

BROKEN ARROW PLANNING COMMISSION AND CITY COUNCIL SUBDIVISION PLAT REVIEW CHECKLIST

PLAT INFORMATION

NAME OF PRELIMINARY PLAT: The Lakes at Rabbit Run

CASE NUMBER: PT20-112

RELATED CASE NUMBERS: PUD-316 and BAZ-2061

COUNTY: Tulsa

SECTION/TOWNSHIP/RANGE: 28/T18N/R14E

GENERAL LOCATION: One-quarter mile south of New Orleans Street, east side of Olive Avenue

CURRENT ZONING: A-1 (PUD-316 and RS-4 approved subject to platting)

SANITARY SEWER BASIN: Haikey Creek

STORM WATER DRAINAGE BASIN: Haikey Creek

ENGINEER: Wallace Engineering
ENGINEER ADDRESS: 123 N. Martin Luther King Jr. Blvd.
Tulsa, OK 74103
ENGINEER PHONE NUMBER: 918-584-5858

DEVELOPER: The Lakes at Rabbit Run, LLC
DEVELOPER ADDRESS: 2468 W. New Orleans Street
Broken Arrow, OK 74011
DEVELOPER PHONE NUMBER: 918-449-0144

PRELIMINARY PLAT

APPLICATION MADE: September 30, 2020

TOTAL ACREAGE: 35.51

NUMBER OF LOTS: 100

TAC MEETING DATE: October 20, 2020

PLANNING COMMISSION MEETING DATE: October 22, 2020

COMMENTS:

1. _____ Change 50' dimension on Olive Avenue to the nearest hundredth and indicate it as right-of-way. Since it appears the right-of-way dimension changes from the south end to the north end, show the right-of-way on both the north and south ends of the plat.
2. _____ Identify the total number of lots. In addition, the acreage in Subdivision Statistics does not correspond with the acreage in the legal description.
3. _____ Add addresses as assigned by the City of Broken Arrow.
4. _____ Place case number (PT20-112) in lower right corner of plat.
5. _____ Correct the typo in the first line of Section II of the covenants. The Lakes at Rabbit Run was a part of PUD-316.
6. _____ Add the "Access and Circulation" and Landscaping and Screening Plan" sections of the design statement for PUD-316 to Section II of the covenants. Also, review Section III of covenants and see if it is needed. The Lakes at Rabbit Run does not have any frontage along New Orleans Street.
7. _____ Show the boundary line between Reserves B and K and show the dimension.
8. _____ As per the Subdivision Regulations, provide a corner clip on W. Quantico Place for Reserve A where it intersects Olive Avenue.
9. _____ Label the utility easements and identify their associated width.
10. _____ Add "B/L", "D/E", and "W/E" to the legend and identify what they represent. Also, where is the "S/E" referenced in the legend? Change W/E and D/E to U/E, do not show separate easements for the individual public utilities. Trim the linework where the standard U/E's intersect to create a continuous utility easement. The private stormwater easement (S/E) will need to extend to & from the street reserves.
11. _____ Modify Section 1.D to show that the storm sewer is private and modify all subsections to reference a private storm sewer. Identify that the HOA is responsible for the maintenance of the private storm sewer.
12. _____ Clearly identify which side of the lot is nine feet in width and which is one foot in width.
13. _____ Identify the width of Reserve A.
14. _____ Use tick marks to indicate where line segments begin and end and the PC and the PT on the curves begin and end.
15. _____ Label the section line.
16. _____ Prior to the plat being recorded, provide document number for 17.5-foot utility easement being recorded by separate instrument.

17. _____ Unclear what the dark line in Reserve A at the intersection of South Park Street and Olive Avenue represents? This line aligns with the eastern boundaries of Reserve K and Reserve J.
18. _____ Lot 11, Block 7 is less than 30 feet in width. As per PUD-316, a drawing will need to be submitted to and approved by the City of Broken Arrow that show the driveway width, mailboxes, curb returns, sidewalk (if applicable), and water meter location. The water meter will need to be located in an unpaved area.
19. _____ Reserve K and J at the intersection of South Park Street and Olive Avenue need to be at least 10 feet in width as per PUD-316.
20. _____ Add to Section I.J of the covenants that the maintenance of Reserve B is the responsibility of the property owner.
21. _____ Add to Section I.L of the covenants that the maintenance of Reserves C, E, M, N, I, J, K, and L is the responsibility of the property owner.
22. _____ Add to Section I.M of the covenants that the maintenance of Reserve O is the responsibility of the property owner. It is okay to acknowledge that it is the intent to convey this property to the homeowners association.
23. _____ What does the dashed line near the northwest corner of Lot 18, Block 9 represent? Similarly, what does the dashed line across the east side of Lots 2 and 3, Block 9 represent?
24. _____ Remove the building setback line that crosses Reserve D.
25. _____ Provide an 11-foot wide utility easement along both sides of the rear lot line for Lots 1 – 9, Block 8; Lots 5 – 11, Block 9; and Lots 1 – 10, Block 10, unless modified by TAC.
26. _____ Several typos in Section I.E and I.F of the covenants. Also, delete the second to last line of Section I.E of the covenants.
27. _____ Section I.J of the covenants references “Area D”, when it should be referencing “Area B”.
28. _____ Update Section II of the covenants to reflect PUD-316A.
29. _____ Correct typo in first line in Section VI.B.30 of the covenants.
30. _____ In Certificate of Survey, change “Rabbit Run” to “The Lakes at Rabbit Run” and change date referenced.
31. _____ Change sheet numbering, there are five sheets.
32. _____ Landscape plan shall be submitted to and approved by the City of Broken Arrow prior to the plat being recorded.
33. _____ Look at the two lots at the entrance into the subdivision on Park Street, their driveways would be right into the street’s center island.
34. _____ See comments on preliminary engineering plans at the end of this checklist.
35. _____ Label the point of commencement and the point of beginning, provide the location description of the quarter corner, show and identify the location of the benchmarks listed on page one, add the location description to the benchmarks the Lat and Long coordinates are more accurate but they cannot be used without special equipment for location.
36. _____ Add the Detention Determination number DD 083120-33 to the space reserved for it.
37. _____ Revise the lot lengths or the boundary lengths to show the sum of the lots match the overall length of a line.
 - a. B1 L3-6 sum = 178.09 line=178.11, B2 L2-4 sum=192.92 line 192.91, East boundary of block 3&6 s=742.4 l=742.41, south boundary s=1318.69 l=1318.70 do not show the 61.2 dimension in the 50’ R/W, provide bearings and distances on back of the lots between block 8 & 9 each lot that does not share a lot pin needs separate dimensions, B5 L3-4 s=196.49 l=196.48, B6 L7-8 s=271.77 l=271.78, B3 L10-13 s=172.36 l=172.35, B3, L13-14 s=105.25 l=60.39, B6 L6-8 s=271.79 l=271.78
38. _____ Add language to section 1 for retaining walls or earth retaining structures that notes that any earth retaining structure measuring over 4’ in height as measured from the bottom of the base course to the top cap for gravity or MSE walls and from the top of the footing to the top of the wall for concrete reinforced walls. All walls designs shall be submitted to the city for review and approval. No retaining walls or earth retaining structure are allowed in dedicated utility easements without written consent of the Utility Department and the city is not liable for reconstruction of the structure if repairs are made to the city’s utility.
39. _____ Add language to Section 4 that address the FL/E not along the perimeter East and South boundary. Correct this section to reflect the FL/E is shown on these boundaries and not on the North boundary.
40. _____ Add the reserve areas that are designated as overland drainage easement to section 1.1 if they will have any paths installed in them.
41. _____ Reserves G & F will act a mini detention areas due to the restriction of the flow under the road, the 100 year water surface elevation will need to be calculated and the limits mapped to the existing/proposed contours. Lots that have encroachment of the 100yr WSEL onto the lots will need to have the finished floor established 28” above the projected surface. Add these areas to section 1.m for annual maintenance and cleaning of the pipes.
42. _____ Show a U/E on the top of the water main and the sewer line through reserve B
43. _____ Add language to section 1 that prohibits the installation of Generators, AC Equipment, Pool Equipment, Sheds, or Outdoor living Areas in dedicated utility easements where public utilities such as water or sanitary sewer will go between lots, specifically Block 3 Lots 7& 8, Block 6 Lots 8 & 9, Block 8 Lots 4 & 5, Block 9 Lots 8 & 9
44. _____ Modify Section 1.D.4 to show that the sanitary sewer service lines are privately owned and that the city is not responsible for maintenance of the service lines and reconstruction of the street if necessary.

CONDITIONAL FINAL PLAT

NAME OF CONDITIONAL FINAL PLAT: The Lakes at Rabbit Run

APPLICATION MADE: December 7, 2020

TOTAL ACREAGE: 35.11

NUMBER OF LOTS: 100

TAC MEETING DATE: December 15, 2020

PLANNING COMMISSION MEETING DATE: December 17, 2020

CITY COUNCIL MEETING DATE: January 19, 2021

COMMENTS:

45. _____ The comments on the preliminary plat are still applicable to the conditional final plat.
46. _____ Label the side building setback lines on each side of all lots, or use a legend symbol.
47. _____ Show the width for all the interior streets.
48. _____ The front yard setback distance on Lot 4, Block 2 is incorrectly labeled as "25 feet", it should be 20 feet.
49. _____ 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.
50. _____ Finished floor elevations (FFE) shall be shown for each lot on the Final Plat.
51. _____ Provide a closing statement that shows that the platted boundary meets the Survey Standards for Oklahoma, for accuracy and correctness.
52. _____ Provide document numbers for the utility easements by separate instrument in Reserve O. Document numbers shall be recorded and shown on the plat prior to the plat being recorded.
53. _____ Give the bearing and dimension for the utility easement that crosses Lot 18, Block 9. Does this utility easement extend across Reserve N? If so it needs to be shown, or Reserve N needs to be identified as a utility easement.
54. _____ All lines need to be clearly identified. For example, what do the two line across the rear of the lots in Block 8?
55. _____ Add the bearings and dimensions to the lot lines in Reserve O.
56. _____ In the "Basis of Bearing", is there a reason the same statement is repeated? Please remove one of the statements if it is not needed.
57. _____ Unless modified by TAC, either provide an 11-foot wide utility easement along the south boundary of Reserve O or provide a 17.5-foot wide utility easement along the north side of Blocks 1 – 3.
58. _____ Either identify Reserve L as a utility easement, or show utility easements being extended through the Reserve Area.
59. _____ Unless modified by TAC, show the utility easement along the east and south boundaries of the plat to be 17.5 feet in width.
60. _____ Identify Reserves J and K as utility easements.
61. _____ Identify the width of the utility easement along the west side of Reserve B.
62. _____ Show the dimension for Reserves K and J and remove "10' MIN".
63. _____ There appears to be an error along the west boundary line. The 10-foot wide Reserve Area K is larger than the 11-foot wide utility easement next to it.
64. _____ Either add a note to the plat that states that where the utility easement is split by a lot line, the width of the utility easement is equal distance on both sides of the lot, or show the width of the utility easement on each side of the lot line.
65. _____ Remove "Street South, Broken Arrow, OK 74012" under the Address Note.
66. _____ Provide details that show the call box and gates for the private street points of access. Access points shall meet the requirements of Section 6.3.b of the Subdivision Regulations.
67. _____ In the title description, change PUD-316 to PUD-316A.
68. _____ Update Section II of the covenants to reference PUD-316A.
69. _____ Add "Reserve Area O" after Development Area B in Section II. C.2 of the covenants.
70. _____ Section II.F.1 was not part of the design statement approved by the City Council, therefore, needs to be removed.
71. _____ Confirm and add the following note to Sheet 1, "All pie shaped lots are at least 50 feet in width at the front building line."
72. _____ Label and show a 30-foot building setback line measured from the right-of-way line along Olive Avenue, including Lot 11, Block 7.
73. _____ Add the following note to the lower right corner of sheet one, "Rear yards that back up to open space reserve areas the minimum rear yard can be reduced to ten (10) feet provided drawings are submitted and sealed by a licensed engineer and acceptable to the City of Broken Arrow that demonstrates that the proposed improvements will not cause any substantial structural or maintenance issue for future houses or walls."
74. _____ Landscape shall be submitted and approved prior to the final plat being approved.
75. _____ Fence details for the fence along the west, south, and east boundaries shall be submitted with the landscape plan.
76. _____ First line of the covenants on Sheet 3, change "and" to "an". First line in the second paragraph of Section 1.A of the covenants, change "fore" to "for the". Third line in 3rd paragraph of Section 1.A, place a period between plat and No. There are other typo errors in the covenants that should be addressed by the applicant.

77. _____ Fill in the date referenced in Section I.D.5 of the covenants.
78. _____ Section I.L of the covenants, identify that the maintenance of these areas is the responsibility of the property owner. Likewise, in Section I.M, identify that the maintenance of Reserve O is the responsibility of the property owner.
79. _____ Section I.N of the covenants is not worded correctly, please modify.
80. _____ Modify Section III.A of the covenants, none of the property associated with The Lakes at Rabbit Run abuts New Orleans Street.
81. _____ Review Section IV of the covenants, according to PUD-316A, a decorative wall is required along the west boundary and a brick wall is required along the south and east boundaries. Therefore, Section IV should reference the west, south, and east boundaries and not the north boundary.
82. _____ Section VI.B.2 of the covenants appears to conflict with Section II.C.1.f of the covenants.
83. _____ Show the dimension along the west property line of Reserves B and C.
84. _____ Locate the "17.50"-foot dimension in Reserve B so that a utility easement line is not passing through it.
85. _____ Identify what all the lines in Reserve Area B represent along with bearings and dimensions as needed.
86. _____ Add the address "3514 W. Roanoke Street" to Reserve L. In addition, add the address "3739 S. Olive Avenue" for Reserve O on Sheet 2.
87. _____ The water distribution system will be publicly owned. The ownership of the water service lines will change to private at the meter. This needs to be acknowledged in the covenants.
88. _____ The sanitary sewer system will be publicly owned. The ownership of the sanitary sewer service lines will be private, beginning at the tap into the sanitary sewer. This needs to be acknowledged in the covenants.
89. _____ Revise Section I.D.5 of the covenants as per the "no exceptions taken" engineering plans.
90. _____ Provide a 15-foot wide utility easement along both the east and west sides of Laurel Avenue.

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

CONCEPTUAL UTILITIES ENGINEERING REVIEW

The Conceptual Utility Plans are not a complete set of improvement plans, the applicant is not expected to show how all the improvements are in compliance with all city regulations. As such, there may be additional review items when the final engineering plans are submitted. These conceptual utility plans' review items are intended for guidance toward preparation of the final engineering plans. The following items are not a requirement for approval of the Preliminary Plat or the Conditional Final Plat.

RECOMMENDATIONS FOR UTILITY REVISIONS PRIOR TO ENGINEERING PLAN SUBMITTALS

- E-1. The main waterline through the subdivision needs to be an 8-inch, with 6-inch on the branch streets
- E-2. Move the proposed fire hydrants out from the ends of the two cul-de-sacs and locate the FHs approximately 250-300 feet from the end of the cul-de-sac. Fire hydrant spacing is measured as the hose lays.
- E-3. And install a fire hydrant at the west end of Park Street, just as one enters into the subdivision.
- E-4. There are several lots that are not served by the sanitary alignment where the manhole stops on the property line. Sanitary sewer service lines are not permitted to tie into a manhole and should be a minimum of 5' from the outside edge of the manhole. Where there is a dual connection there shall be a 5' separation between the tees. Manholes should be extended 10' into a lot to allow for the connection to be made for a single connection.
- E-5. Show both the sanitary sewer long services and water service long service lines on the plan views.
- E-6. Identify in the plat covenants and on the engineering plans who owns and is responsible for maintenance of the long service lines, and where the public line ownership/maintenance ceases and private ownership begins.
- E-7. Show the sanitary sewer main and additionally the sanitary sewer service line crossings of the waterline on the waterline profile.
- E-8. Show the water main and water service crossings of the sanitary sewer on the sanitary sewer profile.
- E-9. Show the water mains on the South and East sides of the streets, 4' from the back of curb per the city's construction manual, a variance from this location will be required before engineering plans are submitted. Standard construction specification UL-02. All efforts should be made to limit the number of long water service taps by wrapping the water mains around the pavement knuckles
- E-10. To place the water in the correct location and have the sanitary in the desired location the manholes should be placed 14' from the back of the curb to maintain the 10' separation between the water and the sanitary. Where pipes are running parallel and the separation cannot be maintained a water tight pressure pipe shall be specified from manhole to manhole.
- E-11. Show the ADA access and parking spaces on all of the parking areas, show sidewalk on the back of all of the parking areas, show the ADA ramp for the crossing from reserve B to reserve C and from G to F.
- E-12. In the engineering submittal show the sidewalk that will be constructed by the developer and the sidewalk that will be built by the homeowner. Include any trails that will be built in reserves D and F or trails that will be crossing from F to G and any pedestrian bridges that will be needed. Include the landscape plans with the trail section in the engineering plans, phase 1 had a significant deviation from what was approved to what was installed.
- E-13. Note that all storm sewer will be private but will be required to be designed and built to city standards.
- E-14. The sanitary sewer service line is privately owned from the service tap to the house.
- E-15. The sanitary sewer service line under the street shall be installed in a casing pipe 5' beyond the back of curb on both sides.
- E-16. The waterline service line is privately owned from the meter to the house, and City owned from the meter to the tap to the waterline main.
- E-17. The City is responsible for the street repair for maintenance on the waterline service line that is under the street.
- E-18. The City is not responsible for the street repair for maintenance of the sanitary sewer service line that is under the street.

- E-19. The service lines under the streets need to be backfilled with aggregate backfill on two feet each side of the service line.
- E-20. A Variance is needed for not installing the waterline around the cul-de-sac. Standard construction specification UL-03.
- E-21. A Variance is needed for installing the sanitary sewer in the front yard. Standard construction specification UL-01.
- E-22. The easements for the lines between lots will need to be wider, to excavate the line and remain in the easement. Locate the utility in the center of the easement, if the water is on the property line locate the water a minimum of 4' under the finished grade.