

BROKEN ARROW PLANNING COMMISSION AND CITY COUNCIL SUBDIVISION PLAT REVIEW CHECKLIST

PLAT INFORMATION

NAME OF PRELIMINARY PLAT: RDS Business Park

CASE NUMBER: PT18-105

RELATED CASE NUMBERS: BAZ-2007 and PUD-287

COUNTY: Wagoner

SECTION/TOWNSHIP/RANGE: 06/T18N/R15E

GENERAL LOCATION: North of the northeast corner of Kenosha Street and 23rd Street

CURRENT ZONING: A-1 (CN approved subject to platting via BAZ-2007 along with PUD-287)

SANITARY SEWER BASIN: Lynn Lane

STORM WATER DRAINAGE BASIN: Adams Creek

ENGINEER: JR Donelson, Inc.
ENGINEER ADDRESS: 12820 S. Memorial Drive
Bixby, OK 74008
ENGINEER PHONE NUMBER: 918-394-3030

DEVELOPER: RDS Investments, LLC
DEVELOPER ADDRESS: 304 N. Redbud
Broken Arrow, OK
DEVELOPER PHONE NUMBER: 918-231-7519

PRELIMINARY PLAT

APPLICATION MADE: August 15, 2018

TOTAL ACREAGE: 19.70

NUMBER OF LOTS: 6

TAC MEETING DATE: September 11, 2018

PLANNING COMMISSION MEETING DATE: September 13, 2018

COMMENTS:

1. ____ Change "Madison Street" to "Hillside Drive".
2. ____ Hillside Drive is a commercial street. As per the engineering design criteria manual, the width of the street right-of-way needs to be increased from 60 feet to 80 feet. In addition, the right-of-way on Hillside Drive at the intersection with 23rd Street shall be wide enough to accommodate at least three outbound lanes, a median, and two inbound lanes. (Right-of-way width for Hillside Drive was changed to 60 feet with PUD-287.)
3. ____ Show limits of no access to N. 26th Place and at the east end of Hillside Drive. Incorporate into the covenants that vehicular access to N. 26th Street shall occur only in an emergency.
4. ____ Either show a mutual access easement of at least 50 feet in width that extends from Hillside Drive to Lot 2, Block 1 of Tiger Plaza, or show this as a public street. (Staff can accept the 30-foot wide mutual access easement shown on the conditional final plat.)
5. ____ Place case number (PT18-105) in lower right corner of plat.
6. ____ The proposed access points from Lot 1, Block 1 and Lot 1, Block 2 to 23rd Street do not meet the separation requirements of the Zoning Ordinance. Remove both access points and show limits of no access along the entire 23rd Street frontage of Lot 1, Block 1 and Lot 1, Block 2. In addition, as per the Zoning Ordinance, show limits of no access along the south boundary of Lot 1, Block 1 and north boundary of Lot 1, Block 2 for 250 feet from the centerline of 23rd Street. (This was modified by PUD-287. The Owner/Developer is responsible for constructing raised medians in 23rd Street that will limit turning movements.)
7. ____ Show corner clips instead of rounded curves the intersection of Hillside Drive with 23rd Street.
8. ____ On the plat, add "N. 23rd Street" and place S. 193rd E. Avenue in parenthesis.
9. ____ The property will be zoned CN with the recording of the plat. The CN district requires all buildings to setback at least 50 feet from all street right-of-way. Therefore, change the building line setback from 25 feet to 50 feet. (Comment modified by PUD-287.)
10. ____ Identify who the engineer is in the upper left corner and provide Certificate of Authorization Number.
11. ____ Add "N. 37th Street" to location map.
12. ____ 23rd Street is a primary arterial street, which requires 60-feet of right-of-way from the section line. The plat shows 50 feet. Therefore, revise to show 60-feet of right-of-way from the section line along 23rd Street.
13. ____ Either show the document numbers for 60 feet of right-of-way dedication along 23rd Street and/or show right-of-way dedicated by this plat.

14. ____ Show the right-of-way dimension for Hillside Drive along the east side of the plat to two decimal points.
15. ____ Show the 10-foot wide utility easement on the west side of Lot 2, Block 1 to extend north along the west boundary of the overland drainage easement.
16. ____ Show the Overland Drainage Easement and detention easement on the north side of Hillside Drive as Reserve A and the Overland Drainage Easement on the south side of Hillside Drive to Reserve B. In the covenants, reference that the maintenance of Reserve A and Reserve B is the responsibility of the property owner.
17. ____ The Tiger Plaza plat references a 20-foot wide drainage easement north of Reserve A of Tiger Plaza. Show this easement and the associated document number on the plat.
18. ____ With a 50-foot building line setback, confirm in writing, email is acceptable, that Lot 2, Block 1 is a buildable lot.
19. ____ In Section 2.d of the covenants, change "Rockford Industrial Park" to "RDS Business Park". Correct typo error in Section 3.d of the covenants.
20. ____ Add language about limits of no access to the covenants and how these cannot be changed without approval from the Planning Commission.
21. ____ Identify in the covenants that by the Zoning Ordinance an eight-foot high fence is required along the entire north and east boundaries of the subdivision. Acknowledge that this fence shall be installed by the commercial property owner in accordance with the Zoning Ordinance, and that the maintenance of this fence is the responsibility of the commercial property owner. Identify in writing, email is acceptable, who is responsible for installing and maintaining the fence along the north boundary of Reserve A and when this fence will be installed.
22. ____ In the Surveyor Certificate, changed "registered" to "licensed".
23. ____ Add addresses as assigned by the City of Broken Arrow.
24. ____ There is an existing utility box in the northwest corner of Lot 1, Block 1. Provide written documentation, email is acceptable, that this utility box is located within a utility easement.
25. ____ Sanitary Sewer is not allowed in front yard easements without a variance from the utilities/engineering department.
26. ____ As per the subdivision regulations, a turnaround needs to be provided at the east end of the street. A cul-de-sac or a hammerhead turnaround will need to be shown at the east end of the street per Appendix D in the international fire code.
27. ____ Submit new engineering plans with conditional final plat.

CONDITIONAL FINAL PLAT

NAME OF CONDITIONAL FINAL PLAT: RDS Business Park

APPLICATION MADE: April 20, 2020

TOTAL ACREAGE: 19.70

NUMBER OF LOTS: 8

TAC MEETING DATE: May 12, 2020

PLANNING COMMISSION MEETING DATE: May 14, 2020

CITY COUNCIL MEETING DATE: June 1, 2020

COMMENTS:

28. ____ Modify addresses as assigned by the City of Broken Arrow.
29. ____ Make the perimeter boundary line a heavier, darker line. The perimeter boundary line will need to extend to the section line.
30. ____ On 23rd Street, change note to say, "Right-of-way dedicated by this plat."
31. ____ 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.
32. ____ Finished floor elevations (FFE) shall be shown for each lot on the Final Plat.
33. ____ Delete "E. Madison Street". Street should only be known as Hillside Drive.
34. ____ Identify the name of the street shown in Arrow Village Mobile City to the east.
35. ____ Identify the north and south streets on the location map as "Albany Street" and "Kenosha Street".
36. ____ 23rd Street is classified as a Primary Arterial street, which requires 60 feet of right-of-way dedication from the section line. Show right-of-way dedication along 23rd Street to be 60-feet in width.
37. ____ Provide information in the covenants about how the "Temporary ROW/Easement for Turn Around" terminates.
38. ____ Add to the covenants the development regulations of PUD-287 as approved by the City Council. Also, modify Section I.6 of the covenants and reference PUD 287.
39. ____ Make the numbering system for the Sections in the covenants consistent.
40. ____ The plat uses "ROW" to designate right-of-way while the legend says R/W for right-of-way. What is shown on the plat needs to match what is shown in the legend.
41. ____ The definition for M.A.E. needs to be provided in the legend.
42. ____ There are text overlaps with line work, which make the information difficult to read. Please resolve text/line work overlap to improve readability.

43. _____ Add to Section I.7 of the covenants that the Owner/Developer is responsible for the constructing the sidewalk along the portion of Reserve Area 1 and Reserve Area 2 that abuts Hillside Drive.
44. _____ Replace the second and third sentences in Section 1.9 of the covenants with the following, "Reserve Area 3 is located within and is a part of the public right-of-way of Hillside Drive. The Owner/Developer of RDS Business Park is permitted to install landscaping, lighting, signage, and irrigation systems in this reserve area. It is also expressly understood that the maintenance of this reserve area is the responsibility of the Owner/Developer of RDS Business Park. The City of Broken Arrow shall have no liability for any damage to, including but not limited to signage, lighting, landscaping, or irrigation systems within Reserve 3. The City of Broken also reserves the right to modify, reconstruct, or remove the median in Reserve 3."
45. _____ Add to Section II, "However, the development regulations of PUD-287 can only be amended by the City of Broken Arrow through the required public hearing process."

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
____ PDF OF RECORDED PLAT SUBMITTED TO PLANNING DEPARTMENT