

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

## **PLAT INFORMATION**

NAME OF PLAT: The Villas at Bel Lago  
CASE NUMBER: PT16-100  
COUNTY: Wagoner  
SECTION/TOWNSHIP/RANGE: 08/T18N/R15E  
GENERAL LOCATION: Northwest corner of Houston Street and Evans Road  
CURRENT ZONING: A-1 to RS-3 via BAZ 1921  
SANITARY SEWER BASIN: Lynn Lane  
STORM WATER DRAINAGE BASIN: Adams Creek

ENGINEER: Tuttle & Associates, Inc.  
ENGINEER ADDRESS: 9718 E. 55<sup>th</sup> Place  
Tulsa, OK 74146  
ENGINEER PHONE NUMBER: 918-663-5567

DEVELOPER: McGuire Bel Lago, LLC  
DEVELOPER ADDRESS: 5711 E. 71<sup>st</sup> Street, Suite 240  
Tulsa, OK 74136  
DEVELOPER PHONE NUMBER: 918-949-9268

## **PRELIMINARY PLAT**

APPLICATION MADE: January 4, 2016  
TOTAL ACREAGE: 31.38 acres  
NUMBER OF LOTS: 97  
TAC MEETING DATE: January 26, 2016  
PLANNING COMMISSION MEETING DATE: January 28, 2016

### COMMENTS:

1.  The legal description says 31.38 acres while on sheet 1 it says 31.39 acres, which is correct?
2.  Add "Houston Street" and place "East 81<sup>st</sup> Street South" in parenthesis.
3.  Text overlap occurs in several areas. Please adjust to avoid text overlap.
4.  Place case number (PT16-100) in lower right corner of plat.
5.  Change City Clerk's name.
6.  Show "Limits of No Access" along both Evans Road and Houston Street.
7.  Add legend of codes and abbreviations used on the plat.
8.  Increase the thickness of the boundary line around the perimeter of the plat.
9.  Label section lines.
10.  Either provide document number for right-of-way dedication on Houston Street and Evans Road or show right-of-way to be dedicated by this plat. Show fifty-foot wide right-of-way dedication on Houston Street to two decimal points. If right-of-way on Houston Street has not been previously dedicated, show transition from 70 feet to 50 feet to occur at a 30 degree angle as per the engineering design manual.
11.  Show corner clip at the intersection of Houston Street and Evans Road. In addition, show corner clips at the intersection of 47<sup>th</sup> Court and Houston Street.
12.  Show the location and width of any existing utility easements on or adjacent to this plat.
13.  Show the document number for the 20-foot wide off-site utility easement near the northwest corner of the plat. Off-site easement shall be recorded in Wagoner County and document number shown on the plat prior to the plat being recorded.
14.  Use arrow from "5' L/E" label to show location of 5-foot wide landscape easement along Houston Street and Evans Road.
15.  Show the area adjacent to the northwest corner of the plat as unplatted, not as future lots.
16.  Identify and label Reserve A as a utility easement.
17.  Identify what the oval shaped area represents in the center of 47<sup>th</sup> Court. If this is a median, it needs to be labeled as such and language included in the covenants releasing the City of Broken Arrow of any liability associated with damage to any landscaping or irrigation systems in the median and the City of Broken Arrow retains the right to remove this median.
18.  Show all street dimensions to two decimal points.

19. \_\_\_\_\_ On lots in which the building line setback is less than 25 feet, show and label as restricted access. On both Sheet 1 and in the covenants, state that no access is allowed to lots in which the building line setback is less than 25 feet. Access can occur as long as the garage is setback at least 25 feet.
20. \_\_\_\_\_ Identify in the covenants that The Villas at Bel Lago is part of the overall Bel Lago Homeowners Association that includes Bel Lago and Bel Lago II. The maintenance of Reserve A shall be the responsibility of the overall Bel Lago Homeowners Association. In addition, identify in the covenants that the maintenance of the fence and landscaping along the perimeter next to Evans Road and Houston Street is the responsibility of the overall Bel Lago homeowners association.
21. \_\_\_\_\_ Label the building setback line along the north side of Lot 17, Block 1.
22. \_\_\_\_\_ Add to the covenants that the construction of the sidewalk along the street frontage of Reserve A, as well as along Houston Street and Evans Road, is the responsibility of the developer.
23. \_\_\_\_\_ Place a note referring to the assigned detention determination number.
24. \_\_\_\_\_ Section IIS covers Reserve Area A. It is called an open space, overland drainage, and detention area and Section IIS3 states that "trees shall not be removed and the natural wildlife habitat shall not be disturbed". That is not typical language for a detention facility that has areas that do require vegetation maintenance to insure storm flow conveyance. Clarify and perhaps break Reserve A into two or more reserves; possibly one for floodplain functions, one for the stormwater detention function, and one for tree and wildlife habitat preservation. Those 3 items can be in conflict with each other.
25. \_\_\_\_\_ Remove "Detention Facility" from Reserve A.
26. \_\_\_\_\_ In the Wagoner County Treasurer signature block, "DESCRIBED" is misspelled.
27. \_\_\_\_\_ On Sheet 2 of 2, Section V, paragraph C, replace "Bel-Lago II" with "The Villas at Bel Lago."
28. \_\_\_\_\_ Label width of right of way on all streets
29. \_\_\_\_\_ Need datum for the bench mark
30. \_\_\_\_\_ Need the initial tangent bearing, delta, long chord length and bearing for the exterior curve of plat
31. \_\_\_\_\_ Curve table needs to be checked especially the curve related to the exterior curve of the plat
32. \_\_\_\_\_ NO CLOSURE due to missing curve information

## **CONDITIONAL FINAL PLAT**

NAME OF CONDITIONAL FINAL PLAT: Villas at Bel Lago

APPLICATION MADE: September 5, 2017

TOTAL ACREAGE: 17.96

NUMBER OF LOTS: 55

TAC MEETING DATE: September 26, 2017

PLANNING COMMISSION MEETING DATE: September 28, 2017

CITY COUNCIL MEETING DATE: October 17, 2017

### COMMENTS:

33. \_\_\_\_\_ Update expiration date for CA for Engineer/Surveyor.
34. \_\_\_\_\_ Add a note stating that the building line setback on all wedge-shaped lots is a minimum of 60-feet.
35. \_\_\_\_\_ The median at the entry onto 47<sup>th</sup> Court, referred to in Preliminary Plat comment #17, is now shown as Reserve C. Identify the purpose and maintenance responsibility of this Reserve in Section II.S.
36. \_\_\_\_\_ In section II.O.3, fences are restricted to be built no closer than 10-feet to the property line on corner lots. Does this apply to rear property lines and sides that do not abut public streets? Please clarify.
37. \_\_\_\_\_ Revise the Landscape Easement along Houston Street to be a Fence and Landscape Easement.
38. \_\_\_\_\_ Show General Location of bench mark on the drawing.
39. \_\_\_\_\_ Provide Closure Report
40. \_\_\_\_\_ Written descriptions on pages 1 and 2 do not match in the last two or three calls.
41. \_\_\_\_\_ Identify that the maintenance of the fencing and landscaping along Houston Street is to be the responsibility of the homeowner's association.
42. \_\_\_\_\_ Change note to say "ROW Dedicated by this Plat".
43. \_\_\_\_\_ Add ROW to the legend.
44. \_\_\_\_\_ Add addresses as assigned by the City of Broken Arrow.
45. \_\_\_\_\_ "C31" is shown on the plat, but is not included in the curve table, please modify.
46. \_\_\_\_\_ The conditional final plat and the "no exceptions take" engineering drawings must agree with respect to Limits of Access and No Access, easements both internal and external, reserve areas, 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.
47. \_\_\_\_\_ Provide document number for 11-foot and 20-foot U/E by separate instrument. Document number shall be shown on the plat prior to the plat being recorded.
48. \_\_\_\_\_ Confirm in writing (email is acceptable) that Lot 2, Block 2 and Lot 3 and 6, Block 3 contain at least 7,000 square feet.

**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

**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? \_\_\_\_\_
- \_\_\_\_ PROJECT ENGINEER/DEVELOPMENT SERVICES REVIEW COMPLETE 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

**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 PROJECT ENGINEER 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**

- \_\_\_\_ FINAL PLAT SUBMITTED FOR MAYOR AND CITY CLERK SIGNATURE ON: \_\_\_\_\_

\_\_\_\_\_ FEES PAID ON: \_\_\_\_\_ IN THE AMOUNT OF: \_\_\_\_\_  
\_\_\_\_\_ FINAL PLAT PICKED UP FOR FILING ON: \_\_\_\_\_  
\_\_\_\_\_ 6 COPIES OF FILED PLAT SUBMITTED TO PLANNING DEPARTMENT  
\_\_\_\_\_ PDF OF RECORDED PLAT SUBMITTED TO PLANNING DEPARTMENT