

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

## **PLAT INFORMATION**

NAME OF PLAT: Oak Estates

CASE NUMBER: PT15-111

COUNTY: Tulsa

SECTION/TOWNSHIP/RANGE: 08-17-14

GENERAL LOCATION: One quarter mile south of the southeast corner of Jasper Street and Garnett Road

CURRENT ZONING: RS-2/PUD 239

SANITARY SEWER BASIN: Haikey Creek

STORM WATER DRAINAGE BASIN: Haikey Creek

ENGINEER: Rosenbaum Consulting, LLC  
ENGINEER ADDRESS: 2700 North Hemlock Court, Ste. 111A  
Broken Arrow, OK 74012  
ENGINEER PHONE NUMBER: 918-798-0210

DEVELOPER: F&C Partners, LLC, Attn: Chris Johnson  
DEVELOPER ADDRESS: 12109 S. Memorial Drive  
Bixby, OK 74008  
DEVELOPER PHONE NUMBER: 918-629-8839

## **PRELIMINARY PLAT**

APPLICATION MADE: June 29, 2015

TOTAL ACREAGE: 13.04

NUMBER OF LOTS: 15

TAC MEETING DATE: July 21, 2015

PLANNING COMMISSION MEETING DATE: July 23, 2015

### COMMENTS:

1. \_\_\_\_\_ PUD 239 requires the private streets to be placed in a reserve area that will be owned and maintained by the home owners association. Show the reserve area for the private streets and adjust the lot dimensions accordingly. Identify in the covenants that the maintenance of the streets is the responsibility of the homeowners association.
2. \_\_\_\_\_ Update the certificate of authorization for the engineer.
3. \_\_\_\_\_ Identify what the dashed line 34.55 feet east of the east property line represents. Verify that the property to the east is owned by a different property owner that is part of a large tract of land.
4. \_\_\_\_\_ Add Broken Arrow street names to location map and place County street names in parenthesis.
5. \_\_\_\_\_ Modify Section II of the covenants to reflect the development standards of PUD 239 that were approved by the City Council.
6. \_\_\_\_\_ Label section line.
7. \_\_\_\_\_ Submit landscape plan and fence details for the area along Garnett Road. Landscape plan and fence details shall be submitted and approved prior to the plat being recorded. In addition, the covenants shall acknowledge that the homeowners association is responsible for the maintenance of the fence and landscaping along Garnett Road.
8. \_\_\_\_\_ Please review and correct numerous spelling errors in the covenants.
9. \_\_\_\_\_ Change reference to "Board of County Commissioners" in Section II, second paragraph to "Broken Arrow City Council". Make similar changes throughout Section II. Delete reference to ordinance being adopted. Ordinance will not be prepared until after the plat is recorded.
10. \_\_\_\_\_ Review the first sentence of Section III.B.6 of the covenants. Minimum driveway culvert sizes are not shown and should not be shown on the plat.
11. \_\_\_\_\_ Delete Section III.B.33 of the covenants since it is different than the requirements of PUD 239 and consequently is not enforceable by the City of Broken Arrow.
12. \_\_\_\_\_ In Section III.B.34 change 25,000 square feet to 25,100 square feet to be compatible with PUD 239.
13. \_\_\_\_\_ Gated entry shall meet the requirements of Section 6.3 of the Subdivision Regulations. As per these regulations, call box must be located at least 60 feet from the ultimate curb along Garnett Road.
14. \_\_\_\_\_
15. \_\_\_\_\_ Place case number (PT15-111) in lower right corner of plat.
16. \_\_\_\_\_ The 20' Overland Drainage Easement arrow is in the wrong place in Lot 4, Block 1.
17. \_\_\_\_\_ "Constructing" is misspelled in Paragraph D1.
18. \_\_\_\_\_ Replace "Broken Arrow" with "City of Broken Arrow" throughout the document.

19. \_\_\_\_\_ Paragraph F1. "Commissioner" needs a space as appropriate.
20. \_\_\_\_\_ Paragraph H5 "accordance" is misspelled.
21. \_\_\_\_\_ Paragraph H6 should begin: "The approved plans must be submitted to the Oklahoma Department of Environmental Quality and shall include a sewer line located and designed to permit effective connection to future public sanitary sewer extensions to the lot."
22. \_\_\_\_\_ Paragraph I, Use of Reserve Area 'A' "purpose" is misspelled.
23. \_\_\_\_\_ Section II, "Commission" misspelled.
24. \_\_\_\_\_ Section III, A, 1. Should "Office of the County Clerk, Broken Arrow..." be "City Clerk"?
25. \_\_\_\_\_ Section III, A 2: should read "Shall be evenly applied."
26. \_\_\_\_\_ Paragraph 6. DRIVEWAYS: Add "A garage providing space for a minimum of two vehicles shall be provided on each lot."
27. \_\_\_\_\_ Paragraph 11C " ... and be constructed of dog-eared wood pickets..."
28. \_\_\_\_\_ Paragraph 22 NOISE, "enjoyment" is misspelled.
29. \_\_\_\_\_ Paragraph 26 PRESERVATION OF TREES, replace "duly" with "the duty."
30. \_\_\_\_\_ Paragraph 37, Replace "Owner acknowledges "he" is aware that compliance with the terms and conditions..." with "Owner acknowledges that compliance with the terms and conditions..."
31. \_\_\_\_\_ Replace "Registered" with "Licensed" in two places in the certification section.
32. \_\_\_\_\_ Cross hatching and a legend note calls out for the street area to be within Reserve B (Mutual Access Easement). There is no section within the restrictive covenants enclosed addressing Reserve B or a mutual access easement. The linework on the face of the plat shows that each residential lot owner would own a portion of the roadway within 16 different mutual access easements. As per PUD 239, the entire roadway should be platted as a single tract Reserve Area B to be collectively owned and maintained by the Homeowners Association. Clearly show that consistently on the face of the plat and on language within the restrictive covenants.
33. \_\_\_\_\_ There are lots where the entire frontage of the lot contains both a utility easement and overland drainage easement overlapping in the same space. Utility easements should be within a separate location from overland drainage easements except where required 90 degree crossings occur. As shown, borrow ditches proposed for stormwater conveyance could have above ground utility pedestals and improvements constructed within them that could block stormwater flows.
34. \_\_\_\_\_ There is no dimension or curve data for the curved roadway easements, overland drainage easements, utility easements, and building lines. The width of the roadway easement is not dimensioned. Please provide information.
35. \_\_\_\_\_ (Restrictive Covenants) There are multiple references within the restrictive covenants to "Tulsa County" that should be changed to "City of Broken Arrow" in reference to the jurisdictional community.
36. \_\_\_\_\_ (Restrictive Covenants) There is no section describing ownership, maintenance requirements, and mutual access within the proposed private streets. Please add with the conditional final plat.
37. \_\_\_\_\_ (Restrictive Covenants) Section III.B.6 mentions that minimum driveway culvert sizes are shown on the plat. They are not shown on the plat. The note should also read that the culverts shall also meet the requirements of the City of Broken Arrow.

**TECHNICAL ADVISORY COMMITTEE**

38. \_\_\_\_\_ Provide a utility easement along the lot line between Lots 8 and 9, Block 1.

**CONDITIONAL FINAL PLAT**

NAME OF PRELIMINARY PLAT: Oak Estates

APPLICATION MADE: December 21, 2015

TOTAL ACREAGE: 13.04

NUMBER OF LOTS: 15

TAC MEETING DATE: January 12, 2016

PLANNING COMMISSION MEETING DATE: January 14, 2016

CITY COUNCIL MEETING DATE: February 2, 2016

**COMMENTS:**

39. \_\_\_\_\_ The building line setbacks shown on the plat that are not in association with an easement are greater than that required by the PUD. Either change the building line setback shown on the plat to reflect what was approved with the PUD, or add the 35 foot building line setback to Section III of the covenants with language noting this is enforceable by the Architectural Review Committee and not the City of Broken Arrow. The City of Broken Arrow cannot enforce building line setbacks that are greater than what the Zoning Ordinance (i.e. PUD) require.
40. \_\_\_\_\_ Provide document number for off-site 10.25' Storm Sewer Easement. Document number must be shown on the plat prior to the plat being recorded.
41. \_\_\_\_\_ Show the width of Reserve B, the private street right-of-way.
42. \_\_\_\_\_ On Sheet 1, add a note stating that all the streets in Reserve B are private streets owned and maintained by the Homeowners Association. In addition, add to Section IJ of the covenants that the maintenance of the streets in Reserve B is the responsibility of the Homeowners Association.

43. \_\_\_\_\_ Revise paragraph II.A to coincide with the language contained in the PUD document approved by the City Council. In Section II.B revise to say "Broken Arrow Zoning Code".
44. \_\_\_\_\_ In title description and in Section II of the covenants, change "PUD 239" to "PUD 239A".
45. \_\_\_\_\_ In Section II.D of the covenants, add "but no residential structures shall be constructed in Reserve A next to Garnett Road."
46. \_\_\_\_\_ In Section II.D of the covenants, change minimum lot width to 100 feet as was approved with PUD 239A.
47. \_\_\_\_\_ Add the following to Section II.D of the covenants as was approved with PUD 239A, "Private street right-of-way shall not be less than 30 feet in width and shall be located within a reserve area to be owned and maintained by the homeowners association." Section II of the covenants needs to match what was approved by the Broken Arrow Planning Commission and City Council, revise accordingly.
48. \_\_\_\_\_ Add to Minimum Building Setbacks, "Minimum garage setback 25 feet".
49. \_\_\_\_\_ In Section II.D, Off-Street Parking, change three to two, as per PUD 239A.
50. \_\_\_\_\_ Add address disclaimer.
51. \_\_\_\_\_ A double 11' wide overland drainage easement is shown between lots 12 and 15. An overland drainage easement would prohibit fencing or any above ground yard improvements within those easements. Verify whether that easement is necessary and desired.
52. \_\_\_\_\_ Label the assigned detention determination number on the face of the plat.
53. \_\_\_\_\_ Written description and drawing do not match, correct and resubmit.
54. \_\_\_\_\_ Label the POB as the "NW cor of SW/4 NW/4".

\*\*\*\*\*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 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

- \_\_\_\_\_ 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. (6 per c myers 12/30/15) | \$ _____ |
| ____ 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