

# 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 9<sup>th</sup> 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. 8<sup>th</sup> 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 9<sup>th</sup> 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. If the well has not been closed, language will be added to the plat that no building permit can be issued to those lots that do not meet the separation requirement from oil wells. Staff will also identify those lots so that no building permit is issued.
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	\$ _____
<b>TOTAL FEE(S)</b>	<b>\$ _____</b>

**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