

BROKEN ARROW PLANNING COMMISSION AND CITY COUNCIL SUBDIVISION PLAT REVIEW CHECKLIST

PLAT INFORMATION

NAME OF PRELIMINARY PLAT: Riverbrook Addition Lots 1 and 2

CASE NUMBER: PT19-110

RELATED CASE NUMBERS: PUD-290, PUD-290A, and BAZ-308

COUNTY: Tulsa

SECTION/TOWNSHIP/RANGE: Section 10, T17N, R14E

GENERAL LOCATION: One-half mile south of Jasper Street (131st Street), east of Aspen Avenue (145th E. Avenue)

CURRENT ZONING: RM (PUD-290 approved subject to platting. PUD-290A, a request for a minor amendment has been submitted.

SANITARY SEWER BASIN: Lynn Lane

STORM WATER DRAINAGE BASIN: Aspen Creek

ENGINEER: Anderson Engineering, Inc.

ENGINEER ADDRESS: 811 E. 3rd Street

Joplin, Missouri 64801

ENGINEER PHONE NUMBER: 417-782-7399

DEVELOPER: RiverBrook Apartments LP, LLC

DEVELOPER ADDRESS: 36 E. Cameron Street

Tulsa, OK 74103

DEVELOPER PHONE NUMBER: 918-804-5698

PRELIMINARY PLAT

APPLICATION MADE: June 28, 2019

TOTAL ACREAGE: 13.70

NUMBER OF LOTS: 2

TAC MEETING DATE: July 23, 2019

PLANNING COMMISSION MEETING DATE: July 25, 2019

COMMENTS:

1. ____ Identify the property to the south as "Unplatted".
2. ____ Provide the address and telephone number for the owner. In addition, provide the zip code for the engineer.
3. ____ Provide the certificate of authorization for the engineer and surveyor along with the date of expiration.
4. ____ Place case number (PT19-110) in lower right corner of plat.
5. ____ Include the PUD number in the title for the plat.
6. ____ Provide covenants and include the development regulations of PUD-290 and PUD-290A in the covenants.
7. ____ On the 10-foot right-of-way dedication along Aspen Avenue, add "Right-of-way dedicated by this plat".
8. ____ As per the Subdivision Regulations, place all of the 100-floodplain into a reserve area with bearings and dimensions.
In addition, identify in the covenants that the maintenance of the reserve area is the responsibility of the property owner.
9. ____ Remove the word "Proposed" from all the easement dedications.
10. ____ Provide a 17.5-foot utility easement around the perimeter of the property.
11. ____ Reduce the weight of the 35-foot building setback line. Property line, 17.5 foot utility line, and 35-foot building setback line need to be clearly distinguishable.
12. ____ Show and label the section line.
13. ____ Indicate the width of the stormwater easement for "SWE5" and "SWE6".
14. ____ Appreciate the site plan information being shown on the preliminary plat, but it should not be shown on the conditional final plat.
15. ____ Label the width of the utility easement along the north property line of Lot 9, Indian Springs Estates 5th Addition.
16. ____ Connect the arrowheads to the 50.01 dimension at the southwest corner of the plat.
17. ____ Add "Block 1" to the plat.
18. ____ Basis of bearing noted in last sentence of the "Survey Description" does not agree with information provided under "BASIS OF BEARING" next to north arrow. Selected basis of bearing needs to agree with Engineering Design Criteria Manual 2.3.
19. ____ Provide better definition of vicinity map; drawn to a scale of a maximum of 2,000 feet to the inch that shows the location of the subdivision and adjacent platted or unplatted properties within the mile section, township, range, city, county, and state. Current font size is too small to read and is missing needed detail to quickly locate property.

20. _____ Show all of the FEMA floodplain in a Reserve Area, in the covenants describe the reserve area as an overland drainage easement and a utility easement with the apartment complex responsible for maintenance and upkeep.
21. _____ Cover the sanitary sewer on the North boundary of the 65' R/W Easement with a 20' U/E.
22. _____ Show a Mutual Access/Utility Easement for the South Drive that crosses lot 2 to access lot 1, this will cover the stormwater elements without the need for a separate U/E
23. _____ Show a 17.5' U/E along the new Right of Way line of lots 1 & 2
24. _____ Show a 11' U/E on both sides of the property line between lots 1 & 2, this will reduce the 17.5' U/E on lot 1 and eliminate a portion of the U/E for the waterline on lot 2
25. _____ Place the Detention Area in a reserve, this may be combined with the reserve for the floodplain and simplify the stormwater easement. The trickle channel at the end of the cul-de-sac will need an overland drainage easement instead of the stormwater easement. The stormwater easement covering the pipes from the inlet to the detention area will only need to be shown on lot 2

CONDITIONAL FINAL PLAT

NAME OF CONDITIONAL FINAL PLAT: Riverbrook Addition Block 1, Lots 1 and 2

APPLICATION MADE: July 26, 2019

TOTAL ACREAGE: 13.70

NUMBER OF LOTS: 2

TAC MEETING DATE: August 20, 2019

PLANNING COMMISSION MEETING DATE: August 22, 2019

CITY COUNCIL MEETING DATE: September 17, 2019

COMMENTS:

26. _____ Make the interior lot line boundary line distinguishable from the perimeter boundary line.
27. _____ Under flood information, change to say "Part of property is located within 100-year flood zone."
28. _____ Delete the portion of the 35-foot building setback line that is located in the 100-year floodplain or in an easement. Where the 35-foot building setback line is located outside the 100-year floodplain or an easement, it shall be clearly identified.
29. _____ What is "Proposed Supplemental Easement"? Please define. Document number shall be shown on the plat prior to the plat being recorded. Also, provide documentation, email is acceptable, that the pipeline company is okay with the easement extending into their existing easement.
30. _____ Provide documentation, email is acceptable, that the pipeline companies are okay with utility easements being located in their easement.
31. _____ Please clarify the name of the plat. Title says "Riverbrook Addition Blocks 1, Lots 1 and 2". Certificate of Survey just says, "Riverbrook Addition".
32. _____ What line is represented by "Top of Bank"? Please clarify.
33. _____ What does the area with the line pattern represent in the 100-year floodplain area? Please identify in legend.
34. _____ Utility line information should not be shown on the final plat.
35. _____ If the information "Approximate Monument Sign Location" is referencing the sign for the apartment complex, it does not need to be shown on the final plat.
36. _____ Update the Lot Summary information to reflect the amount of area that is located within a reserve area.
37. _____ Add to the PUD the date that PUD 290 was approved by the City Council and the date PUD 290A was approved by the Planning Commission.
38. _____ Add the owner's certificate and associated notary verification for the owner.
39. _____ Add addresses as assigned by the City of Broken Arrow along with the following address disclaimer statement, "Addresses shown on this plat were accurate at the time the plat was filed. Addresses are subject to change and should never be relied on in place of a legal description."
40. _____ Identify in the covenants that the property owner is responsible for maintaining the reserve areas.
41. _____ Make the reserve areas an overland drainage easement and utility easement, unless modified by TAC. With this designation, any portion of the perimeter 17.5 foot utility easement that is located within the reserve area can be deleted.
42. _____ 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.
43. _____ Fire hydrants need to be located within a utility easement.
44. _____ Engineering plans show the sanitary sewer in the middle of Lot 2 being abandoned and removed. Previous comments asked for an easement over it before engineering review was done. Since the sanitary sewer line is now being abandoned and removed, the proposed utility easement over this line is no longer needed.
45. _____ Simplify the east boundary of the reserve area by extending it to and connecting with the floodplain reserve area. The land between the two reserve areas is not usable and should be incorporated into the reserve.

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, 405-521-2271

DEVELOPMENT SERVICES/ENGINEERING APPROVAL

____ STORMWATER PLANS, ACCEPTED ON:
____ PAVING PLANS, ACCEPTED ON:
____ WATER PLANS, ACCEPTED ON:
____ SANITARY SEWER PLANS, ACCEPTED ON:
____ SEWAGE DISPOSAL PLANS, SENT TO DEPARTMENT OF ENVIRONMENTAL QUALITY ON:
____ WATER PLANS SENT TO 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: _____

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 (\$150 + (\$5 X ____ LOTS)	\$ _____
____ WATER LINE (S) UNDER PAYBACK CONTRACT	\$ _____
____ EXCESS SEWER CAPACITY FEE (\$700 X ____ ACRES (LESS ANY AREA IN 100 YEAR FLOODPLAIN ONLY OR AREA IN GOLF COURSE)	\$ _____
____ 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. (\$150 X ____ SIGNS)	\$ _____
____ SIDEWALK ESCROW	\$ _____
____ STORM WATER FEE-IN-LIEU OF DETENTION (.35 X ____ (SF INCREASED IMPERVIOUS AREA) (less any area in Reserve Area of ½ acre or more)	\$ _____
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 RECORDATION ON: _____
____ 2 COPIES OF FILED PLAT SUBMITTED TO PLANNING DEPARTMENT

