

BROKEN ARROW PLANNING COMMISSION AND CITY COUNCIL SUBDIVISION PLAT REVIEW CHECKLIST

PLAT INFORMATION

NAME OF PLAT: Ninety One – Phase 2

CASE NUMBER: PT15-117A-1

RELATED CASE NUMBERS: BAZ 1947, BAZ 1961, PT15-117, PT15-117A

COUNTY: Tulsa

SECTION/TOWNSHIP/RANGE: 13/T18N/R14E

GENERAL LOCATION: North and east of the northeast corner of Washington Street and 9th Street

CURRENT ZONING: A-1 (RS-3 via BAZ 1947 and BAZ 1961)

SANITARY SEWER BASIN: Lynn Lane

STORM WATER DRAINAGE BASIN: Broken Arrow Creek

ENGINEER: Crafton Tull
ENGINEER ADDRESS: 220 E. 8th Street
Tulsa, OK 74119
ENGINEER PHONE NUMBER: 918-584-0347

DEVELOPER: Rausch Coleman Homes
DEVELOPER ADDRESS: 3420 N. Plainview Avenue
Fayetteville, AR 72703
DEVELOPER PHONE NUMBER: 479-455-9090

PRELIMINARY PLAT

APPLICATION MADE: July 19, 2016

TOTAL ACREAGE: 87.28 acres

NUMBER OF LOTS: 244

TAC MEETING DATE: August 9, 2016

PLANNING COMMISSION MEETING DATE: August 11, 2016

COMMENTS:

1. _____ Change case number to PT15-117A. Since conditional final plats will be submitted in phases, the case numbers for the conditional final plats will be PT15-117A-1, etc.
2. _____ Reserve Area A for Crossings at Lynn Lane 1 needs to be screened back as was done with the area to the north.
3. _____ Identify the area to the west as Crossings at Lynn Lane 1 (now known as Ninety One-Phase 1).
4. _____ Identify the area to the north of Block 3 and north of Block 7 as unplatted.
5. _____ The line around the perimeter of the plat needs to be a heavier weight than the interior lot lines.
6. _____ The owner shown on Sheets 1-3 needs to match the owner listed on Sheet 4. Please revise accordingly.
7. _____ Covenants need to identify a mandatory homeowners association. The homeowners association shall own and maintain all the reserve areas. There shall be one overall homeowners association responsible for all reserves, landscaping, fences, etc. for all phases of Crossings at Lynn Lane. This shall be described in the covenants.
8. _____ Development around the oil wells and tank batteries shall meet all state and local requirements. No conditional final plat shall be submitted until written verification is provided confirming that the proposed development near the oil wells and tank batteries is in compliance with all state and local requirements. It appears that the wells will be closed prior to conditional final plat, however, if not, staff recommends access to active oil wells for maintenance purposes should be through a separate private access easement and not through public residential streets. If the Developer cannot have them closed prior to conditional final plat, the streets may have to be private with specific language in the covenants of the plat that would turn streets over to the City once the wells are closed. Any damage to the streets would be the responsibility of the Developer and/or homeowners association with repairs occurring before acceptance of the streets by the City.
9. _____ The pipe easement along the east property line should be placed outside the actual lot line for the lots along the east proposed boundary.
10. _____ Text overlap makes this plat difficult to read. Avoid text overlap with conditional final plat.
11. _____ Fence details shall be submitted with the landscape plan for the area adjacent to Washington Street. Fencing and landscaping shall be installed in accordance with the Zoning Ordinance. Maintenance of the fence and landscaping shall be the responsibility of the homeowners association and shall be so described in the covenants.
12. _____ Provide the certificate of authorization number for the engineer and surveyor.
13. _____ Reserve areas shall be identified consistently on all phases. For example, the reserve area in Crossings at Lynn Lane 1 is referenced as "Reserve Area A". The reserves areas in subsequent phases should be identified with a letter also.

14. _____ Label and identify building setback lines and easements, including showing distance information.
15. _____ As part of the phasing plan, there will need to be access to both 9th Street and Washington Street to meet the requirements of the Zoning Ordinance that all areas with more than twenty units have to have two points of access. A second point of access shall be provided with the next phase.
16. _____ Add to the covenants that the developer is responsible for constructing the sidewalk along both arterial streets and along the reserve areas adjacent to a street.
17. _____ Verify with utility companies that 17.5-foot utility easement through the tank battery is adequate and acceptable.
18. _____ Change “Registered” to “Licensed” in the Surveyor’s Certificate.
19. _____ On the location map, change “Crossings at Lynn Lane Phase 1” to “Crossings at Lynn Lane 1”.
20. _____ Add street names and addresses as assigned by the City of Broken Arrow.
21. _____ Add “minimum” to all building setback information contained in the Site Information table.
22. _____ Washington Street is a primary arterial street, which requires 60 feet of right-of-way from the section line. Show right-of-way dimension. In addition, show right-of-way to be dedicated by this plat, or if right-of-way has already been dedicated, show document number for dedication.
23. _____ Add abbreviations, such as “U/E” to the legend.
24. _____ Identify and label section line.
25. _____ Part of the information associated with private road easement and AEP/PSO easement has been left off the north boundary.
26. _____ Provide a 20-foot wide connection from Reserve Area 2 to the public street to the east. This 20-foot wide connection shall be a part of Reserve Area 2.
27. _____ Blocks 7 and 13 information is incomplete.
28. _____ Provide a 5-foot wide fence and landscape easement along Washington Street.
29. _____ Show the width of the right-of-way on all the interior streets.
30. _____ Add dimensions and bearings to all lots.
31. _____ Remove building setback lines from each lot and instead clarify where utility easement lines are located.
32. _____ Label Block 5.
33. _____ Provide written documentation, email is acceptable, that all lots meet the minimum frontage requirements of the RS-3 district. Some of the pie-shaped lots appear to have less than the required frontage.
34. _____ Show the width of the right-of-way at the street intersections with Washington Street. Right-of-way is required to be at least 70 feet in width.
35. _____ Remove the entire paragraph titled “Utility Easement Dedication” from the covenants.
36. _____ The overland drainage easements referenced in the covenants need to be shown on the plat.
37. _____ Fence and landscape plan for the area along Washington Street shall be submitted and approved prior to the plat being released for recording in Tulsa County.
38. _____ Identify the title of the owner who will be responsible for signing the plat.
39. _____ COBA design criteria manual 10.6.4 states, “Site grading shall provide surface water drainage directly into a storm sewer, natural drainage course, improved channel, or paved street without crossing more than four (4) adjacent lots.” Several areas, the junction of Blocks 6, 8, and 15 is one area where a storm sewer with an easement may be required to meet this requirement.

CONDITIONAL FINAL PLAT

NAME OF CONDITIONAL FINAL PLAT: Ninety One – Phase 2

APPLICATION MADE: May 18, 2017

TOTAL ACREAGE: 18.20

NUMBER OF LOTS: 68

TAC MEETING DATE: June 6, 2017

PLANNING COMMISSION MEETING DATE: June 8, 2017

CITY COUNCIL MEETING DATE: July 3, 2017

COMMENTS:

40. _____ Show the temporary roadway construction easement that connects with Washington Street, and show the recorded document number. To save space, it is acceptable to show just the beginning and end of the easement, but label Washington Street.
41. _____ Identify the abutting property to the south and southeast as “Unplatted”.
42. _____ Provide written documentation that the well to the east of Lot 5, Block 4 has been closed in accordance with State regulations.
43. _____ Identify the block number for the five lots in the southeast corner of the plat. Assume it is Block 4.
44. _____ Show the location and width of the utility easement on the abutting property to the west associated with Ninety One – Phase 1.
45. _____ Label the width of the building setback line on the south side of Lot 1, Block 1; Lot 4, Block 1; the south side of Lot 22, Block 1; east side of Lot 13, Block 2; west side of Lot 26, Block 2; north side of Lot 1, Block 3; west side of Lot 1, Block 4; and north side of Lot 5, Block 4.

46. _____ Identify the width of the utility easement along the east side of Lot 4, Block 4 and on the south side of Lot 2, Block 4.
47. _____ The utility easement on the southwest corner of Lot 4, Block 3 is not parallel to the lot line, provide a bearing and dimension for this change in direction for the utility easement.
48. _____ Either change the temporary roadway easement to a "temporary roadway and utility easement" or provide a separate 15-foot wide utility easement centered on the off-site waterline. Show recorded document number on the plat prior to the plat being recorded.
49. _____ Provide document number for 15-foot wide off-site utility easement. Document number for off-site utility easement shall be shown on the plat prior to the plat being recorded.
50. _____ Provide document number for two 15-foot wide temporary storm sewer easements. Document number for 15-foot wide temporary storm sewer easements shall be shown on the plat prior to the plat being recorded.
51. _____ Show the detention easement. Document number for detention easement shall be shown on the plat prior to the plat being recorded.
52. _____ Show backflow preventer table on final plat.
53. _____ Extend the 3-foot wide fence easement along the entire north boundary.
54. _____ Add addresses as assigned by the City of Broken Arrow.
55. _____ The conditional final plat and the "no exceptions taken" engineering drawing must agree with respect to Limits of Access and No Access, easement both internal and external, reserve area, traffic control medians, street layouts, rights-of-way, etc. Please provide a written statement (e-mail statement is acceptable) that the conditional final plat agrees with the "no exceptions taken" engineering plans in these areas.
56. _____ Text overlap on Lot 3, Block 1 makes dimension unreadable along south property line.
57. _____ On the pie shaped lots, provide a dimension for the building setback lines that are setback more 25 feet.
58. _____ Change the case number to "PT15-117A-1" in the lower right corner of the plat.
59. _____ When the final plat is prepared, the surveyor's signature and notary signatures will need to be original signatures for the County to accept.
60. _____ The point of beginning is referred to in several different ways, please rectify.
61. _____ The written legal description on page 1 is different than the written legal description on page two and different than the drawing. Make them all the same.
62. _____ Before the POB can be referred to as the "NW corner of Ninety-one- Phase 1, the plat must be recorded. In addition, change to say, "POINT OF BEGINNING NE CORNER OF NINETY ONE-PHASE 1, A REPLAT OF CROSSINGS AT LYNN LANE 1.
63. _____ NW corner of Ninety one – Phase 1 needs to be the NE CORNER.

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