

hh. *STAFF*. The entire staff, made up of any member of any department under the direction of City Manager of the City of Broken Arrow, including any future successors thereto.

ii. *STOP WORK ORDER*. A written order to the contractor or to the owner to stop work, and stating therein the nature of the reason for the issuance of such an order. Such orders may only be signed by the City Manager or his designee.

jj. *SUBDIVISION*. The legal process and procedure to subdivide land into smaller parcels.

kk. *SURVEYOR*. A licensed land surveyor in good standing in the State of Oklahoma. (See 59 O.S. 475.1 et seq.)

ll. *TECHNICAL ADVISORY COMMITTEE (TAC)*. A committee composed of the city staff, public utilities, school district representatives, U.S. Postal Service, which review preliminary plats and proposals for the final plats. The purpose of the committee is to review the various proposals to determine whether or not the technical elements of the construction plans and the subdivision plats meet or exceed the requirements in technical areas of the general public.

mm. *ZONING ORDINANCE*. The Broken Arrow Zoning Ordinance and any amendments thereto.

#### 1.6 UNDUE HARDSHIP.

a. *STANDARDS TO DETERMINE HARDSHIP*. In any particular case where the owner can show in writing that by reason of exceptional topographic or other physical conditions, none of which are self-imposed, literal compliance with any requirement of this code would cause exceptional and undue hardship. The City Council may modify such requirement to the extent necessary so as to relieve such difficulty or hardship; provided that such relief may be granted only without resulting detriment to the public interest and without impairing the intent and purpose of this Code, the Comprehensive Plan and the Zoning Ordinance. Any modification that is granted may be granted by the City Council only after receiving written recommendations from the Planning Commission.

b. *WRITTEN APPLICATION*. Where unusual or exceptional factors or conditions exist, the City Council may modify any of the provisions of the Land Subdivision Code except those providing for the time of installation of improvements or requirement of improvement performance bonds and maintenance bonds. An owner applying for a modification shall set forth in writing the reasons for the requested modification and the extent of the modification requested. The Planning Commission shall review the petition for a hardship exception and shall make recommendations, including suggested modifications, to the Council. The Council shall thereafter hear the petition, review the Planning Commission recommendations and grant such relief as may be proper. If granted, such modification shall be added and attached to all copies of the construction plans or the final plat.

#### 1.7 APPLICATION OF THIS ORDINANCE.

Except as provided in this ordinance, no person shall subdivide any tract of land which is located within the city nor shall any person create a lot split for any tract of land which is located within the city, except in conformity with the provisions of this ordinance.

#### 1.8 ENFORCEMENT.

a. *RECORDING OF THE PLAT*. No plat of any subdivision shall be entitled to be recorded in the County Clerk's office or to otherwise to have any validity until it shall have been approved in the manner