

SECTION 3. SPECIFICATION FOR DOCUMENTS.

3.1 PLATTING ACCURACY.

Plats shall be prepared with the following accuracy:

1. Sketch plats shall be to a scale as specified in Section 3.2.
2. Preliminary plats shall be drawn to scale as specified in Section 3.3 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.
3. Final plats shall be prepared as specified in Section 3.6 with third-order survey accuracy for both vertical and horizontal survey datum and also include the following information:
 - a. Traverse data for the plat, including the coordinates of the boundary of the subdivision with the error of closure;
 - b. The computation of all distances, angles, and courses that are shown on the final plat unless measured in the field; and
 - c. All stakes, monuments or other evidence found on the ground in use to determine the boundaries of the plat.

3.2 SKETCH PLAT.

1. The subdivider is required to participate in a pre-application conference to submit a sketch plat, to receive comments and recommendations from the Planning Staff, the Technical Advisory Committee (TAC), and if needed from the Planning Commission to facilitate the processing of the preliminary plat as specified in Section 2.1.
2. The preferred scale of a sketch plat is 1"=100' except where the tract size or amount of detail requires a larger scale, and may be superimposed over a topographic map or aerial photograph.
3. The sketch plat shall show the following:
 - a. The proposed layout of streets, lots, and public areas;
 - b. Boundary lines of the proposed subdivision;
 - c. Location and width of streets adjacent to the property;
 - d. Existing utilities on or adjacent to the property showing type, location and size;
 - e. Existing watercourses, floodways, floodplains and storm drainage;
 - f. Ground elevations on the property on at least ten (10) foot contour intervals;
 - g. Existing buildings on the area to be platted;

- h. The location of every pipeline, injection, oil or gas well (either existing, active or inactive wells, plugged or unplugged abandoned wells) as shown by the records of the Oklahoma Corporation Commission and by such other records as may be on file with the Planning Department, or any planned future well sites if known; and
- i. For subdivisions with lots having an area of 2.5 acres or less on which a private sewage system is proposed, the lot area (in square feet and decimals to tenths of an acre) shall be shown on each lot.

3.3 PRELIMINARY PLAT.

- 1. The application for preliminary plat approval shall include the names and addresses of the owner and developer, evidenced by a recorded deed, and the name and address of the Professional Land Surveyor preparing the plat. A preliminary plat shall be accompanied by the required filing fee, include the required number of copies, Preliminary Construction Plans, DEQ documents, and include such other information as required by the City for submission of the preliminary plat.
- 2. The preliminary plat shall be prepared by a Professional Land Surveyor licensed to practice in the State of Oklahoma.
- 3. The preliminary plat shall be drawn to a scale of not more than 1" = 100'. However, if the property exceeds 100 acres, the scale may be 1" = 150' or 1" = 200'.
- 4. The preliminary plat shall show or be accompanied by the following:
 - a. Name of the subdivision prefaced by "Preliminary Plat";
 - b. The name and address of the owner or owners of the land to be subdivided, the name and address of the land surveyor and the names and addresses of the abutting property owners;
 - c. Date of preparation of the plat, north arrow and scale (written and graphic representation);
 - d. Key or location map showing major streets and the location of subdivisions within the mile section, and a summary of the total acres platted, the number of lots and blocks, the number of reserve areas and other pertinent information as would be required to summarize the nature and character of the proposed development;
 - e. The surveyed legal description of the property, area of the property and numbers of lots and blocks;
 - f. Location and dimensions of all boundary lines of the proposed subdivision to the nearest one-hundredth foot;

- g. Names of all adjacent subdivisions or owners of unplatted land and the names, locations, and widths of all existing and proposed streets, easements, drainage ways, and other public ways adjacent to the property;
- h. Locations and widths of and the recording references for easements including book and page of recording if applicable, of all oil, gas, and petroleum products pipelines and any required setbacks on or adjacent to the property;
- i. Location and width of easements for existing utilities on or adjacent to the property including book and page of recording reference if applicable, and any required setbacks;
- j. Location of every pipeline, injection, oil or gas well (either existing, active or inactive wells, plugged or unplugged abandoned wells) as shown by the records of the Oklahoma Corporation Commission and by such other records as may be on file with the Planning Department, or any planned future well sites if known;
- k. Location and description of all regulatory floodplains or other water courses, existing and proposed drainage structures, water bodies and watercourses, to include a schedule of driveway culvert dimensions shown on the face of the plat the minimum diameter of which shall be 12”;
- l. Areas subject to flooding based upon the regulatory floodplain;
- m. Names, locations and widths of all proposed streets;
- n. Location and dimensions of all proposed streets, drainage ways, detention facilities, pedestrian ways, bike paths, parks, playgrounds, public ways, or other public or private reservations;
- o. All proposed lots and blocks consecutively numbered, their dimensions, and the front building setback lines shall be shown on the plat for each residential single-family lot and street addresses on each lot shall be designated with the following Caveat/Disclaimer shown on the face of the plat:

Caveat/Disclaimer

Addresses shown on this plat are accurate at the time the plat was prepared. Addresses are subject to change and should never be relied on in place of the legal description.

- p. A topographic map of the subdivided area with contour lines having two (2) foot contour intervals based on United States Coastal and Geodetic Survey datum;
- q. Preliminary Construction Plans;

- r. The deeds of dedication and restrictive covenants shall be shown on the preliminary plat and shall include language which provides for and requires the formation of a property owners association, which shall be responsible for the maintenance of all common areas and any privately owned facilities, including but not limited to drainage and detention areas, park areas, private streets, entry features, and sidewalks;
- s. Language shall be included on the face of the preliminary plat specifying "Acknowledgements" by the owner, surveyor, and engineer that the plat has been prepared in accordance with all of the regulations and requirements of these Regulations;
- t. For subdivisions with lots having an area of 2.5 acres or less on which a private sewage system is proposed, the lot area (in square feet and decimals to tenths of an acre) shall be shown on each lot; and
- u. Any other information as may be required by the Planning Staff, Planning Commission, and City Council as may be reasonably necessary for the full and proper consideration of the proposed subdivision.

3.4. PRELIMINARY CONSTRUCTION PLANS.

Preliminary Construction Plans shall be prepared by a Professional Engineer licensed to practice in the State of Oklahoma. Said plans shall be submitted with the preliminary plat and be in accordance with the requirements and specifications of the department or agency having jurisdiction over the improvements and shall show:

1. The location and width of each proposed right-of-way and street, sidewalk and pedestrian way;
2. The location, size, dimensions and points of access as applicable for existing streets and utilities within 200 feet of the project boundary as necessary to serve the subject property. Utilities shall include, but are not limited to storm sewer, sanitary sewer, water, and drainage facilities;
3. The location, size and associated easements for existing and proposed storm drainage, sanitary sewer or water distribution system including points of connection to the existing system;
4. The proposed plans and specifications of any public water or sewage system;
5. 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, including off-site areas as required for a comprehensive understanding of flow, grading and slope;

6. A preliminary grading and drainage plan indicating the location and size of existing and proposed storm sewers, the location and width of proposed drainage ways, including points of access to the existing system;
7. The proposed location of any detention facility and its inflow and outflow locations shall be submitted showing access to the detention facility for maintenance;
8. The location of all proposed off-site utility extensions;
9. The location of all proposed off-site easements; and
10. Such other information as may be required by the City for review and analysis of the proposed development and related plans.

3.5 FINAL CONSTRUCTION PLANS.

The final construction plans for improvements shall be prepared and sealed by a Professional Engineer licensed to practice in the State of Oklahoma, shall be submitted in accordance with the requirements and specifications of the department or agency having jurisdiction over the improvements, and shall include the following:

1. Profiles showing existing and proposed elevations along the center lines of each proposed street, with existing and proposed grades;
2. Cross-sections of each proposed street, bicycle path, pedestrian way and sidewalk showing the type and width of the improvement;
3. Plans and profiles of all proposed utilities and improvements, which shall include streets, storm sewer, water and drainage facilities;
4. Proposed plans and specifications for public or private water or sewage systems;
5. The soil profile testing method is required by the City. The results of the soil testing method shall be used for on-site sewage systems.
6. Plans and profiles of the proposed water distribution system showing pipe sizes, materials, hydrant locations, and such other detail and information as required by the City or appropriate water authority;
7. A drainage and grading plan showing all existing and proposed storm sewers, manholes, catch basins, detention facilities, watercourses, culverts, and other drainage structures within the tract, or adjacent thereto, with pipe sizes, grades, and inlets. The drainage plan shall show the size of dedicated easements, or reservations for all detention facilities and drainage ways and whether private or public maintenance is proposed and provide design information defining the drainage area with a summary sheet showing how the standards are met;

8. Grading plans showing natural and finished final grades, and building pad elevations; and
9. Copies of the completed applications for all permits and engineering reports required by DEQ.

3.6 FINAL PLAT.

1. The final plat shall be at the same scale as the preliminary plat, contain the information required as conditions of preliminary plat approval, and be prepared by a Professional Land Surveyor licensed to practice in the State of Oklahoma.
2. Upon approval of the final plat by the Planning Commission and City Council, final originals and copies of the approved final plat drawing shall be submitted as follows:
 - a. The final plat shall be on mylar with a marginal line around the entire sheet one (1) inch from the edge of the sheet, with no plat lines, lettering, signatures, and seals outside the margins;
 - b. Two (2) reproducible signed originals (one for the County Clerk and one for the City Planner);
 - c. Six (6) copies on blue or black line durable paper (one for the County Clerk and five (5) for the City Planner); and
 - d. Final Plat Drawings and As Built Plans for public utilities and streets shall be submitted in an electronic file format as required by the City Engineer, County Assessor and City Planner. Also, two (2) full-size sets of the Final Plat Drawings and As Built Plans shall be submitted to the City Engineer and the City Planner.
3. Information required on the final plat shall include:
 - a. Name of the subdivision prefaced by "Final Plat";
 - b. The name and address of the owner or owners of the land to be divided, the name and address of the subdivider and the name and address of the Professional Land Surveyor;
 - c. Date of preparation of the plat, north arrow and scale (in both written and graphic representation);
 - d. Key or location map showing major streets and the location of subdivisions within the mile section, a summary of the total acres platted, the number of lots and blocks, the number of reserve areas and other pertinent information as would be required to summarize the nature and character of the proposed development;

- e. The surveyed legal description of the property;
- f. Names of all adjacent subdivisions and the names, locations, and widths of all existing and proposed streets, easements, drainage ways, and other public ways adjacent to or abutting the property;
- g. Boundary of the subdivided area, block boundary, street, and other right-of-way lines with distances, angles, and/or bearings. 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;
- h. The accurate dimensions of all property to be offered for dedication for public use, and all property reserved for the common use of the property owners within the subdivision with the purpose indicated;
- i. 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;
- j. All easements shall be denoted by fine dashed lines, clearly identified, and if already on record, the recorded reference (book and page) of such easements; the width of the easement with sufficient ties to locate it definitely with respect to the subdivision must also be shown;
- k. Easements that serve the area being platted located outside of the boundaries of the plat and recorded reference (book and page) shall be required for plat approval;
- l. The deeds of dedication and restrictive covenants applicable to the subdivision shall be shown;
- m. The location of every pipeline, injection, oil or gas well (either existing active or inactive, plugged or unplugged abandoned wells) as shown by the records of the Oklahoma Corporation Commission and by such other records as may be on file with the Planning Department and the location of any planned future well sites if known;
- n. Location and description of all regulatory floodplains or other water courses, existing and proposed drainage structures, water bodies and watercourses;
- o. All proposed lots and blocks consecutively numbered, their dimensions, building setback lines, and street addresses with the following notation:

Caveat/Disclaimer

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- p. Blocks shall be consecutively numbered, and all lots within each block shall be consecutively numbered;
- q. The basis of bearings;
- r. Size, location, description and identification of all monuments set or 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;
- s. Coordinates of all block corners, points of intersection, points of curve, points of tangent, points of reverse curve, points of compound curve, center of cul-de-sac, and centers of eyebrows;
- t. A statement shall be placed on the face of the plat that the roads either have been or will be built according to City requirements. In those cases where the roads have been constructed in accordance with City requirements and accepted by the City, the following statement shall be placed on the face of the final plat:

Roads shown on this plat have been [or will be as provided for by the assurances required by the Subdivision Regulations] constructed to City standards and will be maintained by the City of Catoosa, Oklahoma upon acceptance of said roads by the City Council of Catoosa, Oklahoma.

However, in those cases where said roads have not been constructed in accordance with City standards, the following statement shall be placed on the face of the final plat:

Roads shown on this plat have not been constructed in accordance with City standards and will not be maintained by the City until or unless all such roads are improved to City standards and accepted by the City of Catoosa.

In the case where said roads have not been built to City standards and are not to be maintained by the City, the developer shall be required to install signs attesting to the private maintenance.

- u. Any other information as may be required by the Planning Staff, Planning Commission, and City Council as reasonably necessary for the full and proper consideration of the proposed subdivision;
- v. For subdivisions with lots having an area of 2.5 acres or less on which a private sewage system is proposed, the lot area, in square feet and decimals to tenths of an acre shall be shown on each lot; and

- w. The recording references and dedication of and for all streets and easements located within or adjacent to the plat or utilized or impacted by the plat.
4. The following certifications (see Appendix F) shall be required on the face of the final plat prior to final plat approval of said plat by the Planning Commission and City Council:
- a. Certification by the Professional Land Surveyor who prepared the plat as to the accuracy of the survey and of the plat, and that the monuments and benchmarks are accurate as to location shown, which shall also state that he or she has fully complied with the requirements of these Regulations and the subdivision laws of the State of Oklahoma governing surveying, dividing and mapping of land, and that the plat is a correct representation of all of the exterior boundaries of the land surveyed and the subdivision of it, and that the plat represents a survey made by such surveyor;
 - b. Certification by the DEQ that the subdivision conforms to the applicable environmental regulations as may be required;
 - c. Certification by the owner of the land that states that he or she has caused the land described in the plat to be surveyed, divided, mapped, with dedicated and access rights reserved as represented on the plat. Dedication of streets, easements, and other public areas, as applicable, shall also be made as a part of this certificate and the certificate shall be executed in the same manner as a real estate conveyance is executed; and
 - d. The owner shall further acknowledge on the face of the final plat that the several improvements as set forth by notation on the final plat that all streets have been or shall be graded, base material applied and surfaces paved in accordance with the Design Criteria of the City to include, where applicable, curbs and gutters, street name signs in place, visual screens, utilities and street lights installed, and all drainage and detention facilities constructed in accordance with the approved plans on file with the City Engineer, all at the owner's expense and in compliance with the requirements of the City.
5. The following supplemental information (see Appendix F) shall be submitted with the final plat:
- a. 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 to include holders of mortgages and liens filed of record;
 - b. The consent of all owners of the subject property to the platting of the property;
 - c. Certificate of notice as to the platting of the property to the holders of mortgages and liens thereon;

- d. Current certification from the Oklahoma Corporation Commission setting forth the status of oil and gas activity on said property;
 - e. 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 City Engineer;
 - f. When the subdivider has chosen to guarantee construction of improvements by written agreement, approval shall not be endorsed on the plat until after the required agreements guaranteeing the installation of the required improvements have been executed and delivered to the City Council, and all conditions of the approval pertaining to the plat have been satisfied; and
 - g. Other information as required by the Planning Staff, Planning Commission, and City Council.
6. An electronic file (computer disk or CD) for the Planning Commission (CAD dxf or dwg file and GIS shape file) and the County Assessor of the final plat referenced to a section corner shall be submitted with the final plat. A computer disk or CD shall contain the following information:
- a. Lot lines;
 - b. Lot dimensions, block numbers and lot numbers, and street addresses;
 - c. 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;
 - d. The names of all adjacent subdivisions and the names, locations, and widths of all existing and proposed streets, easements, drainage ways, and other public ways adjacent to the property;
 - e. Title block listing the subdivision name prefaced by "Final Plat", the surveyor's name, easement lines and dimensions;
 - f. Water bodies and stream meander lines and names, easement lines and dimensions; and
 - g. Other information as required by Planning Staff, Planning Commission and City Council.

7. All plat review fees and inspection fees shall be paid in full prior to final approval and prior to affixing the signatures of the Planning Commission and City Council on the face of the final plat.

3.7 MONUMENTATION.

Monuments set shall be in sufficient number and durability so as not to be readily disturbed, to assure together with monuments already existing, the perpetuation or re-establishment of any point or line of the survey. Monuments shall be constructed of a material capable of being detected with conventional instruments for finding ferrous or magnetic objects, and as follows:

1. Monuments must be placed at each point in the boundary of the subdivision. These monuments shall be a minimum of fifteen (15) inches in length with a minimum diameter of one-half (1/2) inch iron pipe or bar;
2. Monuments must be placed at each corner of each lot in the subdivision. These monuments shall be a minimum of fifteen (15) inches in length with a minimum diameter of three-eighth (3/8) inch iron pipe or bar;
3. Monuments must be placed along the centerline of each street within the subdivision at all street intersections, points of curve, points of tangent, points of compound curve, points of reverse curve, center of cul-de-sacs and center of eyebrows. These monuments shall be a minimum of fifteen (15) inches in length with a minimum diameter of one-half (1/2) inch iron pipe or bar;
4. In such cases where the placement of a required monument at its proper location is impractical, a witness corner or reference monument must be placed, preferably on a line of survey, with the data given to show its location upon the ground in relation to the subdivision boundary or lot corner;
5. Establish benchmarks for vertical controls from a list provided by the City Engineer; and
6. Any monument set by a Registered Professional Land Surveyor to mark or reference a point on a boundary, land line, lot corner or centerline must be permanently and visibly marked or tagged with a durable marker or cap stamped with the registration number of the Registered Professional Land Surveyor in responsible charge preceded by the letters "RPLS".