

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

## **PLAT INFORMATION**

NAME OF PLAT: Crossings at Lynn Lane

CASE NUMBER: PT15-117

COUNTY: Tulsa

SECTION/TOWNSHIP/RANGE: 13-18-14

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)

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: November 20, 2015

TOTAL ACREAGE: 58.43

NUMBER OF LOTS: 194

TAC MEETING DATE: December 17, 2015

PLANNING COMMISSION MEETING DATE: December 19, 2015

### COMMENTS:

1. \_\_\_ As per the Zoning Ordinance and Staff recommendation approved by the City Council for BAZ 1947, provide stub streets that connect with the undeveloped property to the northeast, east, and south/west.
2. \_\_\_ Identify the area where the swale passes as a Reserve Area. This area, which shall be included with the conditional final plat for Phase 1, shall be owned and maintained by the homeowners association unless conveyed to a different property owner.
3. \_\_\_ Covenants need to identify a mandatory homeowners association. The homeowners association shall own and maintain all the reserve areas. This shall be described in the covenants.
4. \_\_\_ The street between Blocks 1 and 3 is straight for over 900 feet, which does not meet the Subdivision Regulations. Redesign to be in compliance.
5. \_\_\_ Phase 1 and phase 2 shall have only one overall homeowners association.
6. \_\_\_ Place case number (PT15-117) in lower right corner of plat.
7. \_\_\_ Fence details shall be submitted with the landscape plan for the area adjacent to 9<sup>th</sup> Street and 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.
8. \_\_\_ An opaque fence of at least 8 feet in height shall be installed along the north boundary. Fence details shall be submitted with the landscape plan for the area next to the arterial streets. A fence maintenance easement of at least 3-feet in width shall be provided along the north boundary. Covenants shall describe that the ownership and maintenance of this fence is the responsibility of the homeowners association.
9. \_\_\_ Identify the property to the south, east, and north/east as "unplatted".
10. \_\_\_ The cul-de-sac street in Block 2 is more than 550 feet in length, which exceeds the requirements of the Subdivision Regulations. Redesign street layout to be in compliance with the Subdivision Regulations.
11. \_\_\_ Provide the certificate of authorization number for the engineer and surveyor.
12. \_\_\_ On the plat and on the location map, use Broken Arrow street names and place County street names in parenthesis.
13. \_\_\_ Delete lot numbers shown with Reserve Areas. Revise lot numbers and number of lots accordingly.
14. \_\_\_ 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.
15. \_\_\_ Identify what the heavy dashed line represents around part of the perimeter property boundary.
16. \_\_\_ Add "R/W" and "B/L" to legend and define. Also, what does the elliptical dashed line around the oil tank battery represent?

17. \_\_\_\_\_ 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.
18. \_\_\_\_\_ Lot 59, Block 2; Lot 71/72, Block 2; and Lot 1, Block 4 say "Oil Well Site". Have these wells been plugged in accordance with State of Oklahoma guidelines? If so, please provide documentation.
19. \_\_\_\_\_ Text overlap makes this plat difficult to read. Avoid text overlap with conditional final plat.
20. \_\_\_\_\_ Verify with utility companies that 17.5-foot utility easement through the tank battery is adequate and acceptable.
21. \_\_\_\_\_ Label 35 foot building line next to 9<sup>th</sup> Street and Washington Street and label 25 foot building line next to all other streets.
22. \_\_\_\_\_ Show and label utility easements on the interior of the subdivision.
23. \_\_\_\_\_ Add street names and addresses as assigned by the City of Broken Arrow.
24. \_\_\_\_\_ Change "Registered" to "Licensed" in the Surveyor's Certificate.
25. \_\_\_\_\_ Change "Crossing" to "Crossings" in the Detention Easement Paragraph.
26. \_\_\_\_\_ Place Building Pad Elevations on each lot (will need to be on the final plat)
27. \_\_\_\_\_ Add slope analysis statement that all lots are in compliance ( 1:4) for each lot)
28. \_\_\_\_\_ Provide on the cover sheet a reference to the assigned detention determination number for this plat.
29. \_\_\_\_\_ The side yard and other utility easements are not labeled and dimensioned. Give consideration to removing the side and rear building setback lines, while keeping and noting the utility easements between lot lines.
30. \_\_\_\_\_ If Reserve Areas 1, 2, and 3 are for onsite stormwater detention, they should also be labeled as a detention easement on the face of the plat.
31. \_\_\_\_\_ Four paragraphs within the deed of dedication language on page 2 goes over overland drainage easements, but it does not appear that any are shown on the face of the plat, please clarify.

## **CONDITIONAL FINAL PLAT**

NAME OF CONDITIONAL FINAL PLAT: Crossings at Lynn Lane Phase I

APPLICATION MADE: March 1, 2016

TOTAL ACREAGE: 15

NUMBER OF LOTS: 40

TAC MEETING DATE: March 22, 2016

PLANNING COMMISSION MEETING DATE: March 24, 2016

CITY COUNCIL MEETING DATE:

COMMENTS:

32. \_\_\_\_\_ All the applicable comments on the preliminary plat still apply on the conditional final plat.
33. \_\_\_\_\_ Show sheet numbers in the lower right corner of all sheets (i.e. Sheet 1 of 2).
34. \_\_\_\_\_ Label the 35-foot building setback line on the west side of Lot 1, Block 2. In addition, label the 25-foot building setback line along the north part of Lot 12, Block 1.
35. \_\_\_\_\_ A 20-foot wide emergency access drive capable of accommodating City of Broken Arrow emergency vehicles shall be constructed from the east side of Phase I to Washington Street. This emergency road shall be gated and locked with Knox boxes.
36. \_\_\_\_\_ Identify the property south of Block 1 as a Reserve Area.
37. \_\_\_\_\_ Make the perimeter boundary line of the plat a heavier darker line.
38. \_\_\_\_\_ Add to the covenants that the maintenance of the reserve area south of Block 1 is the responsibility of the homeowners association.
39. \_\_\_\_\_ Provide tick marks that show where curves and line segments end.
40. \_\_\_\_\_ Add street addresses and street names as assigned by the City of Broken Arrow.
41. \_\_\_\_\_ Add address disclaimer.
42. \_\_\_\_\_ Landscape plan and fence details shall be submitted and approved prior to final plat being approved.
43. \_\_\_\_\_ Is the 661.47' X 330.50' parcel on the southern part of the development a lot proposed for development? It does not have a reserve area label nor a lot and block number. Clarify the use of that lot. As shown that lot does not have right to a driveway onto 9<sup>th</sup> Street since a Limits of No Access covers that frontage. How will that lot have access?
44. \_\_\_\_\_ Access to the detention pond area through the subdivision from street 1 would be beneficial to this development rather than requiring access to the pond to be from going around and entering the detention easement from the arterial street of 9<sup>th</sup> Street. If an access from Street 1 is provided, it should be a minimum of 20' wide with no fencing or above ground improvements to block the access.
45. \_\_\_\_\_ The detention easement paragraph 1 mentions that the detention facility is in a reserve area, but no reserve area is labeled on the face of the plat. Revise.
46. \_\_\_\_\_ Add language to paragraph 2 of the detention easement section providing the standard City of Broken Arrow detention facility language that addresses the City's ability to recover costs from the pond owner in the case the pond is not properly maintained.

**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 \$ \_\_\_\_\_

**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