

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

## **PLAT INFORMATION**

NAME OF PLAT: Crossings at Lynn Lane

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 4

APPLICATION MADE: August 28, 2020

TOTAL ACREAGE: 24.58

NUMBER OF LOTS: 76

TAC MEETING DATE: September 22, 2020

PLANNING COMMISSION MEETING DATE: September 24, 2020

CITY COUNCIL MEETING DATE: October 20, 2020

### **COMMENTS:**

40. \_\_\_\_\_ Identify what "X" means on the lots with this symbol.
41. \_\_\_\_\_ Identify the abutting property to the north and to the east as "Unplatted".
42. \_\_\_\_\_ Prior to the plat being recorded, provide the document numbers for vacating the existing overland drainage easements and the existing detention easements.
43. \_\_\_\_\_ Show the document number associated with the detention facilities. In addition, label these areas as Reserve Areas. Add to the covenants that the homeowners association shall be the owner of the reserve areas and shall be responsible for the maintenance of the reserve areas.
44. \_\_\_\_\_ Remove the notes that say, "Road closed barricade (see Broken Arrow detail st 09)"
45. \_\_\_\_\_ Identify the street along the south boundary as "Washington Street".
46. \_\_\_\_\_ Do not show street and sidewalk information on the final plat. Only the street right-of-way needs to be shown.
47. \_\_\_\_\_ Show right-of-way width of at least 60 feet along Washington Street. Also, show right-of-way to be dedicated by this plat, or show document number for previous right-of-way dedication.

48. \_\_\_\_ Identify in the legend what “BPE” means.
49. \_\_\_\_ Provide a heavier line around the perimeter of the property associated with the plat.
50. \_\_\_\_ Show the width of the right-of-way on the interior streets, must be at least 50 feet. At the entrance for Washington Street, must be at least 70 feet in width.
51. \_\_\_\_ Label the front building setback lines. Since the building line setback is not labeled, are there any lots in which the building setback line is less than 25 feet. If so, “Restricted access” needs to be placed along those street frontages.
52. \_\_\_\_ Show the former oil well locations on the plat and provide a 10-foot building line setback on the plat. In addition, include information about the oil wells in the covenants and the associated 10-foot building line setback.
53. \_\_\_\_ Include a date the plat was prepared on Sheet 1.
54. \_\_\_\_ The plat shows a 24-inch and 36-inch water lines along the east boundary. Show the easement width and document number associated with these lines. **The utilities do not need to be shown**
55. \_\_\_\_ There is a considerable amount of text overlap which makes the information shown on the plat difficult to read. Correct text overlap issues.
56. \_\_\_\_ Show the width of the utility easement on the lots in the Phase 3 addition adjacent to the west boundary of the plat.
57. \_\_\_\_ Show a five-foot wide fence and landscape easement along the south boundary next to Washington Street.
58. \_\_\_\_ Submit a landscape plan along with fence details. Landscape plan and fence details shall be reviewed and approved prior to the plat being released for filing.
59. \_\_\_\_ Show the width of all utility easements measured from the property line.
60. \_\_\_\_ Update the Certificate of Authorization expiration date for the engineer/surveyor.
61. \_\_\_\_ Provide tick marks on the lots that show where the curve/line begins and ends.
62. \_\_\_\_ Identify what the property is north of E. Quincy Place. Is this a reserve area? Also provide property dimensions.
63. \_\_\_\_ 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.
64. \_\_\_\_ Provide a written statement (email is acceptable) that all pie shaped lots meet the minimum lot frontage requirement at the building setback line.
65. \_\_\_\_ What does the \* mean on the east side of Lots 3/4, Block 19, please clarify.
66. \_\_\_\_ Sidewalk information and topo information does not need to be shown on final plat.
67. \_\_\_\_ Building setback lines and utility easement lines need to be clearly distinguished and convey separate information. Building setback lines shall not be located in utility easements.
68. \_\_\_\_ Bearings and dimensions need to be shown on utility easements (i.e. Lot 3, Block 24).
69. \_\_\_\_ Identify the stormwater detention facilities as reserve areas.
70. \_\_\_\_ With the number of comments provided on the conditional final plat, it shall be recognized that additional comments may be forthcoming when the final plat is submitted.
71. \_\_\_\_ Since light poles are not shown on a plat, remove this reference in the legend.
72. \_\_\_\_ Show limits of no access on all the lots that abut Washington Street.
73. \_\_\_\_ In the legend, identify what “SIP” is referencing.
74. \_\_\_\_ Add street addresses as assigned by the City of Broken Arrow.
75. \_\_\_\_ In the site information, use Broken Arrow street names and place County street names in parenthesis.
76. \_\_\_\_ Comments on the preliminary plat that apply to Phase 4 are still applicable.
77. \_\_\_\_ Confirm in writing, email is acceptable, that the centerline of the access point onto Washington Street is at least 200 feet from the centerline of the access point to 15<sup>th</sup> Street into the Washington Lane neighborhood.
78. \_\_\_\_ Do not show the barriers, street signs, existing underground utilities, trees, fences, hydrants, or trickle channels.
79. \_\_\_\_ Do not show the PL on the property lines, due to the linetype scale and length of the lot lines it does not show up consistently or is in the wrong orientation.
80. \_\_\_\_ Identify the location of the lift station easement.
81. \_\_\_\_ Review the text for overlapping with other text or linework that will make it difficult to read. Use a consistent text height and thickness. Text below 0.10 with a bold font is blotchy and difficult to read and does not archive when scanned.
82. \_\_\_\_ Use a textmask on the street names and other text where appropriate.
83. \_\_\_\_ Provide a final utility layout plan to verify that all utilities are covered by easements.
84. \_\_\_\_ In the covenants add language that all retaining walls measuring 4’ in height from the top of the concrete footing or the base of the brick gravity wall need to be reviewed and permitted by the city.
85. \_\_\_\_ Label the Point of Beginning and the Point of Commencement, add the bearing and distance listed in the legal description, the bearings and distances shown are small and difficult to read, use a 0.12 font height for these, show the location of the benchmark symbol with a breakline to it.
86. \_\_\_\_ The bearing for the West boundary does not match the bearing shown in the legal for the #1 course  
The second bearing & Distance listed for the West boundary is missing.  
Provide a closing statement for the boundary legal.

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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