

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

## **PLAT INFORMATION**

NAME OF PLAT: Ninety One – Phase 3

CASE NUMBER: PT15-117A

RELATED CASE NUMBERS: BAZ 1947, BAZ 1961, and PT15-117

COUNTY: Tulsa

SECTION/TOWNSHIP/RANGE: 13/T18N/R14E

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 and BAZ 1961)

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: July 19, 2016

TOTAL ACREAGE: 87.28 acres

NUMBER OF LOTS: 244

TAC MEETING DATE: August 9, 2016

PLANNING COMMISSION MEETING DATE: August 11, 2016

### **COMMENTS:**

1. \_\_\_\_\_ Change case number to PT15-117A. Since conditional final plats will be submitted in phases, the case numbers for the conditional final plats will be PT15-117A-1, etc.
2. \_\_\_\_\_ Reserve Area A for Crossings at Lynn Lane 1 needs to be screened back as was done with the area to the north.
3. \_\_\_\_\_ Identify the area to the west as Crossings at Lynn Lane 1.
4. \_\_\_\_\_ Identify the area to the north of Block 3 and north of Block 7 as unplatted.
5. \_\_\_\_\_ The line around the perimeter of the plat needs to be a heavier weight than the interior lot lines.
6. \_\_\_\_\_ The owner shown on Sheets 1-3 needs to match the owner listed on Sheet 4. Please revise accordingly.
7. \_\_\_\_\_ Covenants need to identify a mandatory homeowners association. The homeowners association shall own and maintain all the reserve areas. There shall be one overall homeowners association responsible for all reserves, landscaping, fences, etc. for all phases of Crossings at Lynn Lane. This shall be described in the covenants.
8. \_\_\_\_\_ Development around the oil wells and tank batteries shall meet all state and local requirements. No conditional final plat shall be submitted until written verification is provided confirming that the proposed development near the oil wells and tank batteries is in compliance with all state and local requirements. It appears that the wells will be closed prior to conditional final plat, however, if not, staff recommends access to active oil wells for maintenance purposes should be through a separate private access easement and not through public residential streets. If the Developer cannot have them closed prior to conditional final plat, the streets may have to be private with specific language in the covenants of the plat that would turn streets over to the City once the wells are closed. Any damage to the streets would be the responsibility of the Developer and/or homeowners association with repairs occurring before acceptance of the streets by the City.
9. \_\_\_\_\_ The pipe easement along the east property line should be placed outside the actual lot line for the lots along the east proposed boundary.
10. \_\_\_\_\_ Text overlap makes this plat difficult to read. Avoid text overlap with conditional final plat.
11. \_\_\_\_\_ Fence details shall be submitted with the landscape plan for the area adjacent to 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.
12. \_\_\_\_\_ Provide the certificate of authorization number for the engineer and surveyor.
13. \_\_\_\_\_ Reserve areas shall be identified consistently on all phases. For example, the reserve area in Crossings at Lynn Lane 1 is referenced as "Reserve Area A". The reserves areas in subsequent phases should be identified with a letter also.

14. \_\_\_\_\_ Label and identify building setback lines and easements, including showing distance information.
15. \_\_\_\_\_ 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. A second point of access shall be provided with the next phase.
16. \_\_\_\_\_ 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.
17. \_\_\_\_\_ Verify with utility companies that 17.5-foot utility easement through the tank battery is adequate and acceptable.
18. \_\_\_\_\_ Change "Registered" to "Licensed" in the Surveyor's Certificate.
19. \_\_\_\_\_ On the location map, change "Crossings at Lynn Lane Phase 1" to "Crossings at Lynn Lane 1".
20. \_\_\_\_\_ Add street names and addresses as assigned by the City of Broken Arrow.
21. \_\_\_\_\_ Add "minimum" to all building setback information contained in the Site Information table.
22. \_\_\_\_\_ Washington Street is a primary arterial street, which requires 60 feet of right-of-way from the section line. Show right-of-way dimension. In addition, show right-of-way to be dedicated by this plat, or if right-of-way has already been dedicated, show document number for dedication.
23. \_\_\_\_\_ Add abbreviations, such as "U/E" to the legend.
24. \_\_\_\_\_ Identify and label section line.
25. \_\_\_\_\_ Part of the information associated with private road easement and AEP/PSO easement has been left off the north boundary.
26. \_\_\_\_\_ Provide a 20-foot wide connection from Reserve Area 2 to the public street to the east. This 20-foot wide connection shall be a part of Reserve Area 2.
27. \_\_\_\_\_ Blocks 7 and 13 information is incomplete.
28. \_\_\_\_\_ Provide a 5-foot wide fence and landscape easement along Washington Street.
29. \_\_\_\_\_ Show the width of the right-of-way on all the interior streets.
30. \_\_\_\_\_ Add dimensions and bearings to all lots.
31. \_\_\_\_\_ Remove building setback lines from each lot and instead clarify where utility easement lines are located.
32. \_\_\_\_\_ Label Block 5.
33. \_\_\_\_\_ Provide written documentation, email is acceptable, that all lots meet the minimum frontage requirements of the RS-3 district. Some of the pie-shaped lots appear to have less than the required frontage.
34. \_\_\_\_\_ Show the width of the right-of-way at the street intersections with Washington Street. Right-of-way is required to be at least 70 feet in width.
35. \_\_\_\_\_ Remove the entire paragraph titled "Utility Easement Dedication" from the covenants.
36. \_\_\_\_\_ The overland drainage easements referenced in the covenants need to be shown on the plat.
37. \_\_\_\_\_ Fence and landscape plan for the area along Washington Street shall be submitted and approved prior to the plat being released for recording in Tulsa County.
38. \_\_\_\_\_ Identify the title of the owner who will be responsible for signing the plat.
39. \_\_\_\_\_ COBA design criteria manual 10.6.4 states, "Site grading shall provide surface water drainage directly into a storm sewer, natural drainage course, improved channel, or paved street without crossing more than four (4) adjacent lots." Several areas, the junction of Blocks 6, 8, and 15 is one area where a storm sewer with an easement may be required to meet this requirement.

## **CONDITIONAL FINAL PLAT**

NAME OF CONDITIONAL FINAL PLAT: Ninety One – Phase 3

APPLICATION MADE: November 22, 2017

TOTAL ACREAGE: 26.28

NUMBER OF LOTS: 99

TAC MEETING DATE: December 5, 2017

PLANNING COMMISSION MEETING DATE: December 7, 2017

CITY COUNCIL MEETING DATE: January 2, 2018

COMMENTS:

40. \_\_\_\_\_ Provide a bar scale and north arrow for the plat.
41. \_\_\_\_\_ Add case number PT15-117B to the lower right corner of all sheets.
42. \_\_\_\_\_ Add plat number to Ninety One Phase 2. In addition, change the name from "Ninety One – Phase II" to "Ninety One – Phase 2".
43. \_\_\_\_\_ Washington Street is a primary arterial street, which requires 60 feet of right-of-way to be dedicated, not 50 feet. In addition, show right-of-way to be dedicated by this plat, or if right-of-way has already been dedicated, show document number for dedication.
44. \_\_\_\_\_ Identify Reserve Area 2 as a utility easement. In addition, identify Reserve Area A in Ninety One Phase 1 as a utility easement.
45. \_\_\_\_\_ Identify the width of the lot at the building setback line on pie shaped lots.
46. \_\_\_\_\_ Label the area between Lot 13 and 14, Block 16 as "Reserve Area 1 and utility easement/drainage easement". In addition, remove the building setback lines and utility easement lines in this reserve area.

47. \_\_\_\_\_ There is an error with the dimension on the west exterior boundary, west of Lot 18, Block 16.
48. \_\_\_\_\_ What do the lines in the northwest corner of Lot 13, Block 16 that are within the utility easement represent? Are they needed?
49. \_\_\_\_\_ Provide the dimension for the lot line between Lots 1 and 26, Block 17 and between Lots 13 and 14, Block 17.
50. \_\_\_\_\_ Show "Restricted Access" along all street frontages where the building line setback is less than 25 feet. In addition, incorporate the following note on Sheet 1 and into the restrictive covenants, "Restricted access – the building line setback may be reduced to 20-feet along street frontages with restricted access provided no vehicular access occurs along such street frontage. Access may occur where there is restricted access, but the building line setback is increased to 25 feet."
51. \_\_\_\_\_ Provide document numbers for Overland Drainage Easement and Detention Easement located to the east of Lot 11, Block 13.
52. \_\_\_\_\_ Unable to locate curve associated with C65. Please confirm its existence.
53. \_\_\_\_\_ In Section II D of the covenants, add the following to the end of the sentence, "of Ninety One – Phase 1 and Ninety One – Phase 2.
54. \_\_\_\_\_ Confirm in writing (email is acceptable) that the access point onto Washington Street meets the separation requirements of the Zoning Ordinance from 15<sup>th</sup> Street on the south side of Washington Street.
55. \_\_\_\_\_ On the curves, provide tick marks that indicate where the curve begins and ends.
56. \_\_\_\_\_ Show and label a five-foot wide fence and landscape easement area along the Washington Street frontage.
57. \_\_\_\_\_ Add the Statement of City Council approval and provide space for Mayor and City Clerk's signatures to be added.
58. \_\_\_\_\_ Change the address on Lot 12, Block 16 to 1202. In addition, add the following addresses – Reserve Area 1 – 1800; Reserve Area 2 – 1804; Reserve Area 3 – 1233; and Reserve Area 4 – 2015.
59. \_\_\_\_\_ Page one legal description has a spelling error—un for on.
60. \_\_\_\_\_ Sheet 2 legal description does not close and does not match page one legal description.
61. \_\_\_\_\_ Provide a 15-foot utility easement between Lots 10 – 11, Block 13 and between Lots 6 – 7, Block 13.

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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

### **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