_\_ TELEPHONE COMPANY APPROVAL  
 \_\_\_\_ CABLE COMPANY APPROVAL

**CERTIFICATE OF RECORDS SEARCH FROM OKLAHOMA CORPORATION COMMISSION SUBMITTED?**

\_\_\_\_ OK CORPORATION COMMISSION CERTIFICATE OF RECORDS SEARCH  
 OKLAHOMA CORPORATION COMMISSION, CAROL COLLETT 405-521-2108  
 \_\_\_\_ BUILDING PAD ELEVATIONS ON EACH LOT PLACED ON A COPY OF THE FINAL PLAT  
 \_\_\_\_ MONUMENTS SHOWN ON PLAT  
 \_\_\_\_ SLOPE ANALYSIS (1:4) FOR LOTS ADJACENT TO DRAINAGE CHANNELS APPROVED

**DEVELOPMENT SERVICES/ENGINEERING APPROVAL**

\_\_\_\_ STORMWATER PLANS, APPROVED ON:  
 \_\_\_\_ PAVING PLANS, APPROVED ON:  
 \_\_\_\_ WATER PLANS, APPROVED ON:  
 \_\_\_\_ SANITARY SEWER PLANS, APPROVED ON:  
 \_\_\_\_ SEWAGE DISPOSAL PLANS, APPROVED BY DEPARTMENT OF ENVIRONMENTAL QUALITY ON:  
 \_\_\_\_ WATER PLANS, APPROVED BY DEPARTMENT OF ENVIRONMENTAL QUALITY ON: \_\_\_\_\_  
 \_\_\_\_ IS A SIDEWALK PERFORMANCE BOND DUE? \_\_\_\_\_ HAVE THEY BEEN SUBMITTED? \_\_\_\_\_  
 \_\_\_\_ ARE PERFORMANCE BONDS OR ESCROW AGREEMENT DUE FOR WATER, STORM SEWERS, SANITARY SEWER AND PAVING? (CIRCLE APPLICABLE) \_\_\_\_\_ HAVE THEY BEEN SUBMITTED? \_\_\_\_\_

\_\_\_\_\_ENGINEERING DEPARTMENT/DEVELOPMENT SERVICES REVIEW COMPLETE ON: \_\_\_\_\_

### PLANNING DEPARTMENT APPROVAL

- \_\_\_\_\_ ADDRESSES REVIEWED AND APPROVED
- \_\_\_\_\_ DETENTION DETERMINATION # ASSIGNED AND VERIFIED?
- \_\_\_\_\_ PLANNING DEPARTMENT REVIEW COMPLETE ON:
- \_\_\_\_\_ FINAL PLAT RECEIVED IN PLANNING DEPARTMENT AFTER UTILITY COMPANY SIGN OFF ON:
- \_\_\_\_\_ FINAL PLAT SENT TO ENGINEERING DEPARTMENT FOR FINAL REVIEW ON:

### FEES

- \_\_\_\_\_ FINAL PLAT PROCESSING FEE \$ \_\_\_\_\_
- \_\_\_\_\_ WATER LINE (S) UNDER PAYBACK CONTRACT \$ \_\_\_\_\_
- \_\_\_\_\_ EXCESS SEWER CAPACITY FEE \$ \_\_\_\_\_
- \_\_\_\_\_ ACCELERATION/DECELERATION LANES ESCROW \$ \_\_\_\_\_
- \_\_\_\_\_ WATER LINE CONNECTIONS, PAYABLE TO CITY OR OTHERS \$ \_\_\_\_\_
- \_\_\_\_\_ SEWER LINE CONNECTIONS, PAYABLE TO CITY OR OTHERS \$ \_\_\_\_\_
- \_\_\_\_\_ STREET IMPROVEMENT (WIDENING) ASSESSMENTS \$ \_\_\_\_\_
- \_\_\_\_\_ DRAINAGE SYSTEM IMPROVEMENTS PRO RATA COST \$ \_\_\_\_\_
- \_\_\_\_\_ REIMBURSEMENT TO CITY OR OTHERS FOR WATER LINE CON. \$ \_\_\_\_\_
- \_\_\_\_\_ REIMBURSEMENT TO CITY OR OTHERS FOR SEWER LINE CON. \$ \_\_\_\_\_
- \_\_\_\_\_ STREET SIGNS, LIGHTS, ETC. \$ \_\_\_\_\_
- \_\_\_\_\_ STORM WATER FEE-IN-LIEU OF DETENTION \$ \_\_\_\_\_

**TOTAL FEE(S)** \$ \_\_\_\_\_

### FINAL PROCESSING OF PLAT

- \_\_\_\_\_ DEVELOPMENT ENGINEER SUBMIT FINAL PLAT FOR MAYOR AND CITY CLERK SIGNATURE
- \_\_\_\_\_ FEES PAID ON: \_\_\_\_\_ IN THE AMOUNT OF: \_\_\_\_\_
- \_\_\_\_\_ DEVELOPMENT ENGINEER PICK UP FINAL PLAT FOR FILING
- \_\_\_\_\_ 11 COPIES OF FILED PLAT SUBMITTED TO PLANNING DEPARTMENT
- \_\_\_\_\_ PDF OF RECORDED PLAT SUBMITTED TO PLANNING DEPARTMENT