

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

PLAT INFORMATION

NAME OF PLAT: "Shops at Aspen Creek"
Aspen Creek Marketplace
CASE NUMBER: PT16-103
COUNTY: Tulsa
SECTION/TOWNSHIP/RANGE: 33-18-14
GENERAL LOCATION: west of Aspen, south of Creek Turnpike
CURRENT ZONING: A-1
SANITARY SEWER BASIN: Lynn Lane
STORM WATER DRAINAGE BASIN: Aspen Creek

ENGINEER: Super Market Developers, In.
Attn: Joel D. Riggs, P.E.
ENGINEER ADDRESS: 5000 Kansas Avenue
Kansas City, KS 66106
ENGINEER PHONE NUMBER: 913-288-1004

And

ENGINEER: Renaissance Infrastructure Consulting
1138 W. Cambridge Circle Drive
Kansas City, KS 66103
ENGINEER PHONE NUMBER: 913-333-3872

DEVELOPER: Burrotein Family Investment Company, LLC, Revocable Intervivos Trust of John F. Hausam
DEVELOPER ADDRESS: 2104 E. 26th Street
Tulsa, OK 74114
DEVELOPER PHONE NUMBER: 918-269-6053

PRELIMINARY PLAT

APPLICATION MADE: February 15, 2016
Drawing Revised: March 10, 2016
TOTAL ACREAGE: 38.4
NUMBER OF LOTS: 7
TAC MEETING DATE: March 22, 2016
PLANNING COMMISSION MEETING DATE: March 25, 2016

COMMENTS:

1. _____ Legal description shall describe perimeter property boundaries prior to any right-of-way dedication.
2. _____ The Subdivision Regulations require 65 feet of right-of-way within 350 feet of the intersection of two arterial streets. After 350 feet, the right-of-way transitions at a 30 degree angle back to 60 feet. A 45 degree corner clip is also required at the intersection of the arterial streets, as well as where any other streets intersect an arterial street.
3. _____ Provide a 17.5-foot utility easement around the perimeter of the property, except within 350 feet of the arterial street intersection, the utility easement is required to be 22.5 feet in width.
4. _____ Identify the abutting property to the west as "unplatted".
5. _____ Provide the name, address, and telephone number of the owner, engineer, and surveyor. If Super Market Developers, Inc. is the owner and Renaissance Infrastructure Consulting is the engineer/surveyor, identify as such. Also, provide the certificate of authorization number for the engineer and the surveyor.
6. _____ On the location map, use Broken Arrow street names and place County street names in parenthesis.
7. _____ Show the number of lots and acreage platted. Show Tract A as a Lot and Block. Since most of Tract B is within the 100-year floodplain of Aspen Creek, show Tract B as a reserve area and utility easement.
8. _____ Show access points and limits of no access along both Aspen Avenue and Tucson Street. Provide written documentation (email is acceptable) that all the access points meet the requirements of Section 5.3.B.3 of the Zoning Ordinance.
9. _____ Make the perimeter boundaries of the plat a heavier, darker line.

10. _____ If right-of-way has been previously dedicated along Aspen Avenue and Tucson Street show document numbers for right-of-way dedication. If right-of-way has not been previously dedicated, show right-of-way to be dedicated by this plat.
11. _____ Do not show any building line setbacks within the 100-year floodplain area. However, do show 50-foot building line setback from interior street.
12. _____ Remove the word "proposed" from any right-of-way or utility easement dedication.
13. _____ Identify what Document #2008100110 represents.
14. _____ Provide dimensions and bearings for all property lines and for locating interior utility easements.
15. _____ Provide covenants with the conditional final plat. In the covenants identify who is responsible for the maintenance of all reserve areas. In addition, identify in the covenants that the maintenance of the reserve areas is not the responsibility of the City of Broken Arrow.
16. _____ Identify in the covenants that the developer is responsible for constructing the sidewalks in all reserve areas next to a street.
17. _____ Identify in the covenants who is responsible for constructing the interior public street to the west property line.
18. _____ According to the Engineering Design Criteria Manual, the right-of-way for a Commercial street is 80 feet, not 50 feet. Please revise accordingly.
19. _____ Show block and lot numbers for all lots.
20. _____ Provide a "bulb out" where the commercial frontage road turns from north/south to east/west.
21. _____ No closure due to conflicting bearings. Provide closure report.
22. _____ Have all bearings run clockwise or counter-clockwise.
23. _____ Label benchmark.
24. _____ Provide basis of bearings statement.
25. _____ Provide Surveyor's Seal.
26. _____ Place case number (PT16-103) in lower right corner of plat.
27. _____ Add the name of the plat in the title block, lower right corner.
28. _____ Submit a stormwater detention determination form to the City of Broken Arrow Stormwater Manager. Place a note referring to the assigned detention determination number for this development on the cover sheet of the final plat.
29. _____ Proposed lots 2 and 3 have an existing USGS blue line creek going across them that will present stormwater conveyance and U.S. Army Corps of Engineers 404 Permit issues if that creek is proposed to be filled in or piped in an underground stormwater system. Conveyance of offsite urbanized flows will require coverage by either an overland drainage easement for any open channel areas or a utility easement covering any approved underground stormwater system.
30. _____ Revise the floodplain boundary delineation note to provide the FEMA Firm Panel number and effective date along with the Zone A designation of the 100-year floodplain.
31. _____ The 100 year FEMA floodplain shall either be put in a separate Reserve Area with an overland drainage easement covering the floodplain boundary or else be covered by an overland drainage easement if the floodplain boundary area is to remain part of an overall larger lot. Clarify on the plat.

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:

32. _____
33. _____
34. _____
35. _____

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