

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

## **PLAT INFORMATION**

NAME OF PRELIMINARY PLAT: Tucson Village  
CASE NUMBER: PT16-110  
RELATED CASE NUMBERS: BACP-112, BAZ-1851, BAZ-1930, PUD-234, PUD-206  
COUNTY: Tulsa  
SECTION/TOWNSHIP/RANGE: 01/17/14  
GENERAL LOCATION: SWC of Tucson and County Line  
CURRENT ZONING: AG/PUD-206  
SANITARY SEWER BASIN: Broken Arrow/Lynn Lane  
STORM WATER DRAINAGE BASIN: Broken Arrow/Lynn Lane

ENGINEER: AAB Engineering, LLC  
ENGINEER ADDRESS: 200 N. McKinley  
Tulsa, OK 74063  
ENGINEER PHONE NUMBER: 918-514-4283

DEVELOPER: Chuck Ramsay  
DEVELOPER ADDRESS: 615 Eucalyptus Ave.  
Broken Arrow, OK 74012  
DEVELOPER PHONE NUMBER: 918-258-6161

## **PRELIMINARY PLAT**

APPLICATION MADE: October 19, 2016  
TOTAL ACREAGE: 36.81  
NUMBER OF LOTS: 96  
TAC MEETING DATE: November 15, 2016  
PLANNING COMMISSION MEETING DATE: November 17, 2016

### COMMENTS:

1. \_\_\_\_\_ Tucson Street is a primary arterial street – Show 60 feet ROW. Show Statutory ROW and ROW by plat
2. \_\_\_\_\_ Provide minimum 17.5 feet utility easement along Tucson Street, parallel to the ROW (per Subdivision Ordinance)
3. \_\_\_\_\_ Show 5 ft. wide landscape and fence (only on Block 7) easement adjacent to Tucson Street (per Subdivision Ordinance)
4. \_\_\_\_\_ Label Tucson Street and 121<sup>st</sup> in parenthesis.
5. \_\_\_\_\_ Show existing statutory ROW on 23<sup>rd</sup> Street/County Line and show ROW to be dedicated by plat, accordingly.
6. \_\_\_\_\_ Label 23<sup>rd</sup> Street. Show 193<sup>rd</sup>/County Line in parenthesis
7. \_\_\_\_\_ Show dimension – width of Reserve C and Reserve D, adjoining 23<sup>rd</sup> Street to allow utilities to cross Reserve C and D. Also provide utility easement or make these reserves a general utility easement
8. \_\_\_\_\_ Show Limits of No Access (LNA) on all 15' and 20' Building line lots. (Lot 1, Blk 7; Lot 6, 25, 36, 37, Block 4; Lot 12-13, Block 5; Lot 4, 9, Block 1)
9. \_\_\_\_\_ Label 25' Building Line on west side of Lot 1, Block 5
10. \_\_\_\_\_ PUD-234 requires all lots to have minimum 52 ft. frontage; check the following: Lot 13-16, Block 2 and Lot 11-14, Block 4
11. \_\_\_\_\_ Show and identify PSO easement with dimensions in Block 1, Block 3, and Block 6. Provide adjoining parallel utility easement next to PSO lines.
12. \_\_\_\_\_ Show ROW (opening) dimensions at entrances on Tucson and 23<sup>rd</sup> Street
13. \_\_\_\_\_ Show dimensions for corner clip at intersection of 23<sup>rd</sup> Street and entry/street C.
14. \_\_\_\_\_ Show street ROW dimension on Street E, east of lot 12,13, Block 5
15. \_\_\_\_\_ In location map, show Broken Arrow street names (and County names in parenthesis)
16. \_\_\_\_\_ Section 1.G (Page 2 of 3) Limits of No Access- change street names to be Broken Arrow street names, with county street names in parenthesis
17. \_\_\_\_\_ Section 1-H (page 2 of 3) Reserve Areas – provide utility easement in Reserves or add utility easement to all reserves
18. \_\_\_\_\_ Section 1-J-3 Minimum rear yard – Add minimum rear yards shall be “in accordance to PUD-234 and be no less than 20 feet”
19. \_\_\_\_\_ Section 11.C Gross Residential Area – 52.35 acres- add, “for PUD-234” or adjust figure accordingly
20. \_\_\_\_\_ Section 11-E Max number of dwelling units – 200, add “for PUD-234” or adjust figure accordingly

21. \_\_\_\_\_ Section 11-I Street Design. Delete “It is our intent to establish an escrow account”. Replace language to say, “The cost of the arterial sidewalk, along Tucson Street, shall be escrowed to the City to be built at a later time.”
22. \_\_\_\_\_ Section 11-I Second Paragraph – delete this language. There are no commercial uses within this plat.
23. \_\_\_\_\_ Section 11-J Utilities – Revise section to address detention
24. \_\_\_\_\_ Section 11-K Landscape and Screening – Add, “Broken Arrow Zoning Ordinance \_\_\_\_\_” “and PUD-234”
25. \_\_\_\_\_ Section 11-K 4<sup>th</sup> Paragraph- Revise and delete “we will not” ... Construct a screening fence. Revise to say “a screening fence may not be built” Except adjoining a single family lot.
26. \_\_\_\_\_ Section III L-Fencing – Add “no fences shall be permitted within the floodplain areas and reserves”
27. \_\_\_\_\_ Place case number (PT16-110) in lower right corner of plat.
28. \_\_\_\_\_ Drawing does not match the written legal description.
29. \_\_\_\_\_ NO closure.
30. \_\_\_\_\_ Clearly show “Zone AE” flood plain on the drawing.
31. \_\_\_\_\_ All legs of the exterior of the plat need a bearing and distance.
32. \_\_\_\_\_ All curves need radius, delta, chord bearing, chord distance and length of curve.
33. \_\_\_\_\_ Drawing should show the curve data clearly.
34. \_\_\_\_\_ Provide a closure report for the exterior of the plat.
35. \_\_\_\_\_ Provide a note referring to the assigned detention determination number for this development.
36. \_\_\_\_\_ Revise the floodplain note to refer to the current effective FIRM Panel with a September 30, 2016 effective date.
37. \_\_\_\_\_ Add street names and addresses as assigned.
38. \_\_\_\_\_ Reserve A and Reserve B will need to be labeled as overland drainage easements. If there are public or franchise utilities within them, they will also need to be utility easements or have separate utility easements within them.
39. \_\_\_\_\_ The required detention facility within this development shall be placed within a separate detention easement and reserve area different than the reserves that contain creeks and floodplain.
40. \_\_\_\_\_ Show and label more clearly the existing PSO easement within the platted lots in Block 3. There is a label of it on the offsite future development area, but it needs a label within that block on the platted lots too.
41. \_\_\_\_\_ Street C fronting onto 193<sup>rd</sup> East Avenue has angled corner clips. Street H fronting onto Tucson has radius returns shown. Those radius returns shall be revised to angled corner clips.
42. \_\_\_\_\_ Lot 7 Block 1 shows a street frontage of 27.76’ within the Street F cul-de-sac. A minimum 30’ wide frontage is required. Revise as necessary.
43. \_\_\_\_\_ Label and provide a utility easement between Lots 24 and 25 of Block 4 to provide coverage for the proposed public storm sewer shown to be constructed between those lots.
44. \_\_\_\_\_ A minimum 20’ wide reserve area with restrictions on fencing and construction shall be provided in the Block 4 and Block 2 vicinity to provide adequate vehicular maintenance access to the creek and detention facility within Reserve A. One access point in the vicinity of Lots 26 to 31 Block 4, one in the vicinity of Lots 14 to 21 of Block 4, and one in the vicinity of Lots 7 to 13 of Block 2 shall be provided. Those reserves can either be an extended panhandle of Reserve A or can be separate reserve areas.
45. \_\_\_\_\_ Multiple residential lots shown will rely on the proposed LOMR-F floodplain boundary revision in order to be developed. They will either need to be removed from this plat and platted in a future phase of the development once the LOMR-F is obtained or will require the FEMA LOMR-F approval letter before this plat is allowed to be filed
46. \_\_\_\_\_ Submit the offsite separate instrument 20’ wide overland drainage easement for the proposed improved channel northeast of Block 2 to the City of Broken Arrow for review before filing. That proposed 20’ wide overland drainage easement does not contain the proposed channel centerline and channel shown on the detailed grading plan. Revise the channel design and easement to match
47. \_\_\_\_\_ It appears that a portion of proposed Reserve C has the natural creek draining through it. A portion or all of Reserve C will need to be labeled as an overland drainage easement.
48. \_\_\_\_\_ After calculation and mapping of the 100-year channel boundary of the natural creek near Reserve C, clarify whether the northeast portions of proposed Lots 24 and 25 will be within that 100-year flow path. If they are, revise those lot boundaries to remove them from the 100-year flow path.
49. \_\_\_\_\_ Show and label the required offsite utility easements, necessary to contain the proposed storm sewers draining west to the floodplain to serve this platted development. Submit those offsite separate instrument utility easements to the City of Broken Arrow before filing
50. \_\_\_\_\_ Show and label the required offsite utility easements for water lines and sewer lines.
51. \_\_\_\_\_ The language in Section IH needs to provide more detailed language for the different types and functions of the proposed reserve areas. There should be specific detention, overland drainage, and landscape area language. State which function each proposed reserve area provides.
52. \_\_\_\_\_ Section IL needs to be re-labeled “Overland Drainage and Detention Easements”. Revise language in that section to refer to “Detention Easements” or “Overland Drainage Easements”. Replace the reference to the “City Engineer” with “Engineering and Construction Department”.
53. \_\_\_\_\_ Address all Engineering comments and make appropriate changes to the plat as necessary.

## **CONDITIONAL FINAL PLAT**

NAME OF CONDITIONAL FINAL PLAT: TUCSON VILLAGE

APPLICATION MADE: March 6, 2017

TOTAL ACREAGE: 20.98 + 7.77 of Reserves

NUMBER OF LOTS: 107 with 4 Reserve Areas

TAC MEETING DATE: April 11, 2017

PLANNING COMMISSION MEETING DATE: April 13, 2017

CITY COUNCIL MEETING DATE: May 2, 2017

### COMMENTS:

54. \_\_\_\_\_ Revise Signature box in bottom left hand corner to say, "Approved by the City Council of the City of Broken Arrow, Oklahoma on \_\_\_\_\_"
55. \_\_\_\_\_ Delineate and label the current effective FEMA Zone AE floodplain boundary.
56. \_\_\_\_\_ The latest submittal of engineering plans shows the 100-year water surface elevation of the channel in Reserve Area B encroaching onto a portion of the Lot 1, Block 1 residential lot. Overland drainage easement shall also be shown on that lot to cover the portion of it that the 100-year channel is on.
57. \_\_\_\_\_ Section IH states that Reserve Areas C and D have an overland drainage use. They do not appear to per the grading and drainage plans. Please review and revise that statement as necessary.
58. \_\_\_\_\_ Section IH states that Reserve Areas A, B, C, and D have a utility easement as one of their uses but the face of the plat does not show those reserve areas to have a utility easement on them. Revise covenants language and face of plat to match for correctness.
59. \_\_\_\_\_ Section IH states that one of the uses of Reserves A, B, C, and D is for detention, but no detention is provided on this development. Remove reference to detention.
60. \_\_\_\_\_ Remove all references to detention in Section IL1, IL2, IL3, and IL4.
61. \_\_\_\_\_ Replace the reference to "City Engineer" in Section IL2 with "Engineering and Construction Department".
62. \_\_\_\_\_ Section IL4 mentions overland drainage easements being maintained by "lot owners on whose lots the easements lie" and then mentions the Homeowners Association. It does not appear that there are any overland drainage easements on individual residential lots, so that section should be revised to only state the maintenance responsibility of the Homeowners Association for reserve areas.
63. \_\_\_\_\_ Show 35.25 feet of right-of-way dedicated by this plat and the overall right-of-way as 60-feet along Tucson Street. Show same dimensions along 23<sup>rd</sup> Street.
64. \_\_\_\_\_ Extend the 15-foot U/E across the northern and southern access points to Reserve A, or make Reserve A and OD/E and U/E. Same applies for the south boundary of Reserve B.
65. \_\_\_\_\_ Provide document numbers for the OD/E and 5-foot U/E between 23<sup>rd</sup> Street and 22<sup>nd</sup> Court.
66. \_\_\_\_\_ Provide L.N.A. along the south property line of Block 4, Lot 25.
67. \_\_\_\_\_ Remove the reference to traffic islands in the last paragraph of Section II.K.
68. \_\_\_\_\_ Label Reserves C and D as utility easements on the face of the plat.
69. \_\_\_\_\_ Label the dashed line extending the length of Reserve D.
70. \_\_\_\_\_ Adjust the building line setback along 22<sup>nd</sup> Place on lot 9, block 1 to 20-feet.
71. \_\_\_\_\_ Section IL4 statement "the lien against each lot shall not exceed 1/82nd of the costs....." is unclear. It seems to state that if the City were to need to file a lien against the HOA, we would have to file 82 liens against individual lot owners which is not even the 107 lots available in the plat. The City does not want to become involved in HOA business as concerns the payment of a lien against the HOA. Our practice is to file a lien against the HOA.
72. \_\_\_\_\_ Show all off-site utility easements on the face of the plat with associated document numbers.
73. \_\_\_\_\_ Lot 21, Block 4 has a label for a 10' U/E & A/E but does not clearly show where the easement is located. Correct that label that also overlaps on the lot number. It appears there is also a side yard easement on Lot 22, Block 4, but none is labeled. Revise as necessary.
74. \_\_\_\_\_ The face of the plat calls out multiple access easements. Provide language in the covenants detailing specifically what parties that access is granted to (The Public?, Homeowners Association?, City of Broken Arrow?, etc.). That paragraph should also detail if there are any special maintenance responsibilities, fencing restrictions, or other applicable items that owners of those lots should know before purchasing that lot.
75. \_\_\_\_\_ The final engineering plans show an 18" storm pipe between lots 24 and 25, Block 4 with only a single 5' EU on one side. Correct the plat and place 7.5' wide utility easements on both lots for a total easement width of 15'.

**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: \_\_\_\_\_

**PLAN DEVELOPMENT 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

\_\_\_\_ 6 COPIES OF FILED PLAT SUBMITTED TO PLANNING DEPARTMENT

\_\_\_\_ PDF OF RECORDED PLAT SUBMITTED TO PLANNING DEPARTMENT