

BROKEN ARROW PLANNING COMMISSION AND CITY COUNCIL SUBDIVISION PLAT REVIEW CHECKLIST

PLAT INFORMATION

NAME OF PRELIMINARY PLAT: RDS Business Park
CASE NUMBER: PT18-105
RELATED CASE NUMBERS: BAZ-2007
COUNTY: Wagoner
SECTION/TOWNSHIP/RANGE: 06/T18N/R15E
GENERAL LOCATION: North of the northeast corner of Kenosha Street and 23rd Street
CURRENT ZONING: A-1 (CN approved subject to platting via BAZ-2007)
SANITARY SEWER BASIN: Lynn Lane
STORM WATER DRAINAGE BASIN: Adams Creek

ENGINEER: JR Donelson, Inc.
ENGINEER ADDRESS: 12820 S. Memorial Drive
Bixby, OK 74008
ENGINEER PHONE NUMBER: 918-394-3030

DEVELOPER: RDS Investments, LLC
DEVELOPER ADDRESS: 304 N. Redbud
Broken Arrow, OK
DEVELOPER PHONE NUMBER: 918-231-7519

PRELIMINARY PLAT

APPLICATION MADE: August 15, 2018
TOTAL ACREAGE: 19.70
NUMBER OF LOTS: 6
TAC MEETING DATE: September 11, 2018
PLANNING COMMISSION MEETING DATE: September 13, 2018
COMMENTS:

1. ☐ Change "Madison Street" to "Hillside Drive".
2. ☐ Hillside Drive is a commercial street. As per the engineering design criteria manual, the width of the street right-of-way needs to be increased from 60 feet to 80 feet. In addition, the right-of-way on Hillside Drive at the intersection with 23rd Street shall be wide enough to accommodate at least three outbound lanes, a median, and two inbound lanes.
3. ☐ Show limits of no access to N. 26th Place and at the east end of Hillside Drive. Incorporate into the covenants that vehicular access to N. 26th Street shall occur only in an emergency.
4. ☐ Either show a mutual access easement of at least 50 feet in width that extends from Hillside Drive to Lot 2, Block 1 of Tiger Plaza, or show this as a public street.
5. ☐ Place case number (PT18-105) in lower right corner of plat.
6. ☐ The proposed access points from Lot 1, Block 1 and Lot 1, Block 2 to 23rd Street do not meet the separation requirements of the Zoning Ordinance. Remove both access points and show limits of no access along the entire 23rd Street frontage of Lot 1, Block 1 and Lot 1, Block 2. In addition, as per the Zoning Ordinance, show limits of no access along the south boundary of Lot 1, Block 1 and north boundary of Lot 1, Block 2 for 250 feet from the centerline of 23rd Street.
7. ☐ Show corner clips instead of rounded curves the intersection of Hillside Drive with 23rd Street.
8. ☐ On the plat, add "N. 23rd Street" and place S. 193rd E. Avenue in parenthesis.
9. ☐ The property will be zoned CN with the recording of the plat. The CN district requires all buildings to setback at least 50 feet from all street right-of-way. Therefore, change the building line setback from 25 feet to 50 feet.
10. ☐ Identify who the engineer is in the upper left corner and provide Certificate of Authorization Number.
11. ☐ Add "N. 37th Street" to location map.
12. ☐ 23rd Street is a primary arterial street, which requires 60-feet of right-of-way from the section line. The plat shows 50 feet. Therefore, revise to show 60-feet of right-of-way from the section line along 23rd Street.
13. ☐ Either show the document numbers for 60 feet of right-of-way dedication along 23rd Street and/or show right-of-way dedicated by this plat.
14. ☐ Show the right-of-way dimension for Hillside Drive along the east side of the plat to two decimal points.
15. ☐ Show the 10-foot wide utility easement on the west side of Lot 2, Block 1 to extend north along the west boundary of the overland drainage easement.

16. ____ Show the Overland Drainage Easement and detention easement on the north side of Hillside Drive as Reserve A and the Overland Drainage Easement on the south side of Hillside Drive to Reserve B. In the covenants, reference that the maintenance of Reserve A and Reserve B is the responsibility of the property owner.
17. ____ The Tiger Plaza plat references a 20-foot wide drainage easement north of Reserve A of Tiger Plaza. Show this easement and the associated document number on the plat.
18. ____ With a 50-foot building line setback, confirm in writing, email is acceptable, that Lot 2, Block 1 is a buildable lot.
19. ____ In Section 2.d of the covenants, change "Rockford Industrial Park" to "RDS Business Park". Correct typo error in Section 3.d of the covenants.
20. ____ Add language about limits of no access to the covenants and how these cannot be changed without approval from the Planning Commission.
21. ____ Identify in the covenants that by the Zoning Ordinance an eight-foot high fence is required along the entire north and east boundaries of the subdivision. Acknowledge that this fence shall be installed by the commercial property owner in accordance with the Zoning Ordinance, and that the maintenance of this fence is the responsibility of the commercial property owner. Identify in writing, email is acceptable, who is responsible for installing and maintaining the fence along the north boundary of Reserve A and when this fence will be installed.
22. ____ In the Surveyor Certificate, changed "registered" to "licensed".
23. ____ Add addresses as assigned by the City of Broken Arrow.
24. ____ There is an existing utility box in the northwest corner of Lot 1, Block 1. Provide written documentation, email is acceptable, that this utility box is located within a utility easement.
25. ____ Sanitary Sewer is not allowed in front yard easements without a variance from the utilities/engineering department.
26. ____ As per the subdivision regulations, a turnaround needs to be provided at the east end of the street. A cul-de-sac or a hammerhead turnaround will need to be shown at the east end of the street per Appendix D in the international fire code.
27. ____ Submit new engineering plans with conditional final 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:

28. ____
29. ____
30. ____
31. ____ 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.
32. ____ Finished for elevations (FFE) shall be shown for each lot on the Final Plat.
33. ____ Show monuments on plat.
34. ____ Provide written documentation (email is acceptable) that the slopes on lots adjacent to a drainage channel do not exceed a 4:1 slope.
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, 405-521-2271

DEVELOPMENT SERVICES/ENGINEERING APPROVAL

____ STORMWATER PLANS, ACCEPTED ON:
____ PAVING PLANS, ACCEPTED ON:
____ WATER PLANS, ACCEPTED ON:
____ SANITARY SEWER PLANS, ACCEPTED ON:
____ SEWAGE DISPOSAL PLANS, SENT TO DEPARTMENT OF ENVIRONMENTAL QUALITY ON:
____ WATER PLANS SENT TO 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: _____

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 (\$150 + (\$5 X ____ LOTS)	\$ _____
____ WATER LINE (S) UNDER PAYBACK CONTRACT	\$ _____
____ EXCESS SEWER CAPACITY FEE (\$700 X ____ ACRES (LESS ANY AREA IN 100 YEAR FLOODPLAIN ONLY OR AREA IN GOLF COURSE)	\$ _____
____ 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. (\$150 X ____ SIGNS)	\$ _____
____ SIDEWALK ESCROW	\$ _____
____ STORM WATER FEE-IN-LIEU OF DETENTION (.35 X ____ (SF INCREASED IMPERVIOUS AREA) (less any area in Reserve Area of ½ acre or more)	\$ _____
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 RECORDATION ON: _____
____ 2 COPIES OF FILED PLAT SUBMITTED TO PLANNING DEPARTMENT
____ PDF OF RECORDED PLAT SUBMITTED TO PLANNING DEPARTMENT