

## **PRELIMINARY PLAT CHECKLIST**

- A.** All preliminary plat submitted for approval shall be prepared by a Registered Professional Land Surveyor.
- B.** Preliminary plats must be drawn to a scale of XXX with such accuracy as to determine the location of lot, block, property and boundary lines, utility and other facilities, to the nearest one-hundredth foot.
- C.** Preliminary plats must show at least the following information:
  - 1.** The name and address of the owner or owners of the land to be subdivided and the name, address, phone number, e-mail address and CA number (with renewal date) of the Registered Professional Land Surveyor and Professional Engineer if applicable;
  - 2.** The date of preparation of the plat, north arrow and scale (written and graphic presentation);
  - 3.** A one square mile key or location map with north arrow, scale, section, township, range, arterial streets, platted subdivision names and boundaries within the section, planned or existing expressways and railroads;
  - 4.** An accurate legal description of the property with a reference from a section corner being labeled as Point of Commencement (POC), using bearings and distances, to a corner of the property being platted, labeled as the Point of Beginning (POB). For any dedicated right-of-way included in the legal description, by the current plat or any previous plat, a "LESS AND EXCEPT" clause/statement describing the part not belonging to the plat;
  - 5.** Basis of bearing for the survey, clearly described and stated in degrees, minutes, and seconds;
  - 6.** Size of the project and numbers of lots and blocks and reserves;
  - 7.** The location and dimensions of all boundary lines of the proposed subdivision to the nearest one-hundredth foot;
  - 8.** The names of all adjacent subdivisions and the names, locations, and widths of all existing and proposed streets, trails and sidewalk easements, utility easements, drainage ways, and other public ways on and adjacent to the property;
  - 9.** The recording references and offers of dedication for all streets and easements located within or adjacent to the plat or utilized or impacted by the plat;
  - 10.** The locations and widths of and the recording references for all oil, gas, and petroleum easements on or adjacent to the property;
  - 11.** The location of every visible and known oil or gas well, and underground mine or spring, either existing, active or inactive, plugged, unplugged or abandoned and any planned future well sites as provided for in Section 410.2 of these regulations.
  - 12.** Well locations as indicated by the records of the Oklahoma Corporation Commission and by such records as may be on file with the Planning Commission and other available records;
  - 13.** The location and description of all existing drainage structures, water bodies and watercourses;
  - 14.** The areas subject to flooding based upon FEMA and City of Tulsa regulatory floodway;
  - 15.** The location and dimension of all proposed streets, drainage ways, pedestrian ways, trails and sidewalks, parks, playgrounds, public ways, or other public or private reservations;

16. All proposed lots consecutively numbered, their dimensions, and building setback lines, and if the property is located in the City of Tulsa, street addresses shall be designated on each residential single-family lot;
17. Blocks consecutively numbered with block length dimensions provided;
18. A topographic map of the subdivided area with contour lines having contour specific intervals appropriate to provide a clear and accurate understanding of the natural topography based on reference National Geodetic and Vertical datum (see Subdivision Data Control Sheet, Appendix D), including off-site areas as required for comprehensive understanding of flow, grading and slope; and,
19. Any other information as may be deemed by the Planning Commission as reasonably necessary for the full and proper consideration of the proposed subdivision; and
20. A legal survey closure form acceptable to City of Tulsa GIS Department in the Public Works Department;
21. Limits of no access and access points;

### **CONCEPTUAL IMPROVEMENTS PLAN CHECKLIST**

- A. Conceptual plans for improvements must be prepared by a registered professional engineer.
- B. Conceptual improvements plans must include at least the following information:
  1. The location and proposed width of each proposed street, sidewalk and pedestrian way;
  2. The location, size, dimensions and points of access as applicable for existing streets and utilities adjacent to the project boundary;
  3. The location, size and associated easements of existing and proposed sanitary sewers and the water distribution system, including points of connection to the existing system with flow line elevation;
  4. The proposed plans and specifications, if a privately owned water or sewage system is to be used;
  5. The results of soil percolation tests, if septic tank sewage systems are to be used;
  6. Topography of the subdivided area with contour lines having contour intervals appropriate to provide a clear and accurate understanding of the natural topography based on national geodetic and vertical datum (see subdivision control data sheet, appendix d), including off-site areas as required for comprehensive understanding of flow, grading and slope;
  7. A drainage plan indicating the location of existing and proposed storm sewers, location, of proposed open drainage ways, including points of access to the existing system with flow line elevations;
  8. The proposed location, size, depth, entrance and exit locations and method of access for maintenance of detention or retention facilities;
  9. The location and size of existing off-site sewer, water and storm drain improvements to be utilized by the project, including their points of connection with flow line elevations;
  10. The size and depth of proposed detention facilities with proposed entrance and exit locations and their flow line elevations;
  11. The location and size of all proposed off-site utility extensions; and
  12. The location size and name of all proposed off-site easements.

## **FINAL CONSTRUCTION PLANS CHECKLIST**

- A.** Final plans for improvements must be prepared by a registered professional engineer and shall be submitted in accordance with the requirements and specifications of the department or agency having jurisdiction over the improvements.
- B.** The final improvement plans must comply with adopted ordinances, resolutions, policies, procedures and regulations of the City and County of Tulsa and include at least the following:
  - 1.** Plans and profiles showing existing and proposed elevations along the centerlines of each proposed street, with existing and proposed grades;
  - 2.** Typical sections of each proposed street, pedestrian way and sidewalk showing the type and width of pavement;
  - 3.** Plans and profiles showing the location of existing and proposed sanitary sewers, with grade and sizes indicated and a backflow preventer table;
  - 4.** Proposed plans and specifications, if a privately owned water or sewage system is to be used;
  - 5.** Results of soil percolation tests, if septic tank sewage systems are to be used;
  - 6.** Plans and profiles of any existing and proposed water distribution system, showing pipe sizes and the location of valves, fire hydrants; and other appurtenances; and
  - 7.** Drainage plans showing all existing and proposed storm sewers, manholes, catch basins, retention or detention facilities, watercourses, culverts, and other drainage structures within the tract, or adjacent thereto, with pipe sizes, grades, water openings and appurtenances indicated. The drainage plan shall show the size of dedication easements, or reservations for all detention facilities and drainage ways and whether private or public maintenance is proposed. This plan shall provide design information, define the drainage area and provide a summary calculations sheet.

## **FINAL PLAT CHECKLIST**

- A.** The final plat shall be at the same scale as the preliminary plat and contain the information required as conditions of preliminary plat approval.
- B.** Final Plats shall be prepared in accordance with minimum standards for Land Surveying per Statutes in Oklahoma with third-order survey accuracy for both vertical and horizontal survey datum.
- C.** The final plat shall be on good grade paper in blue or black line ink with a marginal line around the entire sheet a minimum of one half (1/2) inch from the edge of the sheet, with no plat lines, lettering, signatures, and seals within the marginal area.
- D.** The following information must be included on the final plat:
  - 1.** Name of the subdivision;
  - 2.** The name and address of the owner or owners of the land to be divided, the name and address of the subdivider if other than the owner, and the name and address of the land surveyor;
  - 3.** The date of preparation of the plat, north arrow and scale (written and graphic presentation);
  - 4.** A one square mile key or location map with north arrow, scale, section, township, range, arterial streets, platted subdivision names and boundaries within the section, planned or existing expressways and railroads;
  - 5.** An accurate legal description of the property with a reference from a section corner being labeled as Point of Commencement (POC), using bearings and distances, to a corner of the property being platted,

labeled as the Point of Beginning (POB). For any dedicated right-of-way included in the legal description, by the current plat or any previous plat, a "LESS AND EXCEPT" clause/statement describing the part not belonging to the plat;

6. Square footage area of each lot and all reserves, the total acres and total number of lots of the subdivision;
7. The names of all adjacent subdivisions and the names, locations, and widths of all existing and proposed streets, easements, drainage ways, trails and sidewalks, and other public ways, adjacent to the property;
8. Boundary of the subdivided area, block boundary, street, and other right-of-way lines with distances, angles, and/or bearings, and where these lines follow a curve, the central angle, the radius, points of curvature, length of curve, and length of intermediate tangents shall be shown;
9. The accurate dimensions of all property to be offered for dedication for public use, and all property reviewed for the common use of the property owners within the subdivision, with purpose indicated;
10. The dimensions of all lots and lot lines, and the bearings of those lot lines not parallel or perpendicular to the street right-of-way line;
11. All easements shall be denoted by fine dashed lines, clearly identified, and if already on record, the recorded reference of such easements; the width of the easement with sufficient ties to locate it precisely with respect to the subdivision must be shown;
12. Easements located outside of the boundaries of the plat, required for plat approval;
13. The deeds of dedication and any deed restrictions applicable to the subdivision shall be shown;
14. The location of every oil or gas well, either existing active or inactive wells, plugged or unplugged abandoned wells, visible and known as shown by the records of the Oklahoma Corporation Commission and by such records as may be on file with the planning commission. The location of any planned future well sites in the unincorporated areas of the county;
15. Blocks shall be consecutively numbered, and all lots within each block shall be consecutively numbered;
16. The basis of bearings;
17. The size, location, description and identification of all monuments to be set. The size, location and identification of all monuments found, found and accepted, retagged, recapped and replaced in making the survey shall be shown to assure the perpetuation or re-establishment of any point or line of the survey;
18. Limits of no access and access points;
19. Any other information as may be deemed by the planning commission as reasonably necessary for the full and proper consideration of the proposed subdivision.
13. The following certifications (required before final plat approval by the planning commission):
  - (a) Certification by the professional registered land surveyor as to the accuracy of the survey and of the plat, and that the monuments and bench marks are accurate as to location shown.
  - (b) Certification by the registered professional engineer that the design of the required improvements will be in conformance with the standards, requirements, and provisions of the applicable agency or department and these regulations.
  - (c) Certification by the public works director or county engineer, whichever is applicable, that the subdivision plat conforms to their standards, specifications and regulations.

- (d) Certification by the public works director or other appropriate authority that the subdivision conforms to all applicable regulations concerning public water supply and sanitary sewer facilities.

**SUPPLEMENTAL INFORMATION REQUIRED WITH FINAL PLAT**

The following supplemental information shall be submitted with the final plat:

1. Current certification by a bonded abstractor, attorney or title insurance company of the last grantees of record owning the entire interest in the property being subdivided plus holders of mortgages and liens filed of record.
2. The consent of all owners of the subject property to the platting of the property.
3. Certificate of notice as to the platting of the property to the holders of mortgages and liens thereon.
4. Current certification from the corporation commission of the state of Oklahoma setting forth the status of oil and gas activity on said property.
5. When the subdivider has chosen to install improvements prior to the endorsement of the final plat, approval shall not be endorsed on the plat until after all conditions of the approval have been satisfied and all improvements satisfactorily completed. There shall be written evidence that the required improvements have been installed, and necessary dedications made, in a manner satisfactory to the appropriate local government as shown by a certificate signed by the public works director or county engineer and the appropriate local government attorney.
6. When the subdivider has chosen to guarantee construction of improvements, approval shall not be endorsed on the plat until after the agreement has been executed and delivered to the planning commission, and all conditions of the approval pertaining to the plat have been satisfied.