

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

## **PLAT INFORMATION**

NAME OF PLAT: The Reserve at Aspen Creek

CASE NUMBER: PT15-107

COUNTY: TULSA

SECTION/TOWNSHIP/RANGE: 34/18/14

GENERAL LOCATION: One-quarter mile west of Elm Place, north of Tucson Street

CURRENT ZONING: RM/PUD-220A/BAZ-1903

SANITARY SEWER BASIN: Lynn Lane

STORM WATER DRAINAGE BASIN: Elm Creek

ENGINEER: SMC Consulting Engineers, P.C.

ENGINEER ADDRESS: 815 W. Main Street  
Oklahoma City, OK 73106

ENGINEER PHONE NUMBER: 405-232-7715

DEVELOPER: Reserve at Aspen Creek, LLC

DEVELOPER ADDRESS: 610 Towson Avenue  
Fort Smith, AR 72902-2207

DEVELOPER PHONE NUMBER: 479-783-5191

## **PRELIMINARY PLAT**

APPLICATION MADE: April 21, 2015

TOTAL ACREAGE: 12.21

NUMBER OF LOTS: 1

TAC MEETING DATE: May 12, 2015

PLANNING COMMISSION MEETING DATE: May 14, 2015

COMMENTS:

1.  Incorporate PUD 220B into the title for the plat.
2.  Submit the covenants with the conditional final plat. The covenants shall incorporate the development regulations of PUD 220B as adopted by the City Council.
3.  In the legend, SS/E is identified as "Mutual Access Easement". This does not appear to be correct. In addition, the plat shows "WLSS/E", but the legend says "SSWL/E", please coordinate. Add "BM" to the legend.
4.  Increase the width of the perimeter boundary line for the plat. It is difficult to distinguish between the property boundary and the other lines on the plat.
5.  Delete the 25' building line along the west boundary and the 70' building line setback along the east boundary. Keep the 35' building line setback along the north and south boundaries. Also, delete the Zoning Information box in the lower left corner.
6.  Place case number (PT15-107) in lower right corner of plat.
7.  Add a north arrow to the Location Map.
8.  "Tucson" is misspelled in the Zoning Information box.
9.  Revise floodplain delineation call outs to refer to the FEMA Firm Panel Number and effective date.
10.  Submit a fee in lieu of detention determination form to the City of Broken Arrow Stormwater Manager and place a note referring to the assigned detention determination number.
11.  Remove the label by Aspen Creek Drive stating that the roadway is under construction. That roadway is complete.
12.  Provide a legend or clarify what is meant by "N-F" directly under the "Unplatted" designation shown for the offsite properties.
13.  Replace the 15' wide storm drainage easement with a utility easement. Underground public storm sewer systems are typically placed in utility easements unless there is a specific reason for providing an exclusive storm drainage easement.
14.  Remove note 2 mentioning the source of the topography and contour data if none is provided on the plat.
15.  Submit the deed of dedication and restrictive covenants for review.

## **CONDITIONAL FINAL PLAT**

NAME OF PRELIMINARY PLAT: The Reserve at Aspen Creek

APPLICATION MADE: May 29, 2015

TOTAL ACREAGE: 12.20  
NUMBER OF LOTS: 1  
TAC MEETING DATE: June 23, 2015  
PLANNING COMMISSION MEETING DATE: June 25, 2015  
CITY COUNCIL MEETING DATE: July 21, 2015  
COMMENTS:

- 16. \_\_\_\_\_ Address to be reviewed and confirmed by the City of Broken Arrow.
- 17. \_\_\_\_\_ 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.
- 18. \_\_\_\_\_ Show limits of no access/access along both Tucson Street and Aspen Creek Drive.
- 19. \_\_\_\_\_ On Sheet 2, Section III in the Certificate of Survey change “Registered” to “Licensed.”
- 20. \_\_\_\_\_ On Sheet 2, Section II change “PUD22B” to “PUD220B” in two places.
- 21. \_\_\_\_\_ Add detention determination number.
- 22. \_\_\_\_\_ Clarify what is meant by the “N-F” note that is used in referring to offsite property owners. The legend states that “N-F” means “Now – Formerly”. Clarify and revise the notes as necessary.

\*\*\*\*\**CITY STAFF TO COMPLETE SECTION BELOW*\*\*\*\*\*

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## 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

### CITY OF BROKEN ARROW APPROVAL OF FINAL PLAT

\_\_\_\_\_ FINAL PLAT RECEIVED IN PLANNING DEPARTMENT AFTER UTILITY COMPANY SIGN OFF ON:  
\_\_\_\_\_ FINAL PLAT SENT TO ENGINEERING DEPARTMENT FOR FINAL REVIEW ON:

### 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:  
\_\_\_\_\_ 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  
\_\_\_\_\_ IS A SIDEWALK PERFORMANCE BONDS 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 REVIEW COMPLETE ON: \_\_\_\_\_

### PLANNING DEPARTMENT APPROVAL

\_\_\_\_\_ OK CORPORATION COMMISSION CERTIFICATE OF RECORDS SEARCH SUBMITTED?  
\_\_\_\_\_ OKLAHOMA CORPORATION COMMISSION, CAROL COLLETT 405-521-2108

\_\_\_\_\_ PLANNING DEPARTMENT REVIEW COMPLETE ON:

### DEVELOPMENT SERVICES APPROVAL

\_\_\_\_ ADDRESSES REVIEWED AND APPROVED  
\_\_\_\_ DETENTION DETERMINATION # ASSIGNED AND VERIFIED?

**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