

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

## **PLAT INFORMATION**

NAME OF PLAT: Villas at Bricktown

CASE NUMBER: PT15-114

COUNTY: Tulsa

SECTION/TOWNSHIP/RANGE: 04/18/14

GENERAL LOCATION: North of the northeast corner of Kenosha Street and Olive Avenue

CURRENT ZONING: A-1 (RS-3 via BAZ 1942 and PUD 240)

SANITARY SEWER BASIN: Haikey Creek

STORM WATER DRAINAGE BASIN: Haikey Creek

ENGINEER: Tanner Consulting  
ENGINEER ADDRESS: 5323 S. Lewis Avenue  
Tulsa, OK 74105  
ENGINEER PHONE NUMBER: 918-745-9929

DEVELOPER: Select Homesites, Inc.  
DEVELOPER ADDRESS: 1908 W. Willow, Ste. A  
Broken Arrow, OK 74012  
DEVELOPER PHONE NUMBER: 918-252-2417

## **PRELIMINARY PLAT**

APPLICATION MADE: October 12, 2015

TOTAL ACREAGE: 11.58

NUMBER OF LOTS: 32

TAC MEETING DATE: November 17, 2015

PLANNING COMMISSION MEETING DATE: November 19, 2015

### COMMENTS:

1. \_\_\_\_\_ Provide document number for 15' utility easement by separate instrument. Document number shall be shown on the plat prior to the plat being recorded.
2. \_\_\_\_\_ Incorporate all of the language of PUD 240 pertaining to "Streets and Fencing" in Development Area A to the covenants.
3. \_\_\_\_\_ Add the landscaping requirements of Development Area A of PUD 240 to the covenants.
4. \_\_\_\_\_ Add the "Access and Circulation" requirements of PUD 240 to the covenants.
5. \_\_\_\_\_ Add "AC" to the legend and define.
6. \_\_\_\_\_ Show the right-of-way to the north on Olive Avenue to be dedicated by the Korean Church plat.
7. \_\_\_\_\_ Change "Right-of-way to be dedicated by this plat" to "Right-of-way dedicated by this plat".
8. \_\_\_\_\_ The abutting property to the south is incorrectly labeled as "Lot 1 Block". It should be labeled as "Reserve Area A (Detention Facility & Utility Easement)".
9. \_\_\_\_\_ According to the Korean Church plat, the 17.5' U/E recorded as Book 6523, Page 608 extends along the north property line. Please verify and show the utility easement line as recorded.
10. \_\_\_\_\_ Confirm and verify in writing (email acceptable) that Lot 7, Block 2 is not impacted by the stormwater being released from the stormwater detention facility associated with the Korean Church.
11. \_\_\_\_\_ Show the abutting property to the east to be "Reserve A & Utility Easement" of the Bricktown plat.
12. \_\_\_\_\_ The bearing and dimensions along the east property line are different than those shown with the Bricktown plat. Either revise to coincide or provide written documentation (email acceptable) as to why the discrepancy occurs and how it is being resolved.
13. \_\_\_\_\_ As per the Subdivision Regulations, provide corner clips where the private streets intersect Olive Avenue.
14. \_\_\_\_\_ As per PUD 240, provide a 10-foot wide landscape and fence reserve area adjacent to the right-of-way along Olive Avenue. Identify in the covenants that the homeowners association is responsible for maintenance of the fence and landscaping in this reserve area.
15. \_\_\_\_\_ Remove the dash line that crosses the streets that connects with Olive Avenue.
16. \_\_\_\_\_ Gate design, which shall be submitted with or prior to the conditional final plat, shall meet the Subdivision Regulations.
17. \_\_\_\_\_ Section II, 6<sup>th</sup> paragraph, change "Tulsa Planning Commission" to "Broken Arrow Planning Commission".
18. \_\_\_\_\_ Add to Section II.A of the covenants that the private streets shall be owned and maintained by the Homeowners Association.

19. \_\_\_\_\_ On sheet 1, add labels identifying all the streets as private streets.
20. \_\_\_\_\_ Add street names and addresses as assigned by the City of Broken Arrow.
21. \_\_\_\_\_ Section II.B.5, 7<sup>th</sup> line, delete “or the Broken Arrow Public Works Authority”.
22. \_\_\_\_\_ The written legal description and the bearings and dimensions shown on the plat do not match. Provide a closure statement.
23. \_\_\_\_\_ Add bench mark #2 on the drawing on Sheet 1.
24. \_\_\_\_\_ Add PKNS to the listing of abbreviations on Sheet 1.
25. \_\_\_\_\_ Place case number (PT15-115) in lower right corner of plat.
26. \_\_\_\_\_ Change “Registration” to “Licensure” in the Notes Section.
27. \_\_\_\_\_ On Sheet 3 of 3 Section IV complete the approval dates.
28. \_\_\_\_\_ On the Conceptual Utility Plan change “Registration” to “Licensure” in Note 1.
29. \_\_\_\_\_ List the FEMA FIRM Panel number and effective date on the 100 year floodplain boundary delineated. The 100 year floodplain delineated in certain areas is the proposed 100 year floodplain boundary after a proposed LOMR-F is obtained. Show the current effective 100 year floodplain boundary and designate the new proposed floodplain boundary with a leader and note.
30. \_\_\_\_\_ It is recommended that the proposed detention facility be placed within a separate reserve area from the rest of the floodplain reserve B. The floodplain and detention areas have different functions and should have differing covenant language about operation and maintenance of those areas.
31. \_\_\_\_\_ The southern 198.07’ of Olive Avenue frontage should also have a limits of no access designated.
32. \_\_\_\_\_ Place a note referring to the assigned detention determination number for this development.
33. \_\_\_\_\_ Is the third paragraph under section F describing Reserve Area maintenance necessary or appropriate? That paragraph describes a potential situation of the City of Broken Arrow purchasing reserve areas from the Homeowner’s Association in the event of unpaid taxes.

**CONDITIONAL FINAL PLAT**

NAME OF PRELIMINARY PLAT: Villas at Bricktown

APPLICATION MADE: February 15, 2016

TOTAL ACREAGE: 11.57

NUMBER OF LOTS: 32

TAC MEETING DATE: March 8, 2016

PLANNING COMMISSION MEETING DATE: March 10, 2016

CITY COUNCIL MEETING DATE: April 5, 2016

COMMENTS:

34. \_\_\_\_\_ Show the area associated with the Korean Church plat on the location map.
35. \_\_\_\_\_ Section IV of the covenants, rear yard abutting Olive Avenue, add the following, “from Right-of-Way line”.
36. \_\_\_\_\_ Add to the title for Section IV.B of the covenants “(Blocks 1-4)” and add to the title for Section IV.C of the covenants “(Reserves B and C)”.
37. \_\_\_\_\_ Submit landscape plan and fence detail for the area abutting Olive Avenue. Landscape plan shall be approved prior to the plat being recorded.
38. \_\_\_\_\_ Add the following abbreviations to the legend: FEMA – Federal Emergency Management Agency; NAVD – North American Vertical Datum; and R/W – Right-of-Way.
39. \_\_\_\_\_ Add the following to the bottom of the Backflow Preventer Table - \*Backflow Preventer Required.
40. \_\_\_\_\_ Add the appropriate numbers for the Permissive Use Agreement DOC#\_\_\_\_\_ and RECORD#\_\_\_\_\_.
41. \_\_\_\_\_ Add a “\*” beside the “Highest Adjacent Rim Elevation” that requires a backflow preventer.
42. \_\_\_\_\_ Statement of resolution of floodplain issues will be required on this CFP.
43. \_\_\_\_\_ On sheet 2, Section I, Paragraph C3, change as follows: “OWNER SHALL PAY FOR DAMAGES OR RELOCATION OF SUCH FACILITIES (not “OF”).
44. \_\_\_\_\_ Section II, part A. 3rd Paragraph, change “It” to “It’s”.
45. \_\_\_\_\_ Section II, part A. 4th Paragraph, change “Registered” to “Licensed”.
46. \_\_\_\_\_ In the Certificate of Survey change 2015 to 2016.

\*\*\*\*\**CITY STAFF TO COMPLETE SECTION BELOW*\*\*\*\*\*

**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

### CITY OF BROKEN ARROW APPROVAL OF FINAL PLAT

\_\_\_\_ FINAL PLAT RECEIVED IN PLANNING DEPARTMENT AFTER UTILITY COMPANY SIGN OFF ON:  
\_\_\_\_ FINAL PLAT SENT TO ENGINEERING DEPARTMENT FOR FINAL REVIEW ON:

### 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:  
\_\_\_\_ 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  
\_\_\_\_ IS A SIDEWALK PERFORMANCE BONDS 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

\_\_\_\_ OK CORPORATION COMMISSION CERTIFICATE OF RECORDS SEARCH SUBMITTED?  
\_\_\_\_ OKLAHOMA CORPORATION COMMISSION, CAROL COLLETT 405-521-2108  
\_\_\_\_ PLANNING DEPARTMENT REVIEW COMPLETE ON:

### DEVELOPMENT SERVICES APPROVAL

\_\_\_\_ ADDRESSES REVIEWED AND APPROVED  
\_\_\_\_ DETENTION DETERMINATION # ASSIGNED AND VERIFIED?

### 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