

BROKEN ARROW PLANNING COMMISSION AND CITY COUNCIL SUBDIVISION PLAT REVIEW CHECKLIST

PLAT INFORMATION

NAME OF PLAT: North Rose Business Park

CASE NUMBER: PT16-108A

RELATED CASE NUMBERS:

COUNTY: Tulsa

SECTION/TOWNSHIP/RANGE: 02-18-14

GENERAL LOCATION: One-quarter mile east of Elm Place, north of Kenosha Street

CURRENT ZONING:

SANITARY SEWER BASIN:

STORM WATER DRAINAGE BASIN:

ENGINEER:

ENGINEER ADDRESS:

ENGINEER PHONE NUMBER:

DEVELOPER/OWNER:

DEVELOPER ADDRESS:

DEVELOPER PHONE NUMBER:

OWNER:

DEVELOPER ADDRESS:

DEVELOPER PHONE NUMBER:

PRELIMINARY PLAT

APPLICATION MADE: June 4, 2018

TOTAL ACREAGE: 13.20

NUMBER OF LOTS: 13

TAC MEETING DATE: June 26, 2018

PLANNING COMMISSION MEETING DATE: June 26, 2018

COMMENTS:

1. ____ On the conceptual utilities, on the east side, there is an existing detention facility whose outfall discharges on to Lot 2, Block 2. Show a storm sewer from the outfall to Reserve A.
2. ____ Revise Section III of the covenants with the date of approval of PUD 253 by the City Council.
3. ____ Include bearings and dimensions on all proposed easements.
4. ____ Define L/S –Landscape Easement in the legend.
5. ____ Delete the Notice paragraph referencing COT & TMAPC
6. ____ Complete the Backflow Preventer Table
7. ____ Add City Council approval dates when available
8. ____ In the Screening & Building Aesthetics Requirements, state which side of the 8-foot wooden fence will face the Business Park and which side will face the adjoining Kenwood Additions
9. ____ Add corner clips to entry onto Main Street from Kenosha Street.
10. ____ Label rear building line and East building line in Development Area C.
11. ____ Utility easement in Development Area C along Kenosha Street needs to be 17.5-feet in width.
12. ____ Place case number (PT16-108A) in lower right corner of plat.
13. ____ Backflow preventer table needs to be removed and replaced with, "All new buildings that are served by sanitary sewer service shall install a backwater device (backflow preventer). Installation of these devices and all maintenance thereof shall be at the sole expense of the property owner."
14. ____ Per PUD-253A, a land scape easement of 10 feet needs to be in place along North Birch Avenue.
15. ____ Remove the "W" in North Britch Avenue W.
16. ____ Encase the fire hydrants in U/E on lots 6 & 8, block 1; the 7.5' U/E is smaller than the fire hydrant offset in the standard drawing W-09 for the hydrant assembly.
17. ____ Complete the LNA along Kenosha St.
18. ____ Center the SW Drive within the 40' of access zone and the MAE, coordinate with the City's engineering dep with regards to the design plans for Kenosha.
19. ____ Section II4 covering information on Reserve A contains the following sentence. "..... and thereafter shall be a lien against lots of block 1 North Rose Business Park....." to describe how a lien would be filed in the event maintenance actions

were not performed by the property owners association as owners of the reserve area. Broken Arrow does not file liens against multiple lot owners that make up the membership of property owners associations, but simply would file a lien against the reserve owner which is the property owners association. Revise that portion of the sentence to read “ and thereafter shall be a lien against the property owners association as owners of Reserve A.....”.

20. _____ Section IJ4 covering information on Reserve B contains the following sentence. “..... and thereafter shall be a lien against lots of block 2 North Rose Business Park.....” to describe how a lien would be filed in the event maintenance actions were not performed by the property owners’ association as owners of the reserve area. Broken Arrow does not file liens against multiple lot owners that make up the membership of property owners associations, but simply would file a lien against the reserve owner which is the property owners association. Revise that portion of the sentence to read “ and thereafter shall be a lien against the property owners association as owners of Reserve B.....”.
21. _____ If the intent is for the lot owners of Block 1 to maintain Reserve A and lot owners of Block 2 to maintain Reserve B, then it should be set up so that two different property owners associations are formed with different maintenance responsibilities for each association.
22. _____ Section IIA states that the property owners association is formed for the general purpose of maintaining Reserves A and B. That section should also state that the property owners association should own reserves A and B.

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:

23. _____ 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.
24. _____ Please show dedication of utility easements along Kenosha as by separate instrument and document number.
25. _____ On the conceptual utilities, on the east side, there is an existing detention facility whose outfall discharges on to Lot 2, Block 2. Show a storm sewer from the outfall to Reserve A.
26. _____ Include bearings and dimensions on all proposed easements.
27. _____ Define L/S –Landscape Easement in the legend (what is its purpose?)
28. _____ Label East building line in Development Area C.
29. _____ Utility easement in Development Area C along Kenosha Street needs to be 17.5-feet in width. Please note that with the addition of the corner clip, the UE needs to be updated to show the full 17.5-feet in width along the 45 degrees.
30. _____ Section I.4 covering information on Reserve A contains the following sentence. “..... and thereafter shall be a lien against lots of block 1 North Rose Business Park.....” to describe how a lien would be filed in the event maintenance actions were not performed by the property owners association as owners of the reserve area. Broken Arrow does not file liens against multiple lot owners that make up the membership of property owners associations, but simply would file a lien against the reserve owner which is the property owners association. Revise that portion of the sentence to read “ and thereafter shall be a lien against the property owners association as owners of Reserve A.....” If the intent is for the lot owners of Block 1 to maintain Reserve A and lot owners of Block 2 to maintain Reserve B, then it should be set up so that two different property owners associations are formed with different maintenance responsibilities for each association. This still should be a part of the Owners Association and should be filed within those documents.
31. _____ Landscaping plan must be submitted
32. _____ 10’ Landscaping buffer along Kenosha is required
33. _____ All Engineering plans must be submitted before reviewed and NET before the Conditional Final Plat goes to city council.

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

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? _____
____ PROJECT ENGINEER/DEVELOPMENT SERVICES REVIEW COMPLETE 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

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	\$ _____
____ 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

____ FINAL PLAT SUBMITTED FOR MAYOR AND CITY CLERK SIGNATURE ON: _____
____ FEES PAID ON: _____ IN THE AMOUNT OF: _____
____ FINAL PLAT PICKED UP FOR FILING ON: _____
____ 6 COPIES OF FILED PLAT SUBMITTED TO PLANNING DEPARTMENT
____ PDF OF RECORDED PLAT SUBMITTED TO PLANNING DEPARTMENT