

**SUBDIVISION REGULATIONS**

**For the**

**BARTLESVILLE METROPOLITAN PLANNING AREA**



***Community Development & Engineering Department***

***AS ADOPTED BY:***

***BARTLESVILLE CITY COUNCIL on August 16, 1982 and as amended by Ordinance #3075  
on August 20, 2001 and by the***

***BOARD OF COUNTY COMMISSIONERS on April 26, 1993, and as amended by Resolution #01-82 on  
September 24, 2001***

# BARTLESVILLE SUBDIVISION REGULATIONS

## TABLE OF CONTENTS

### SECTION 1. GENERAL PROVISIONS

1-100	PURPOSES.....	1
1-200	POLICY.....	2
1-300	AUTHORITY.....	3
1-400	JURISDICTION.....	3
1-500	VARIANCES.....	4
1-600	VIOLATION AND PENALTY.....	4
1-700	ADMINISTRATION AND AMENDMENT.....	5

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

2-100	GENERAL PROCEDURE.....	6
2-200	SKETCH PLAN.....	10
2-300	PRELIMINARY PLAT.....	13
2-400	THE FINAL PLAT.....	23

### SECTION 3. COMMUNITY DESIGN PRINCIPLES

3-100	DESIGN PURPOSE.....	28
3-200	NEIGHBORHOOD DEVELOPMENT PRINCIPLES.....	28
3-300	CIRCULATION.....	29
3-400	PATHFINDER PARKWAY.....	31

### SECTION 4. ASSURANCE FOR COMPLETION AND MAINTENANCE OF IMPROVEMENTS

4-100	COMPLETION OF IMPROVEMENTS.....	33
4-200	SUBDIVISION IMPROVEMENTS GUARANTEES.....	33
4-300	TIME LIMITS.....	35
4-400	INSPECTION AND CERTIFICATION.....	36
4-500	ACCEPTANCE OF IMPROVEMENTS BY LOCAL GOVERNMENT.....	36
4-600	REDUCTION OF GUARANTEES.....	37
4-700	WARRANTY OF IMPROVEMENTS AGAINST DEFECTS.....	37

### SECTION 5. DESIGN STANDARDS

5-100	STREETS.....	38
5-200	ALLEYS.....	43
5-300	EASEMENTS.....	44
5-400	BLOCKS.....	45

**SECTION 5.        DESIGN STANDARDS (continued)**

5-500	LOTS.....	45
5-600	PARKS.....	46
5-700	PATHFINDER PARKWAY (REFER TO SECTION 3-400)	
5-800	ACCESS AND AVAILABILITY OF FIRE AND POLICE PROTECTION AND SANITATION.....	47
5-900	SIDEWALKS.....	48

**SECTION 6.        IMPROVEMENTS**

6-100	GENERAL PROVISIONS.....	49
6-200	SIDEWALKS.....	51
6-300	WATER FACILITIES.....	53
6-400	SURVEY MONUMENTS AND SIGNS.....	56
6-500	SEWERAGE FACILITIES.....	59
6-600	STREET IMPROVEMENTS.....	64

**SECTION 7.        STORM WATER MANAGEMENT**

7-100	GENERAL.....	67
7-200	HYDROLOGY.....	67
7-300	DESIGN CRITERIA - DRAINAGE SYSTEMS.....	69
7-400	DESIGN OF ARTIFICIAL CHANNELS.....	70
7-500	DESIGN OF INLETS.....	79
7-600	DETENTION FACILITIES.....	79
7-700	IMPROVEMENTS.....	81
7-800	SUMMARY OF REQUIRED SUPPORTING MATERIAL FOR CONSTRUCTION PLATS.....	83
7-900	VEGETATIVE COVER AND EROSION/SEDIMENTATION CONTROL MEASURES FOR DRAINAGE IMPROVEMENTS.....	89

**SECTION 8.        DEFINITIONS**

8-100	USAGE.....	90
8-200	WORDS AND TERMS DEFINED.....	90

APPENDIX A:	FORMS FOR SUBDIVISION APPROVAL PROCEDURES.....	98
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APPENDIX B:	SAMPLE LANGUAGE FOR PLAT CERTIFICATES AND DEDICATIONS.....	122
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APPENDIX C:	SUBDIVISION FEE SCHEDULE.....	130
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## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 1. GENERAL PROVISIONS

#### 1-100 Purposes

**1-101** Subdivision is the process through which raw land is converted into buildable sites for residential, commercial and industrial uses. The physical arrangement of these lots along with provisions for streets, alleys, utilities, schools, parks and other community facilities will in large part determine the quality of life in the community and, therefore, of public interest. The regulation of land subdivision is widely accepted as a function of municipal and county government. Such regulations establish standards that ensure that the growth of urban areas will reflect sound planning and will not be detrimental to the community.

**1-102** These regulations are adopted for the following purposes:

- 1) To protect and provide for the public health, safety and general welfare of Bartlesville and the surrounding area of Washington County.
- 2) To implement the Comprehensive Plan.
- 3) To provide for adequate, air and privacy, to secure safety from fire, flood and other danger, and to prevent overcrowding of the land.
- 4) To protect and conserve the value and desirability of land and neighborhoods throughout the community.
- 5) To guide public and private policy and action in order to provide adequate and efficient transportation, water, sewage, schools, parks, playgrounds, recreation and other public requirements and facilities.
- 6) To provide that the cost of improvements that primarily benefit the tract of land being subdivided be borne by the owners or developers of the tract, and that the cost

## **BARTLESVILLE SUBDIVISION REGULATIONS**

### **SECTION 1. GENERAL PROVISIONS**

of improvements which primarily benefit the whole community be borne by the community as a whole.

- 7) To establish reasonable standards of design and procedures for subdivisions and resubdivisions.
- 8) To ensure proper legal descriptions, monumenting of land, and adequate and accurate platting and records of land subdivision.
- 9) To harmoniously relate the development of the various tracts of land to the existing community and facilitate the future development of adjoining tracts.
- 10) To encourage the wise use and management of natural resources throughout the municipality in order to maintain and enhance the integrity, stability and beauty of the community and the value of the land.
- 11) To preserve the natural beauty and topography of the municipality and to ensure appropriate development with regard to these natural features.
- 12) To establish a subdivision process that is as expeditious and efficient as possible.

#### **1-200 Policy**

**1-201** By the adoption of these regulations, it is hereby declared as public policy that the subdivision and subsequent development of land shall be subject to the terms of these regulations for the accomplishment of high quality community development through orderly, planned, efficient, aesthetic and economical subdivision in accordance with the official Comprehensive Plan.

**1-202** Land to be subdivided shall be of such character that it can be used safely for building purposes

## **BARTLESVILLE SUBDIVISION REGULATIONS**

### **SECTION 1. GENERAL PROVISIONS**

without danger to health or peril from fire, flood or other menace nor unnecessarily subject existing development to such danger or peril. It is further intended that land shall not be subdivided until proper provision has been made for drainage, water and sewerage.

**1-203** The existing and proposed public improvements shall conform to and be properly related to the features of the official Comprehensive Plan, the Major Street and Thoroughfare Plan, the Sewer and Water Plan, all other adopted plans for specific aspects of the community, and adopted capital programs and budgets.

**1-300** **Authority**

These Subdivision Regulations and minimum standards for land developments are adopted by the Bartlesville Board of Commissioners and the Washington County Board of Commissioners under the authority granted by the Oklahoma Statutes, Title 19, Sections 866.1 through 866.35.

**1-400** **Jurisdiction**

**1-401** These Subdivision Regulations shall govern all forms of subdivision as defined herein and shall be applicable to all the area within the incorporated limits of Bartlesville, Oklahoma, as well as the unincorporated areas of Washington within three (3) miles of the corporate limits of the municipality.

**1-402** These Regulations shall apply to the following forms of land subdivision:

- 1) The division of land or air space into two or more tracts, lots, sites, parcels, units, plots or interests for the purpose of sale, lease or development, any one (1) of which when subdivided shall contain less than 10 (10) acres in area;
- 2) The division of land previously subdivided or platted into tracts, lots, sites,

## **BARTLESVILLE SUBDIVISION REGULATIONS**

### **SECTION 1. GENERAL PROVISIONS**

parcels, units, plots or interest less than ten (10) acres in area;

- 3) The dedication of any street or alley through any tract of land.

#### **1-500 Variances**

Whenever the tract to be subdivided is of such unusual size or shape or is surrounded by such development or unusual conditions that the strict application of the requirements contained in this chapter would result in substantial hardship or inequity, the Planning Commission, with the approval of the City Council or County Commission, may vary or modify, except as otherwise indicated, such requirements of design, but not of procedure or off-site improvements, so that the subdivider may develop his property in a reasonable manner, but so, at the same time, the public welfare and interests of the City are protected and the general intent and spirit of this chapter preserved. Such modification may be granted upon written request of the subdivider or his engineer, stating the reason for each modification, and may be approved by two-thirds vote of the regular membership of the Planning Commission, subject to the acceptance of the plat and the dedications thereon by the City Council or County Commission; provided, however, that a variation based on unique condition(s) shall not be granted when the unique condition(s) was created or contributed to by the subdivider. In approving variances, the Planning Commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of these regulations.

#### **1-600 Violation and Penalty**

**1-601** No building permit shall be issued for any new structure or change, improvement, or alteration of any existing structure on any tract of land subdivided subsequent to the adoption of these regulations which does not comply with all the provisions of these regulations.

**1-602** No owner, or agent of the owner, of any parcel of land located in a proposed subdivision shall transfer or sell any such parcel before a plat of such subdivision has been approved by the

## **BARTLESVILLE SUBDIVISION REGULATIONS**

### **SECTION 1. GENERAL PROVISIONS**

Planning Commission, in accordance with the provisions of these regulations, and filed in the office of the County Clerk.

**1-603** The subdivision of any lot or any parcel of land of less than ten (10) acres, by the use of metes and bounds description for the purpose of sale, transfer or lease with the intent of evading these regulations, shall not be permitted. All such described subdivisions shall be subject to all of the requirements contained in these regulations.

**1-604** Any person, firm or corporation who fails to comply with, or violates, any of these regulations shall upon conviction thereof be fined and/or imprisoned as provided by law for misdemeanors and in addition shall pay all costs and expenses involved in the case. Each day a violation continues shall be considered a separate offense.

#### **1-700 Administration and Amendment**

**1-701** The MAPC may, from time to time, adopt, amend and make public rules and policies for the administration of these regulations in order to maintain an informed public and assist the subdivider in the expeditious review and approval of his subdivision plat.

**1-702** These regulations may be enlarged or amended only after a public hearing has been held by the MAPC and adopted by resolution carried by not less than a majority of the full membership of the MAPC. Such amendments shall be effective upon approval by the City and County Commissions.



## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

#### 2-100 General Procedure

For all cases of subdivision within the scope of these regulations, a plat of land in question shall be drawn and submitted to the MAPC and/or governing body for their approval or disapproval, as provided below.

**2-101**      Classification.      A proposed subdivision may be classified as a major or minor subdivision processed as follows:

- 1)      Minor Subdivision: Any subdivision containing not more than four (4) lots and fronting on an existing street, not involving any new street or road, or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the Comprehensive Plan, Official Map, Zoning Ordinance, or these regulations.
  - a.      Preliminary Plat
  - b.      Final Plat
- 2)      Major Subdivision: All subdivision not classified as minor subdivisions, including but not limited to subdivisions of five (5) or more lots, or any size subdivision requiring any new street or extension of the local governmental facilities, or the creation of any public improvements.
  - a.      Sketch Plan
  - b.      Preliminary Plat
  - c.      Final Plat

**2-102**      Official Recording.      No plat or other land subdivision instrument shall be filed in the office of the County Clerk until it shall have been approved by the MAPC, and by the Council as hereinafter set forth. All Final Plats shall be filed within two (2) years of date of governing body approval, and no lots shall be recorded as transferred by the County Clerk regarding any Final Plat until the plat is filed. Failure to record the Plat within two (2) years of the date of governing body approval shall void all approvals thereto.

**2-103**      Plat Vacation.      Plats may be vacated by owner or

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

governing body in accordance with the Statutes of the State of Oklahoma.

**2-104**      Agenda. Each Plat submitted for approval shall be placed on the agenda of the MAPC and governing body only after fulfilling the administrative procedures of these regulations. However, a plat not meeting all of the administrative requirements may be placed on the agenda providing the subdivider presents with the plat a written request for specific exemptions and enumerates in detail the reasons therefor.

**2-105**      Official Submission Dates. For the purposes of these regulations, for both major and minor subdivisions, the date of the regular meeting of the MAPC or governing body at which the proposed subdivision is first discussed shall constitute the official submittal date of the Plat at which the statutory period required for formal approval or disapproval of the Plat shall commence to run.

**2-106**      Filing Fee. To defray partially the costs of notification and administrative procedures a fee shall be paid to the City Clerk at the time of submission in an amount according to the fee schedule as contained in Appendix C.

**2-107**      Establishment of Plat Review Committee. A Plat Review Committee is hereby established for the purpose of providing technical review and assistance to the MAPC and governing bodies in the application of these regulations. The committee shall be composed of the following administrative officials:

- 1) Community Development Director/Secretary of the MAPC
- 2) Local Government Engineer
- 3) Director of Public Works
- 4) Chief Building Official
- 5) Chief of Police
- 6) Fire Chief or Fire Marshal

Review and comments regarding Plats submitted for approval shall also be solicited from the following, as appropriate:

- 1) Superintendent of Schools
- 2) Division Manager, Gas Service Company
- 3) District Superintendent, Public Service

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

- Company
- 4) District Conservationist, Caney Valley Soil Conservation District

The administrative assistant to the MAPC shall serve as coordinator.

**2-108**      Lot Line Adjustments.    The purpose of this section is to allow adjustments to be made to lot lines of platted lots for the purpose of adjusting the size of building sites; however, it is not intended that extensive replatting be accomplished by use of this section.    Said lot line adjustments shall be permitted for the purpose stated, but shall not violate any of the provisions of these regulations or the Zoning Regulations, and shall meet the following conditions:

- 1)    No additional lot shall be created by any lot line adjustment.
- 2)    No lot line adjustment shall be allowed unless all required improvements are either completed and accepted by the City of Bartlesville, or their construction is secured under applicable requirements contained in this chapter.
- 3)    Unusable parcels shall not be created as a result of any lot line adjustment.
- 4)    Lot line adjustments shall be administered by the Director of Community Development or her designee.    Each lot line adjustment shall be processed in accord with a standardized form and procedure established by the Community Development Department.    Any disapproved request may be appealed to the Metropolitan Area Planning Commission and subsequently to the City Council.

**2-109**      Lot Splits.

The Metropolitan Area Planning Commission may waive the platting requirements of the Subdivision Regulations under the following circumstances:

- 1)    Lot Splits of Parcels in Unincorporated Areas
  - a.    *Limitation.*    The MAPC may waive the platting requirements for a tract or previously subdivided parcel under single

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

ownership which is to be resubdivided into three (3) or fewer lots.

- b. *Lot Area.* The MAPC may waive the minimum lot area requirements for individual lots so long as the number of building sites resulting from the subdivision does not exceed the average.
- c. *Private Roadways.* The MAPC may authorize the use of private roads under the following conditions:
  - i. The private roadway easement shall be at least fifty (50) feet in width,
  - ii. The private roadway shall not be dedicated to the public but reserved for future dedication, and until such future dedication be the private roadway of the abutting property owners.
- d. *Utilities.* The MAPC shall not approve lot splits unless adequate provision has been made to assure a safe potable water supply system and an approved method of wastewater disposal for each building site.

#### 2) Lot Splits Within Corporate Limits of City

- a. *Platted Parcels-* The MAPC may permit the resubdivision of a previously platted lot into two (2) separate parcels without replatting where each of the resulting lots meets the minimum lot size and frontage requirements of the zoning district in which the lot is located.
- b. *Unplatted Parcels-* The subdivision of previously unplatted parcels with no improvements thereon shall be plated in accordance with the Subdivision Regulations of the City of Bartlesville. Lot splits may be approved by the MAPC for tracts of land previously improved

where the intent and purpose of the Subdivision Regulations are not impaired in granting such lot splits.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

- c. *Town House Lots-* Where town house dwelling units have been constructed on a platted lot or lots in accordance with the zoning district regulations the MAPC may approve the resubdivision of the platted lot(s) into smaller parcels without replatting provided each parcel has a minimum width of 20 feet and contains at least 1,000 square feet of area.

#### 3) Lot Split Procedures

- a. An accurate survey of the tract, prepared by a land surveyor registered in the State of Oklahoma, and the proposed lot split thereof shall be submitted to the Community Development Department along with the application form provided by the Community Development Department and the required fee.
- b. The Community Development Department shall review the proposed lot split to ensure compliance with all design and improvement requirements of this chapter and they shall prepare a written report thereon, which shall be submitted to the Metropolitan Area Planning Commission for consideration at the next regular meeting.

#### 2-200 Sketch Plan

The purpose of the Sketch Plan is to provide the subdivider, the MAPC and governing officials an opportunity to identify some of the problems concerning the land use, general design and overall approaches to installation of improvements before the expenditure of large amounts of money and manpower in the preparation of more detailed platting documents. Information contained in the Sketch Plan is intended for general guideline purposes. Changes may be permitted in the more detailed studies where it is demonstrated a more efficient design will result. This step in the overall subdivision process is important because it is at the initial part of the process when decisions are to be made that can have great value for the fulfillment of the Comprehensive Plan; or, conversely decisions wrongly made at this point can be very

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

damaging to the fulfillment of the Comprehensive Plan. It is important that all of the land to be included in the proposed subdivision shall be included in the Sketch Plan so that an overview of the entire area can be accomplished.

**2-201**      Discussion of Requirements. Before preparing the Sketch Plan the subdivider should discuss with the Secretary to the MAPC the procedure for the adoption of a subdivision plat and the requirements as to general layout of streets and for dedications of land, street improvements, drainage, sewerage, fire protection and similar matters, as well as the availability of existing services.

**2-202**      Submission and Content. After discussing the proposed subdivision with the Secretary of the MAPC the subdivider shall file an application for approval of a Sketch Plan. The application shall:

- 1) Be made on forms available from the Secretary of the MAPC and be submitted to him in duplicate at least thirty (30) days before the next regular MAPC meeting at which it is to be discussed.
- 2) Be accompanied by the filing fee as provided in Section 2-106.
- 3) Be accompanied by a minimum of ten (10) copies of the Sketch Plan which shows all of the land that is proposed to be included in this and subsequent phases of the development, all contiguous land that is in the same ownership, and all contiguous land in which the subdivider has an interest. The Sketch Plan shall be on a topographic map with a scale of 1" = 200' with a contour interval of five (5) feet, and show the following information:
  - a. Proposed name of subdivision, north arrow, scale and location map.
  - b. Areas subject to flooding.
  - c. Soil types.
  - d. Existing natural features such as masses of trees, streams, etc.
  - e. Location and size of existing storm drainage facilities, major public and

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

private utilities, and any easements on file (with citation from book and page from the County Clerk's office, if possible).

- f. The general alignment of proposed streets, proposed names, how they will connect to existing streets, and the functions intended for each (i.e., collector, local, etc.).
- g. The general arrangement proposed for lots and blocks and their relationship to already developed features on adjacent lands.
- h. The general arrangement of proposed utility services and easements.
- i. The general direction that drainage of storm water is proposed to be conducted, and what provision is anticipated to carry the water (i.e., in the streets, in drainage easements, in storm sewers, etc.)
- j. The location of park spaces, if any.
- k. The types of land use activities that will be placed in the various areas of the proposed (i.e., schools, open space, apartments, commercial, residential, etc.).

**2-203**      Classification and Review. The Secretary to the MAPC shall transmit the submittal to the Plat Review Committee and schedule a meeting with the committee and the subdivider within fourteen (14) days. The purpose of this meeting is to discuss and resolve conflicts with regulations, and to provide suggestions for improvements. The committee shall submit their report and recommendations to the MAPC.

**2-204**      Requirement for Notice. The shall provide for the placement of a site sign constructed to the specifications required by the Community Development Department in visible locations on any public street adjacent to the proposed subdivision property. Such sign shall give the date which the MAPC first considers the proposal and shall be

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

posted at least seven (7) days prior to the meeting.

- 2-205** Approval of Sketch Plan. The MAPC shall study the Sketch Plan and recommendations of the Plat Review Committee, and may schedule a field trip to the proposed site. Upon determining that the proposed subdivision is consistent with the purposes and policies of these regulations, the MAPC shall approve Sketch Plan. Such determination shall be made within forty-five (45) days of the official submission date or the Plan shall be deemed approved. Should the MAPC deny the Sketch Plan, the reasons for such denial shall be stated in writing and provided to the applicant. Action on Sketch Plans by the governing body shall be taken within thirty (30) days of referral by the MAPC or such plan shall be deemed approved. Approval of the Sketch Plan shall constitute authorization to prepare and submit a Preliminary Plat. The MAPC may require additional changes as a result of further study of the subdivision during the preliminary plat review.

#### 2-300 Preliminary Plat.

The purpose of the Preliminary Plat is to provide an interim step in the procedure at which point the subdivider shall present drawings of the detail features of the subdivision. It is at this point that the items discussed at the Sketch Plan stage and as set down herein are prepared in a form from which determinations can be made as to the technical workability of the development proposal.

- 2-301** Application Procedure and Requirements. Based upon the approval of the Sketch Plan the subdivider may file an application for approval of a Preliminary Plat. The application shall:

- 1) Be submitted in duplicate on forms available from the Secretary of the MAPC at least thirty (30) days before the next regular MAPC meeting at which it is to be discussed.
- 2) Be accompanied by a minimum of ten (10) copies of the Preliminary Plat as described in these regulations.
- 3) Be accompanied by a minimum of three (3) copies of construction plans, one of which shall be a reproducible mylar or vellum print.



## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

- 4) Be accompanied by an application fee as provided in Section 2-106.

Upon receipt of the complete application, the Secretary to the MAPC should transmit copies of the plat to the Plat Review Committee and schedule a meeting between the subdivider and the committee within fourteen (14) days. Comments and recommendations will be submitted in writing to the subdivider and the MAPC prior to the next regular meeting.

**2-302** Contents of Preliminary Plat. The Preliminary Plat shall be prepared by a licensed Oklahoma Land Surveyor at a convenient scale not more than one (1) inch equals one hundred (100) feet, may be prepared in pen or pencil, and the sheets shall be numbered in sequence if more than one (1) sheet is used. It should be noted that the map prepared for the Preliminary Plat may also be used for the Final Plat and, therefore, should be drawn on tracing cloth or reproducible mylar; preparation in pencil will make required changes and additions easier. The Preliminary Plat shall show the following:

- 1) The location of property with respect to surrounding property and streets, the names of all adjoining property owners of record, or the names adjoining developments; the names of adjoining streets.
- 2) The location and dimensions of all boundary lines of the property to be expressed in feet and hundredths of a foot.
- 3) The location of existing streets, easements, water bodies, streams, and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, bridges, as determined by the Planning Commission.
- 4) The location and width of all existing and proposed streets and easements, alleys and other public ways, and easement and proposed street rights-of-way and building setback lines.
- 5) The locations and dimensions of all proposed or existing lots.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

- 6) The locations and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
- 7) The name and address of the owner or owners of land to be subdivided, the name and address of the subdivider if other than the owner, and the name of the land surveyor.
- 8) The date of the map, section location map approximate true north point, scale and name of the subdivision.
- 9) Sufficient data acceptable to the local government engineer to determine readily the location, bearing and length of all lines, and to reproduce such lines upon the ground; the location of all proposed monuments.
- 10) The location and description of all section corners and permanent survey monuments in or near the tract, to at least one of which the subdivision shall be referenced.
- 11) Names of the subdivision and all new streets as approved by the Planning Commission.
- 12) Indication of the use of any lot (single-family, two-family, multifamily, townhouse) and all uses other than residential proposed by the subdivider.
- 13) Blocks shall be consecutively numbered or lettered in alphabetical order. The blocks in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively throughout the several additions.
- 14) All lots shall be consecutively numbered. Outlots shall be lettered in alphabetical order. If blocks are numbered or lettered, outlots shall be lettered in alphabetical order within each block.

**2-303**      Contents of the Construction Plans. Construction plans shall be included with the preliminary plat submittal and shall consist of the following

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

specifications and plan sheets:

- 1) Cover sheet showing:
  - a. The scale, north point, date and section location map.
  - b. The proposed name of the subdivision.
  - c. The name and address of the owner on record, the subdivider and the engineer registered in Oklahoma preparing the plan (official seal and signature required).
  - d. A drawing at approximate scale (1" = 200') covering the entire area of the Sketch Plan showing:
    - i. A complete boundary survey showing the bearings, distance, acreage, and error or closure.
    - ii. The proposed street and lot pattern.
    - iii. The location of all major streets and utilities or extensions thereof as shown in the elements of the Comprehensive Plan.
    - iv. Land proposed to be dedicated as parks or reserved as schools.
    - v. The portion of the Sketch Plan which will be undertaken in this Construction Plan; the location of adjoining unplatted land and names of owners; the names, with intersecting boundary lines, of adjoining subdivisions and the location of city limits if falling within or adjoining the tract and the locations of abutting improvements and utilities on adjacent land.
  - e. A key map showing the location of the area of the Sketch Plan and Construction Plan referenced to existing or proposed major streets and to government section lines. Scale of the key map shall be not

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

less than 1" = 1000'.

- 2) The Drainage Plan Sheet showing:
  - a) The scale, north point and date.
  - b) A drawing at approximate scale (not less than 1" = 200') covering the entire area of the Sketch Plan showing:
    - i. Proposed new contours for the area of the Construction Plan (at 2' contour intervals).
    - ii. Natural contours for the area of the Development Sketch which is outside the Construction Plan (at 2' contour intervals).
    - iii. The quantity of flow for the one hundred (100) year storm (1% probability) under conditions of full development of the drainage basin in accordance with the land uses shown on the Comprehensive Plan.
    - iv. The location, size and type of facilities that will be used to handle the storm drainage in accordance with Section 7.
- 3) The Development Plan Sheet showing:
  - a. The scale, north point and date.
  - b. A drawing of the area of the Construction Plan at a scale of 1" = 50' showing:
    - i. The proposed land contours at a vertical interval of not greater than two (2) feet referenced to a United States survey bench mark or monument as established by the National Oceanic and Atmospheric Administration, or U.S.C. & G.S. The location and description of construction benchmarks shall be shown.
    - ii. The location of existing buildings,

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

water courses and the location, size and types of dedicated streets, sanitary and storm sewers, water mains, culverts, power and natural gas lines and other surface and subsurface structures and pipelines existing within or immediately adjacent to the subdivision. The location of all major streets or utilities or extensions thereof shown in elements of Comprehensive Plan.

- iii. The length of the boundaries of the tract, drawn to scale.
  - iv. The proposed location and width of the rights-of-way and pavement of the streets, sidewalks, alleys, easements (for public and/or private utilities including street lighting), lot lines, setback lines and all areas to be dedicated, all scaled to the nearest foot.
  - v. The proposed location, size and type of water mains, including the location of such other features to be installed as, but not limited to, fire hydrants, valves, pressure regulators, etc.
  - vi. The proposed location, size and type of sanitary sewer mains, submains and laterals.
  - vii. The location of proposed street lights and street name signs.
  - viii. The distance from section corner or quarter-section corner of major arterial streets shall be referenced by bearing and distance to one corner of the subdivision.
- c. All of the features shown on the Preliminary Plat; including but not limited to, lot line dimensions and setback lines; shall conform to the Zoning Regulations as they pertain to the particular zoning districts in which the

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

subdivision is classified.

- d. The certificate of approval of the plans and specifications by the City or County Health Agency when individual sewage disposal devices are to be installed.

4) The Grading Plan Sheet showing:

- a. The scale, north point and date.
- b. A drawing of the area of the Preliminary Plat at a scale of 1" = 50' showing:
  - i. The existing contours at vertical intervals not greater than two (2) feet.
  - ii. The proposed contours at vertical intervals not greater than two (2) feet.
  - iii. The layout of streets, easements and lots.
  - iv. The minimum finished floor elevation for each lot located in a flood hazard area.
  - v. The limits of any flood hazard area plus the one hundred (100) year flood elevation and the method or source of calculation.

5) The Environmental Control Sheet showing:

- a. The scale, north point and date.
- b. A drawing of the area of the Preliminary Plat at a scale of 1" = 50' showing:
  - i. The streets, lots, park dedications, school reservations and easements proposed.
  - ii. Any existing tree masses and proposed changes.
  - iii. Any flood hazard areas.
  - iv. Soil types and any limitations or

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

precautions necessitated by soil conditions.

- v. Any areas in which the grading plan calls for cuts or fills in excess of five (5) feet.
- vi. Measures that will be taken for the control of erosion and siltation.

6) The Plan/Profile Sheet shall show information as follows:

- a. All plan/profile sheets should be at a maximum horizontal scale of 1" = 50' and a vertical scale of 1" = 5' and be drawn so as to relate the profile directly below the plan with station numbers corresponding vertically between the two. Each sheet shall show both the vertical and horizontal scale.
- b. Each sheet shall be dated and include north point and scale for each improvement shown. Intersections with other improvements (i.e., water, sanitary and storm sewer crossings) existing facilities (i.e. water distribution lines, sanitary sewer collection lines, etc), and all existing and proposed right of way and easements shall be indicated on meeting applicable sheet.
- c. The sanitary sewer sheet(s) shall show all trunks and laterals and such other features to be installed as, but not limited to: manholes, lampholes, etc.
- d. The water sheet(s) shall show all distribution and service lines and other such features to be installed, including but not limited to: fittings, valves, fire hydrants, etc.
- e. The storm sewer sheet(s) shall show

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

all storm sewers, culverts and drainage structures necessary for the handling of all runoff from and through the proposed subdivision in accordance with Section 7.

- f. The street improvement sheet(s) shall include all streets, sidewalks, and other traffic handling facilities (including signage) to be installed. Street centerline and right-of-Way profiles shall be included on these sheets.

- 7) Detail sheets showing standard and special details and specifications.

2-304 Reserved.

2-305 Certification of Design. The improvements shown on the construction plans shall be designed in accordance with the design details contained herein and/or other standards adopted by the local government. Each sheet of the Preliminary Plat and construction drawings shall bear the seal and signature of the engineer preparing the plat and the cover sheet shall bear the endorsement of the owner/subdivider.

2-306 MAPC Action. Action must be taken on all Preliminary Plats submitted to the MAPC within forty-five (45) days of the official submission date unless the subdivider agrees in writing to additional time. Otherwise, the plat shall be deemed to have been approved provided, however, all construction plans must be approved by the local government engineer. The MAPC may take any of the following actions:

- 1) Approval. Upon determining that the Preliminary Plat is in conformance with these regulations, is consistent with the purposes and policies set forth in Section 1-100 and 1-200, and is in conformance with the Comprehensive Plan, the MAPC shall approve the plat.
- 2) Conditional Approval. The MAPC may elect to place conditions upon the approval of a Preliminary Plat, and may stipulate the



## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

requirements for satisfaction of such conditions. The MAPC may approve conditionally a Preliminary Plat which is submitted for consideration without the full preparation of plans and profiles with such stipulations as may be necessary for the expedition of the review process, or for the assurance of adequate review of technical materials. An example of such stipulation would be the approval of a plat with the provision that plans and profiles for streets, storm drainage, water, and sanitary sewers be completed and approved by the local government engineer prior to construction. Upon passage of a conditional approval of a Preliminary Plat, the MAPC shall state in writing the conditions placed on the approval and transmit them to the subdivider.

- 3) Denial. If the MAPC denies the approval of a Preliminary Plat, the reasons for the denial shall be stated in writing and transmitted to the subdivider.

**2-307** Effect of Approval. Upon approval or conditional approval of a Preliminary Plat and approval of the construction plans by the local government engineer, one set of drawings shall be endorsed by the local government engineer and returned to the subdivider who may then proceed with installing the improvements and preparing the Final Plat. Such approval shall be effective for a period of two (2) years, at the end of which time a Final Plat on the subdivision shall have been submitted to the governing body. Any plat not receiving final approval within the time set forth herein shall be null and void, and the developer shall be required to resubmit a new plat for preliminary approval subject to all new zoning restrictions and Subdivision Regulations. Provided, however, that the MAPC may extend the period of Preliminary Plat approval for a period of one (1) year where substantial work has been completed or for good cause.

#### **2-400 The Final Plat**

The purpose of the Final Plat is to create a record document which accurately describes the subdivided land, both as to accurate dimensions, and as to legal provisions which are pertinent to the subdivision. Much of the reason for this

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

step is to make the transfer of land more certain and simple. Land sales by reference to a legally filed plat are generally less complicated and more likely to provide the precise legal situation sought. The certainty of such sales derives from the assurance of an accurate survey and processes designed to assure the provision of facilities necessary to service the land.

#### **2-401**      General Procedure

Application for approval of a Final Plat shall be submitted to the Secretary of the MAPC for approval by the governing body. Such applications shall be made not less than twelve (12) days before the governing body meeting at which it is to be considered. The Secretary shall determine that the provisions of the Preliminary Plat and requirements of these regulations are met and obtain the signature of the MAPC Chairman on the plat. It will then be placed on the agenda for governing body approval. However, Final Plats which deviate from the provisions of the Preliminary Plat as determined by the MAPC Chairman must first be approved by the MAPC before submission to the governing body. Approval by the governing body shall constitute authorization for filing the Final Plat with the County Clerk as well as acceptance of public ways and service and utility easements and lands dedicated to public use. It shall also constitute acceptance of these public improvements installed or in place at the time of submission. The disapproval of any plat by the governing body shall be deemed a refusal of the proposed dedications thereon. The governing body shall act on the plat within thirty (30) days of its official submission date or it shall be deemed to be approved. The Final Plat shall be filed in the office of the County Clerk within two (2) years from the date of approval or it shall be considered as having been voided.

#### **2-402**      Application Requirements.      The application for approval of a Final Plat shall be made on forms available from the Secretary of the MAPC and submitted in duplicate. The application shall be accompanied by:

- 1)      Final Plat drawings consisting of:
  - a.      The original drawing made with India ink on a good grade linen tracing cloth or a

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

print on a stable polyester base film made by photographic processes from a film scribing tested for residual hypo with an approved hypo testing solution to assure permanency.

- b. Three line prints one of which shall be on cloth.
  - c. One copy of electronic \*.dwg files on computer disk or compact disc in AutoCad format compatible to current City versions(minimum).
- 2) One copy of the proposed restrictive covenants.
  - 3) Two sets of "as-built" plans for all the improvements installed and to be accepted. As-built plans shall be certified and signed and dated by an engineer registered in the State of Oklahoma.
  - 4) A filing fee as provided for Final Plats in Section 2-106.
  - 5) An inspection fee as provided for in Section 4-401.
  - 6) All required bonds or assurances for completion or maintenance as provided for in Section 4-200.

**2-403** Drafting. Any plat submitted for recording shall have the following specifications:

- 1) Final drawings must be submitted on vellum or Mylar
- 2) When final drawings are submitted, an electronic file, compatible with AutoCAD 14 or 2000 must also be submitted. Electronic files must be 3-1/2" computer disc or compact disc.
- 3) All drawings must include North orientation.
- 4) The dimensions of the plat shall be 24 X 36 inches and shall be drawn to a minimum scale of one hundred (100) feet to the inch; except that plats in which all lots contain an area in excess of 40,000 square feet, the plat may

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

be drawn to a scale of two hundred (200) feet to the inch. Scale must be shown on drawing.

- 5) The drawing surface of the plat shall have a binding margin of two (2) inches on the left side of the plat, a margin of not less than one (1) inch at the right side, and a margin of not less than one and one-half (1-1/2) inches at the top and bottom.
- 6) Lettering can vary in type but must be readable in all formats.

2-404 Contents of the Final Plat. The Final Plat shall show:

- 1) A key map showing the location of the subdivision referenced to government survey section lines and major streets. If more than two (2) sheets are required the key map shall show the street number for each area.
- 2) The location and description of all section corners and permanent survey monuments in or near the tract, to at least one (1) of which the subdivision shall be referenced.
- 3) The length of all required lines dimensioned in feet and hundredths thereof, and the value of all required true bearings and angles dimensioned in degrees and minutes, as hereafter specified.
- 4) The boundary lines of the land being subdivided fully dimensioned by length and bearings, and the location of boundary lines of adjoining lands, with adjacent subdivisions identified by official names.
- 5) The lines of all proposed streets fully dimensioned by lengths and bearings or angles.
- 6) The radii, arcs, points of tangency, points of intersection and central angles for curvilinear streets and radii for all property returns.
- 7) The lines of all proposed alleys. Where the length or direction of an alley is not readily discernible from data given for lot and block lines, the length and bearing shall be given.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

- 8) The widths and names, where appropriate, of all proposed street rights-of-way and alleys, and of all adjacent streets, alleys and easements which shall be properly located.
- 9) The lines of all proposed lots fully dimensioned by lengths and bearings or angles, except that where a lot line meets a street line at right angles, the angle or bearing value may be omitted.
- 10) The outline of any property which is offered for dedication to public use fully dimensioned by lengths and bearings with the area marked "Public."
- 11) The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block, with areas to be excluded from platting marked "Reserved" or "Not a Part."
- 12) The location of all building lines, setback lines and easements for public services or utilities with dimensions showing their locations.
- 13) The location of the 100-year floodplain as shown on the current effective Flood Insurance Rate Map (FIRM).
- 14) The proper acknowledgements of owners.
- 15) The following which shall be made and shown on the original:
  - a. Owner's certificate and dedication, signed.
  - b. Registered land surveyor's certificate of survey, signed and his seal.
  - c. Certificate for release of mortgage for any portion dedicated to the public.
  - d. Reference to any separate instruments, including restrictive covenants, filed in the office of the County Recorder of deeds which directly affect the land being subdivided.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 2. SUBDIVISION APPLICATION AND APPROVAL PROCESS

- e. Certificate of Planning Commission approval.
- f. Certificate of governing body acceptance of ways, easements and public land dedications.
- g. Treasurer's certificate.

16) A title which shall include:

- a. Name of the subdivision.
- b. Name of city, county and state.
- c. Location and description of the subdivision referenced to section, range, township.

17) When individual sewage disposal devices have been installed, the certificate of the County Health Department shall accompany the plat.

**2-405** Parks. The park land fee required in Section 5-600 shall be submitted to the Community Development Department prior to the release of the Final Plat for recording.

**2-406** Recording. No Final Plat or other land subdivision instrument shall be filed in the office of the County Clerk until it shall have been approved by the MAPC or governing body as required. All Final Plats shall be filed within two (2) years of the date of approval, and no lots may be sold from such plat until recorded.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 3. COMMUNITY DESIGN PRINCIPLES

#### 3-100 Design Purpose

The quality of design of the urban area is dependent on the quality of design of the individual subdivisions that compose it. Good community design requires the coordination of the efforts of each subdivider and developer of land within the urban area. Therefore, the design of each subdivider shall be prepared in accordance with the principles established by the Comprehensive Plan for land use, circulation, community facilities and public utility services, and in accordance with the general principles contained in this Section.

Minimum standards for development are contained in the Zoning Ordinance, the Building Code and in these regulations. However, the Comprehensive Plan expresses policies designed to achieve optimum quality of development in the urban area.

If only the minimum standards are followed as expressed by the various ordinances regulating land development, a standardization of development will occur. This will produce a monotonous urban setting. Subdivision design should be of a quality to carry out the spirit and purpose of the policies expressed in the Comprehensive Plan and in these regulations rather than be limited to the minimum standards required herein.

#### 3-200 Neighborhood Development Principles

**3-201** Neighborhood Unit. It is intended that the urban area shall be designed as a group of integrated residential neighborhoods and appropriate commercial, industrial and public facilities. The neighborhood, as a planning unit, is intended as an area principally for residential use, and of a size that can be served by one elementary school. Space for religious, recreational, educational and shopping facilities to serve the residents of the neighborhood should be provided and designed as an integral part of each neighborhood.

**3-202** Lot Size. The size of lots and blocks and other areas for residential, commercial, industrial and public uses should be designed to provide adequate light, air, open space, landscaping and off-street parking and loading facilities.

**3-203** Amenity. The arrangement of lots and blocks and the street system should be designed to make the most advantageous use of topography and natural physical features. Tree masses and large individual trees should be preserved. The system of sidewalks and roadways and the lot layout should

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 3. COMMUNITY DESIGN PRINCIPLES

be designed to take advantage of the visual qualities of the area.

#### 3-300 Circulation

**3-301**      Arterial Streets. Each subdivision shall provide for the continuation of all arterials as shown on the trafficway plan. Arterial streets should be located on the perimeter of the residential neighborhood.

**3-302**      Collector Streets. Collector streets shall be designed to provide a direct route from local streets to arterial streets and highways. Each subdivision shall provide for the continuation of collector streets from abutting subdivisions and shall be located in general conformance to the major street plan.

**3-303**      Local Streets. Local streets should be designed to provide access to each parcel of land within the residential neighborhood and within industrial areas, and in a manner that will discourage use by through traffic. They should be planned so that future expansion will not require the conversion of local streets to collector or arterial street functions. Ingress and egress to residential properties should be provided only on local streets.

**3-304**      Pedestrian Ways. Pedestrian ways should be separated from roadways used by vehicular traffic. Sidewalks should be designed to provide all residential building sites with direct access to all neighborhood facilities, including the elementary school, parks and playgrounds, churches and shopping centers.

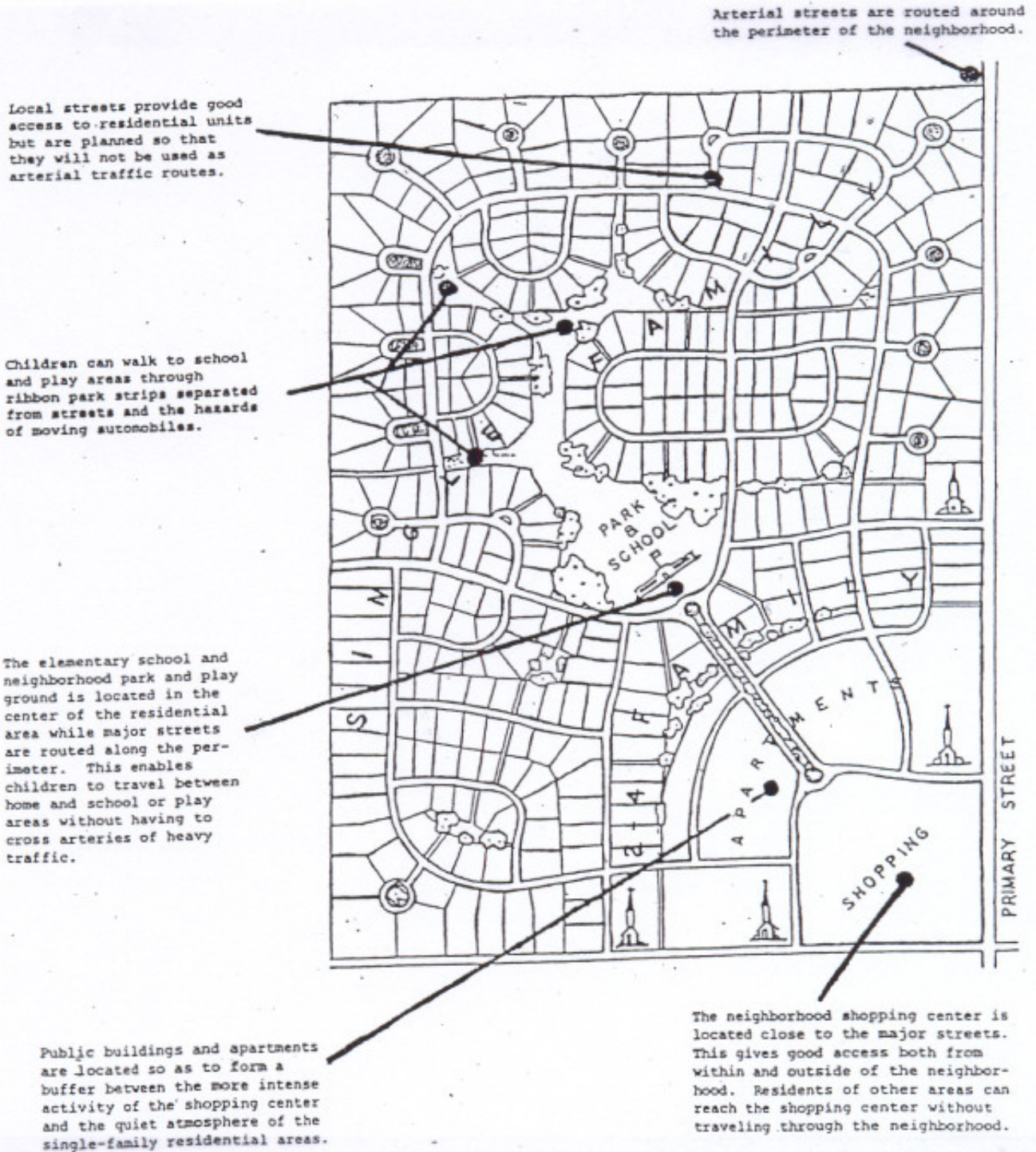
**3-305**      Bicycle Lanes. Bicycle lanes shall be separated from vehicular and pedestrian traffic and should be designed to provide access to major focal points within and beyond the neighborhood.



## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 3. COMMUNITY DESIGN PRINCIPLES

#### *PRINCIPLES OF NEIGHBORHOOD DEVELOPMENT*



## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 3. COMMUNITY DESIGN PRINCIPLES

#### 3-400 Pathfinder Parkway

**3-401** Purpose and Priority. The purpose of Pathfinder Parkway is to establish a bicycle and pedestrian system which extends throughout the city, connecting parks and schools and allowing easy access from various parts of the city. Priorities for the expansion of Pathfinder Parkway are to connect existing neighborhoods, connect new and existing parks, and to connect new neighborhoods in this order. The path is not required to be a continuous loop, to connect to all schools, or to be continuous through all subdivisions.

**3-402** Design and Locational Factors. In the development of an area, the developer has to balance many factors in laying out the development, such as compliance with zoning and subdivision regulations, desired lot size, topography, stormwater flow and retention, utility easements, aesthetics, and economics. The location and design of the path must take these matters into consideration. Therefore, the following factors should guide the design and location of Pathfinder Parkway in subdivision design:

- 1) Pathfinder Parkway is a paved path within a dedicated easement or deeded right-of-way. This easement or right-of-way should be a minimum of 20 feet wide and wider where possible. In all cases, the location of the path should be designed to prevent a tunnel effect if lot owners install fences along their back lot lines;
- 2) The path system should be located within natural settings if possible and protected from vehicular traffic;
- 3) New path alignments should be designed using the following priorities in order of preference:
  - a. Located along natural drainage ways, creeks, streams and other scenic landforms;
  - b. Located along railroad easements;
  - c. Located along rear lot lines of

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 3. COMMUNITY DESIGN PRINCIPLES

residents;

- d. Located within a center median island;
- e. Located along an existing or new sidewalk system.

- 4) If an internal connection within subdivision is made, it shall be made along neighborhood streets that experience only light traffic. In all cases, the design of the path should protect users from vehicular traffic.

**3-403**      Development Responsibilities. The developer is responsible for the planning and dedication of land and/or easements for future pathway construction. No construction cost is to be paid by the developer. The City of Bartlesville is responsible for construction and maintenance of the Pathfinder Parkway system and maintenance of deeded rights-of-way or easements.

**3-404**      Timing of Extensions and Land Ownership. The extension of Pathfinder Parkway shall be completed in conjunction with the development of an area that is planned for such extension. The attached map shall serve as a development guide and should be updated by the MAPC every five years. As areas through which Pathfinder Parkway currently passes or is envisioned to pass, are developed for residential or commercial use, permanent rights-of-ways for the path should be dedicated. In such case, the developer shall dedicate the land for the path. In such cases, developers shall also receive credit equal to the fair market value of the land being dedicated for the path against the park fee assessment required to be paid to the city at the time of platting.

**3-405**      Approval Process. The passage of the path through a new development shall be considered to be an integral part of the development and details of the passage of the path through those new developments shall be disclosed on the Sketch Plan, Preliminary Plat and Final Plat and shall be subject to the normal approval process for a new subdivision.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 4. ASSURANCE FOR COMPLETION AND MAINTENANCE OF IMPROVEMENTS

#### 4-100 Completion of Improvements

Prior to Final Plat approval, the subdivider shall complete in a manner satisfactory to the local government engineer, all improvements required in these regulations and specified in the Preliminary Plat as approved by the MAPC, and shall dedicate same to the local government in accordance with Section 4-500 of these regulations. Final Plat approval shall not be granted until said improvements have been accepted by the local governing body.

No subdivider shall consummate any sale of any property within the subdivision by lot and block reference to the plat until such time as the required improvements have been completed and accepted by the City at the time of Final Plat approval by the governing body, or in the alternate, until such time as the required improvements have been guaranteed as provided in Section 4-200 and a Final Plat has been approved by the governing body.

Further, no building permit shall be issued for any lot prior to the construction and acceptance by the City of all required improvements, unless such improvements are guaranteed as provided in Section 4-200. When the required improvements have been guaranteed as provided in Section 4-200 and the final plat has been approved by the governing body, no occupancy permit shall be issued for any building on any lot prior to the completion and acceptance by the City of all required improvements.

#### 4-200 Subdivision Improvements Guarantees

The local governing body may waive the requirements of Section 4-100 above for all or part of the required improvements and permit the subdivider to provide one of the following guarantees:

- 4-201**      Surety Performance Bond. The subdivider shall obtain a security bond from a surety bonding company authorized to do business in the State of Oklahoma. The bond shall be payable to the local government. The amount of the bond shall be a one hundred percent (100%) surety and sufficient to cover one and one-half (1-1/2) times the entire cost, as estimated by the subdivider and approved by the local government engineer, of installing all specified improvements. The duration of such bond shall be until such time as the improvements are accepted by the local government in accordance with Section 4-500.
- 4-202**      Escrow Account. The subdivider shall deposit cash, or

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 4. ASSURANCE FOR COMPLETION AND MAINTENANCE OF IMPROVEMENTS

other instrument readily convertible into cash at face value, either with the local government, or in escrow with a bank. The use of any instrument other than cash and in the case of an escrow account, the bank with which the funds are to be deposited, shall be subject to the approval of the local government. The amount of the deposit shall be at least equal to one and one-half (1-1/2) times the cost, as estimated by the subdivider and approved by the local government engineer, of installing all required improvements.

In the case of an escrow account, the subdivider shall file with the local government an agreement between the financial bank and himself guaranteeing the following:

- 1) That the funds of said escrow account shall be held in trust until released by the local government and may not be used or pledged by the subdivider for security in any other matter during that period;
- 2) And that in the case of a failure on the part of the subdivider to complete said improvements, then the bank shall immediately make the funds in said account available to the local government for use in the completion of those improvements.

**4-203** Letter of Credit. The subdivider shall provide, from a bank or other reputable institution or individual, subject to the approval of the Finance Director, a letter of credit. This letter shall be deposited with the local government and shall certify the following:

- 1) That the creditor does guarantee funds in an amount equal to one and one-half (1-1/2) times the cost, as estimated by the subdivider and approved by the local government engineer, of installing all required improvements.
- 2) That, in the case of failure on the part of the subdivider to complete the specified improvements within the required time period, the creditor shall pay to the local government immediately, and without further action, such funds as are necessary to finance the completion of those improvements, up to the limit of credit stated in the letter.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 4. ASSURANCE FOR COMPLETION AND MAINTENANCE OF IMPROVEMENTS

- 3) That this letter of credit may not be withdrawn, or reduced in amount, until release by the governing body.

#### 4-300 Time Limits

**4-301** Prior to the granting of Final Plat approval, the subdivider and the governing body shall agree upon a deadline for the completion of all required improvements, such deadline not to exceed two years from the date of Record Plat approval. The governing body shall have the power to extend that deadline for one additional year where the subdivider can present substantial reason for doing so.

**4-302** If any portion of the required improvements shall fail to be accepted for dedication in compliance with Section 4-500 within the allocated time period either for reason of incompleteness or substandard construction, then one of the following actions shall be taken:

- 1) Where improvements have been guaranteed under Section 4-100 of these regulations, the Planning Commission shall revoke Preliminary Plat approval.
- 2) Where improvements have been guaranteed under Section 4-201, 4-202 or 4-203 the governing body shall take the necessary steps to secure payment under the form of guarantee employed. Where the governing body is not already in possession of said guarantee, it shall immediately take the actions necessary to obtain it. Upon receipt of these securities, the governing body shall use them to finance the completion of contracted improvements or the rebuilding of such improvements to the proper specifications. Unused portions of these securities shall be returned to the subdivider, bonding company or crediting institution, as is appropriate.

#### 4-400 Inspection and Certification

**4-401** The local government engineer, or other knowledgeable

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 4. ASSURANCE FOR COMPLETION AND MAINTENANCE OF IMPROVEMENTS

official as specified by the local government, shall regularly inspect for defects in construction of required improvements and insure their satisfactory completion. The applicant shall pay to the local government an inspection fee of two and one half percent (2.5%) of the estimated cost of required improvements. Such fee shall be due at the time of Final Plat approval. Upon completion of these improvements, the local government engineer shall file a statement either certifying that the improvements have been completed in specific manner or listing the defects in those improvements.

**4-402** Upon completion of the improvements, the subdivider shall file with the local government an agreement to convey said improvements to the local government. Such statement shall stipulate the following:

- 1) That all required improvements are complete;
- 2) that these improvements are in compliance with the minimum standards and specifications adopted by the local government for their construction;
- 3) that the subdivider knows of no defects from any cause in these improvements; and
- 4) that these improvements are free and clear of any materials or mechanics lien.

#### **4-500 Acceptance of Improvements by Local Government**

If the local government engineer has certified that the improvements are complete and free from defect, then upon receipt of the other statements and agreements detailed in Section 4-400 and upon receipt of two sets of "as-built" plans, the governing body shall accept the conveyance of those improvements. The governing body may, at its discretion, accept the conveyance of any portion of the required improvements, provided that all specified statements, agreements and "as-built" drawings have been received for that portion.

#### **4-600 Reduction of Guarantees**

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 4. ASSURANCE FOR COMPLETION AND MAINTENANCE OF IMPROVEMENTS

In those cases where improvement guarantees have been made, the amount of the guarantee may be reduced upon acceptance of the dedication of a portion of the required improvements. The amount of reduction shall not exceed the percentage which the improvement just accepted made up of all originally required improvements. In no case, however, shall the guarantee be reduced to less than fifteen percent (15%) of the original amount. Upon acceptance of the final portion of improvements, the governing body shall authorize the release of the remaining portion of the improvement guarantee.

#### 4-700 Warranty of Improvements Against Defects

The applicant shall be required to maintain all required improvements within the subdivision until acceptance of the improvements by the local government. Prior to acceptance, the developer shall be required to obtain a Maintenance Bond from a surety bonding company authorized to do business in the State of Oklahoma. The bond shall be payable to the local government. The amount of the bond shall be equal to fifteen percent (15%) of the entire cost of material and labor for all water lines, sewer lines, paving, grading and drainage improvements. The duration of the Maintenance Bond shall be two (2) years from the date of acceptance of said improvements by the governing body and shall cover only the defects in design, workmanship and materials.



## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 5. DESIGN STANDARDS

#### 5-100 Streets

The street layout of the subdivision shall be in general conformity with the Transportation Element of the Comprehensive Plan, and provide for the most advantageous and aesthetically pleasing development of the entire neighborhood, including adjoining area. The general design standards set forth herein are minimum standards. Requirements in environmentally sensitive areas (soils, slope, flood hazard, woodlands, etc.) may be more stringent.

**5-101** The following functional definitions of street classifications are provided:

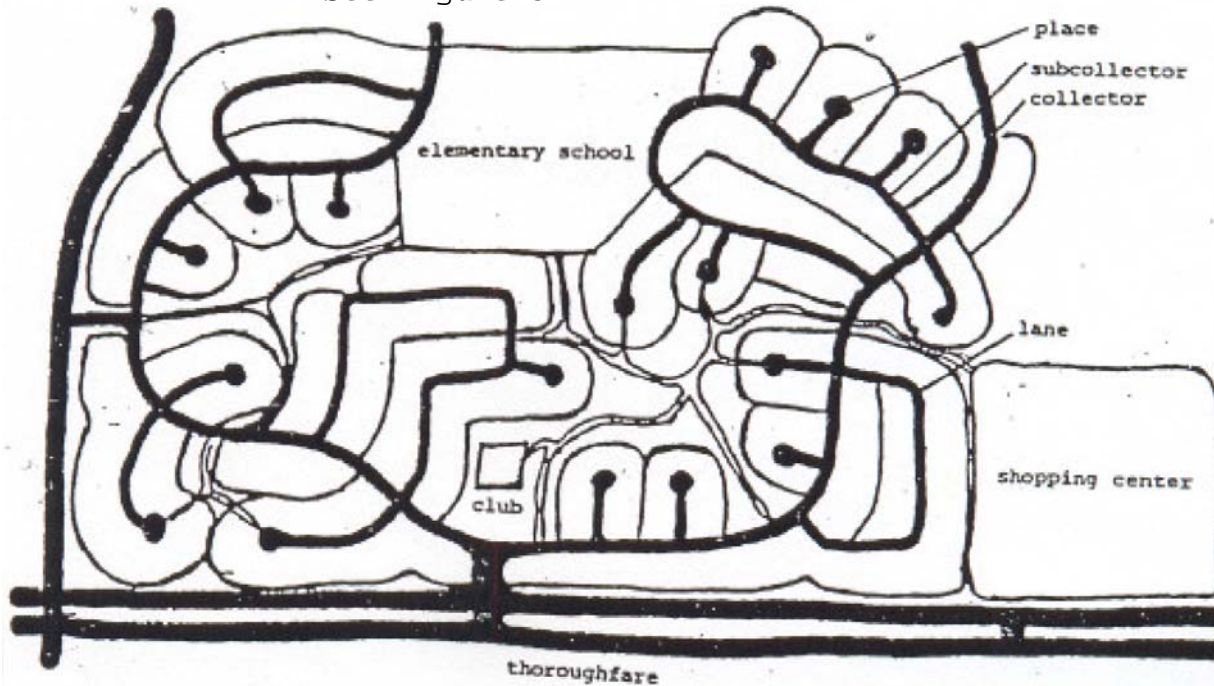
- 1) Place - a short street, cul-de-sac, or court. The primary purpose of a place is to conduct traffic to and from dwelling units to other streets within the hierarchy of streets. Usually a place is a dead-end street with no through traffic and limited on-street parking.
- 2) Lane - a short street, cul-de-sac, or court, or a street with branching places or lanes. The primary purpose of a lane is to conduct traffic to and from dwelling units to other streets within the hierarchy. Occasionally a lane will connect with two or three small places or lanes. Usually, there is no through traffic between two streets of a higher classification.
- 3) Subcollector - provides access to places and lanes and conducts traffic to an activity center or a higher classification street. It may be a loop street connecting one collector or arterial street at two points, or a more or less straight street conducting traffic between collector and/or arterial streets.
- 4) Collector - functions to conduct traffic between major arterial streets and/or activity centers. It is a principal traffic artery within residential areas and carries relatively high volume. A collector has potential for sustaining minor retail or other commercial establishments along its route which will influence the traffic flow.
- 5) Arterial - the major street in the hierarchy. It has a high volume of traffic and is not intended to be a residential street. An

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 5. DESIGN STANDARDS

arterial provides connections with major state and interstate roadways and has a high potential for the location of significant community facilities as well as retail, commercial and industrial facilities.

See Figure 5-1



**FIGURE 5-1**

- 5-102 Arterial and collector streets shall conform to the Trafficway Plan for the Bartlesville Metropolitan Planning Area. Where such are not shown on the plan, the arrangement of streets shall provide for the continuation or appropriate projection of existing principal streets in surrounding areas.
- 5-103 Whenever a subdivision abuts or contains an existing or proposed arterial street, the MAPC may require service streets, double frontage lots with screen planting contained in a non-access reservation along the real property line, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.
- 5-104 Local streets shall be laid out so that their use by through traffic will be discouraged.
- 5-105 Reserve strips of land controlling access to

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 5. DESIGN STANDARDS

streets shall be prohibited except where their control is placed in the City of Bartlesville, or under conditions approved by the MAPC.

- 5-106 Where the plat to be submitted includes only part of the tract owned or intended for development by the subdivider, a tentative plan of a proposed future street system for the unsubdivided portion shall be prepared and submitted by the subdivider.
- 5-107 Proposed streets shall be extended to the boundary lines of the tract to be subdivided, unless prevented by topography or other physical conditions, or unless such extension is not necessary or desirable for the coordination of the layout of the subdivision with the existing layout of the most advantageous future development of adjoining tracts.
- 5-108 Proposed streets shall intersect one another as nearly at right angles as topography and other limiting factors of good design permit. A proposed intersection of two (2) new streets at an angle of less than seventy-five (75) degrees shall not be acceptable. An oblique street should be curved approaching an intersection and should be approximately at right angles for at least one hundred (100) feet therefrom. Not more than two streets shall intersect at any one point unless specifically approved by the MAPC.
- 5-109 Street systems in new subdivisions shall be laid out so as to eliminate or avoid new perimeter half-streets. Where an existing half-street is adjacent to a new subdivision, the other half of the street shall be improved and dedicated by the subdivider. The Planning Commission may authorize a new perimeter street where the subdivider improves and dedicates the entire required street right-of-way width within his own subdivision and boundaries.
- 5-110 Where a subdivision borders an existing narrow road, other than an arterial, or where there are plans to realign or widen a road that would require use of some of the land in the subdivision, the applicant shall dedicate the additional right-of-way required to widen or realign such roads. The applicant shall also be required to construct, at his own expense, at least a curb and one-half the pavement required by Section 5-120. In lieu of the above, the governing body may as a minimum require

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 5. DESIGN STANDARDS

the applicant to deposit in escrow an equivalent amount of cash. A greater amount may be required where it is determined that the improvement of the road provides greater benefit to the applicant.

- 5-111** Where a subdivision borders an existing or proposed arterial street, the subdivider shall be required to dedicate sufficient right-of-way to provide for its future widening. All rights-of-way proposed for dedication shall be graded and top-dressed to a condition suitable for seeding prior to acceptance by the local government.
- 5-112** Local street jogs of less than one hundred twenty-five (125) feet should be avoided.
- 5-113** Intersections shall be designed with a flat grade whenever practical. In hilly or rolling areas at the approach to an intersection, a leveling area should be provided having not greater than a two percent (2%) rate of a distance of sixty (60) feet, measured from the nearest right-of-way line of the intersecting street.
- 5-114** Minimum curb radius at the intersection of two (2) local streets shall be at least twenty (20) feet; and minimum curb radius at an intersection involving an arterial or collector street shall be at least twenty-five (25) feet.
- 5-115** Where any street intersection will involve earth banks or existing vegetation inside any lot corner that would create a traffic hazard by limiting visibility, the developer shall cut such ground and/or vegetation in connection with grading of the public right-of-way to the extent deemed necessary to provide an adequate sight distance.
- 5-116** Right of way widths in excess of the standards designated in these regulations shall be required whenever, due to topography, additional width is necessary to provide adequate earth slopes. Such slopes shall not be in excess of 3 to 1.
- 5-117** As a general rule, a cul-de-sac street should not exceed five hundred (500) feet in length measured from the entrance to the center of the turnaround, or have more than seventeen (17) lots facing onto it. A cul-de-sac shall be provided with a circular turnaround having a radius of not less than fifty (50) feet at the property line, and not less than

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 5. DESIGN STANDARDS

forty-five (45) feet at the curb line. There may be provided in the center of the turnaround an unpaved island, improved with grass and landscaping that will not interfere with sight distance, which will leave a minimum paving width of twenty-two (22) feet (curb-face to curb-face). Where center medians are used, they shall be so designed that they will conform to the shape or form of the outside paving radius in order to promote a safe and more orderly traffic flow.

**5-118** Dead-end streets shall not be permitted except where they relate to the extension of the street in the development of adjoining land. Temporary paved T or L-shaped turnabouts shall be constructed where lots are fronting on such temporary dead-end streets, with the notation on the subdivision plat that the land outside the normal street right-of-way shall revert to abutters whenever the street is continued. Removal of the turnabout and reconditioning of the right-of-way shall be at the expense of the subdivider developing the adjoining tract. The length of temporary dead-end streets should not exceed 1,000 feet in length.

**5-119** Street right-of-way widths shall be in accordance with the Trafficway Plan and where not designated therein, shall not be less than the following:

Major Arterial or Highway	120 feet
Minor Arterial	80 feet
Collector	60 feet
Sub-Collector	50 feet
Lanes and Places	50 feet
Alleys	20 feet

**5-120** The minimum street pavement widths measured from curb-face to curb-face shall be as follows:

Minor Arterial	44 feet
Collector	32 feet
Sub-Collector	26 feet
Lanes and Places	26 feet
Alleys and Service Drives	18 feet

**5-121** The grades of all streets shall not exceed the following:

Minor Arterial and Collector	6%
Sub-Collector	10%

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 5. DESIGN STANDARDS

Lanes and Places 10%

No street grade shall be less than 0.5 percent.

**5-122** The horizontal and vertical alignment for all streets shall not be less than the following:

1) Horizontal alignment - centerline radius

Minor Arterials	300 feet minimum
Collectors, Sub-Collectors	100 feet minimum
Places, Lanes	50 feet minimum

There should be a tangent between all reverse curves having an adequate length, in relation to the radii of the curves, to provide for a smooth flow of traffic.

2) All changes in street grades shall be made with vertical curves with not less than the following minimum lengths:

Minor Arterials	200 feet, but not less than 50 feet for each algebraic difference of the intersecting slope lines.
-----------------	--

Collector, Local	100 feet, but not less than 20 feet for each algebraic difference of the intersecting slope lines.*
------------------	---

\*This requirement may be waived where the algebraic difference is less than .60%.

3) No street names shall be used which will duplicate or be confused with the names of existing streets. Street names and house numbers shall be subject to approval from the Fire Chief or his designee.

### 5-200 Alleys

**5-201** Alleys shall be provided in commercial and industrial districts, except that the Planning Commission may waive this requirement where other definite and assured provision is made for service access, such as off-street loading, unloading and parking consistent with and adequate for the uses proposed.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 5. DESIGN STANDARDS

5-202 Alleys serving commercial and industrial areas shall not be less than thirty (30) feet in width of right-of-way.

5-203 Alleys are not required for residential areas, but when provided shall not be less than twenty (20) feet in width of right-of-way.

#### 5-300 Easements

5-301 The subdivider shall dedicate to the public appropriate easements to the end that each and every lot, piece, parcel, or tract of land within a subdivision shall have access to all available essential public utilities.

5-302 Where alleys are not provided, easements not less than ten (10) feet wide shall be provided along with each real lot line. Where easements for public water or sanitary sewer utilities are required along side lot lines, they shall have a minimum width of ten (10) feet and be located wholly within one lot.

5-303 When a subdivision is adjacent to unplatted land, the easements for public and private utilities shall be:

- 1) Provided as twenty (20) feet wide on the land being subdivided, or
- 2) Provided as ten (10) feet wide on the land being subdivided with an easement of ten (10) feet wide being presented adjacent and simultaneous to the presentation of the record plat.

5-304 All drainage easements for unimproved and improved channels, watercourses and streams shall be of such dimension as is necessary to contain the stormwater runoff generated from a fully urbanized 100-year rainfall event within the limits of the drainage easement. There shall also be provisions within the drainage easement to provide access for equipment necessary for construction, cleaning and maintaining the drainageway.

5-305 No obstructions, including fences, shall be permitted in easements required for surface drainage.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 5. DESIGN STANDARDS

#### 5-400 Blocks

- 5-401** Blocks shall have sufficient width to provide for two tiers of lots of appropriate depths. Exceptions to this prescribed block width shall be permitted in blocks adjacent to major streets, railroads, or waterways, undeveloped lands, or otherwise where necessary to permit a properly planned subdivision.
- 5-402** The lengths, widths and shapes of blocks shall be such as are appropriate for the locality and the type of development contemplated, but block lengths shall not exceed one thousand two hundred (1,200) feet nor be less than four hundred (400) feet. Wherever practicable, blocks along major arterial streets shall not be less than one thousand (1,000) feet.
- 5-403** In long blocks, the Planning Commission may require the reservation of an easement through the block to accommodate utilities, drainage facilities, or pedestrian traffic.

#### 5-500 Lots

The size, shape and orientation of lots shall be appropriate for the location of the proposed subdivision, and for development contemplated in compliance with applicable zoning restrictions and the provisions set forth herein.

- 5-501** The developer is encouraged to provide to the maximum extent possible lots with suitable orientation for the application of energy conservation technologies.
- 5-502** Excessive variances in the relationship of width and depth should be avoided. A proportion between 1 to 1 and 2.5 to 1 will normally be considered appropriate.
- 5-503** Every lot shall abut an approved street.
- 5-504** The lot arrangement shall be such that there will be no foreseeable difficulties, for reasons of topography, shape, size, or other conditions in securing a building permit to build on all lots in compliance with Zoning Ordinance requirements.
- 5-505** Where practicable side lot lines shall be approximately at right angles to street lines (or



## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 5. DESIGN STANDARDS

radial to curving street lines).

- 5-506** Corner lots for residential use shall be platted in such a manner as to allow for erection of buildings, observing the minimum front and exterior side yard setback requirements.
- 5-507** Double frontage or reversed frontage lots shall be avoided except where necessary to provide separation of residential development from traffic arterials, or to overcome specific disadvantages of topography and orientation. A fencing or planting screen of at least ten (10) feet in width shall be provided along the portion of the lots abutting such a traffic artery or other use where screening is required.
- 5-508** Lots shall not, in general, derive access exclusively from a primary or secondary arterial street. Where driveway access from a primary or secondary arterial street may be necessary for several adjoining lots, the Planning Commission may require that such lots be served by a combined access drive in order to limit possible traffic hazard on such street.

#### 5-600 Parks

This section shall apply to all residential subdivision plats within the corporate limits of the City of Bartlesville having a dwelling unit density greater than one unit per acre, and/or the owners or applicants for approval thereof. All record Plats submitted to the City from and after the effective date of these regulations shall meet the requirements of this section.

- 5-601** All persons, firms, or corporations subdividing land under the provisions of these regulations for residential purposes within the boundaries of the City of Bartlesville shall, prior to the filing of their respective Record Plats, pay a fee per final platted acre to the City of Bartlesville. This fee, as identified in Appendix C, shall be used by the City of Bartlesville for the specific purpose of acquisition, improvements, and development of park land.

The subdivider shall tender and pay over to the City a Cashiers Check for said fee immediately prior to the release of the Record Plat by the City for recordation.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 5. DESIGN STANDARDS

5-602 A separate fund to be deposited at the highest interest rate, to be entitled "Park and Recreation Improvement Fund" shall be and is hereby created, and the money paid in by owners, subdividers and applicants at time of recordation of the Record Plat and interest thereon, shall be held in said trust to be used solely and exclusively for the purpose of purchasing and/or improving public park and recreational land in the City of Bartlesville. Such fees may not be used for maintaining or operating public park facilities.

5-603 The above provisions for payment of public park fees do not abrogate the development of private open space by the subdivider for park and recreational purposes which is provided in a subdivision and where such space is to be privately owned and maintained by future residents of the subdivision. However, the development of private open space shall not be determined to be a substitute for the payment of public park fees as required in this Section.

5-604 The City of Bartlesville, in developing and improving public park land, shall make every effort to do so in a manner which will also contribute to improvements in the regional storm water management system.

5-700 Pathfinder Parkway - Refer to Section 3-400

5-800 Access and Availability of Fire and Police Protection and Sanitation

In the development of land within the incorporated City limits, whether according to traditional patterns or under a variation of Planning Unit Development, adequate consideration shall be given to fire, sanitation, and police protection. Pursuant to this end, the following guidelines are mandatory:

- 1) No dwelling unit site shall be located more than four hundred (400) feet, measured from the extremity of the site, from an accessible street improved to City standards.
- 2) Each dwelling unit shall have an entry located not more than one hundred and fifty (150) feet from a parking lot, private drive or public

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 5. DESIGN STANDARDS

street, accessible and usable for emergency vehicles.

- 3) All building facades shall be serviced by fire hydrants installed in accord with standards and specifications of the applicable codes of the City of Bartlesville and so located such that totality of each façade can be serviced by not more than three hundred (300) feet of fire hose laid down by a fire vehicle.

#### 5-900 Sidewalks

- 1) All subdivisions or sections thereof within the limits of the incorporated City limits, except those subdivisions within the RA Agriculture zone and the RE Residential Estate zone of the City shall have installed in them sidewalks to serve each lot and parcel of land situated within such subdivision. In addition, sidewalks shall be required in those unplatted parcels which are, or will be in the future, contiguous to subdivisions wherein sidewalks are required. Provided, however, that sidewalks shall not be required adjacent to local or collector streets within the M-1, M-2, or M-3 Industrial Zoning Districts. Sidewalks shall be required adjacent to all streets abutting such industrial subdivisions and adjacent to any street classified as a major street on the Trafficway Plan which penetrates said industrial subdivisions.
- 2) No plat shall receive the approval of either the Planning Commission or City Council unless provisions are therein contained for the installation of sidewalks as required by this ordinance.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

#### 6-100 General Provisions

6-101 All improvements to be accepted by the local government shall be designed and constructed in accordance with the following laws, rules and regulations:

- 1) All applicable statutory provisions.
- 2) The Comprehensive Plan and all its elements to include the Trafficway Plan, Public Utilities Plan, Capital Improvement Program and the Parks and Recreation Plan.
- 3) The special requirements of these regulations and any rules of the State Health Department and/or other appropriate State agencies.
- 4) The rules of Oklahoma Department of Transportation if the subdivision abuts a state highway.
- 5) The standards and regulations adopted by the local government engineer and all boards, commissions, agencies and officials of the local government.

6-102 Preliminary Plat approval may be withheld if a subdivision is not in conformity with the above guides or policy or purposes of these regulations as established in Section 1-100 and 1-200 of these regulations.

#### 6-103 Improvements Required

Unless specifically excluded or excepted in these regulations, a subdivider shall install and construct the following specified improvements in conformance with the standards and specifications of these regulations:

- 1) alleys;
- 2) fire hydrants;
- 3) permanent markers;
- 4) sanitary sewers;
- 5) sidewalks;

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

- 6) storm sewers and appurtenant drainage structures; when required to drain any part or all of the subdivision;
- 7) streets; and,
- 8) water mains.

As used within these regulations, the phrase "required improvements" or "improvements" shall refer to and mean these eight (8) enumerated required improvements.

#### **6-104** Improvements to be Logical Extension or Expansion.

The development plan for required off-site improvements shall be approved by the City only after it is found that a proposed development, when considered in conjunction with the entire subdivision and the areas surrounding or adjacent to it, will contain public utilities and improvements, which will be consistent and compatible in structure, quality, construction, performance and appearance and will constitute logical and orderly extensions of existing public improvements, as well as future improvements to be installed within and without the boundaries of the subdivision.

#### **6-105** The subdivider shall retain an approved independent agency to provide the necessary testing to ensure that the minimum specifications for strength, compaction and moisture content have been met. The results of all testing shall be provided to the City prior to final acceptance of any improvement.

#### **6-106** Permit For Off-Site Improvements Required

A permit issued by the Community Development Department shall be required prior to any construction of required improvements to be located within street and alley rights-of-way, or utility or drainage easements, as required by these regulations.

#### **6-107** Accomplishment of Improvements: General Procedure

The accomplishment of the improvements required herein shall be assured by either one of two (2) methods, as follows:

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

- 1) Construction and tentative approval by the City of required improvements pending but prior to the filing of the approved final plat.
- 2) Filing with the Community Development Department an acceptable financial guarantee as provided in Section 4-200 to secure the actual construction of required improvements.

Either one or a combination of these two (2) methods shall be used to assure the construction of all required improvements associated with the approval of the Final Plat by the governing body.

No building permit shall be issued for any lot prior to the construction of off-site improvements as are required by this Code and which have been accepted by the City except as provided for in Section 4-100.

#### 6-200 Sidewalks

**6-201** A system of surfaced walkways shall be provided for adequate pedestrian circulation on all approaches to focal points of pedestrian traffic such as school sites, parks and shopping centers as required by Section 5-900.

**6-202** Where required by Section 5-900 sidewalks shall be included within the dedicated nonpavement right-of-way of all roads constructed by the developer as indicated below:

Places	4' wide both sides
Lanes	4' wide both sides
Sub-Collectors	4' wide both sides
Collectors	4' wide both sides
Arterials	5' wide both sides

The Planning Commission may waive sidewalk requirements where the developer proposes a walkway system separate from the street system, or where lots average 1 acre or more in size.

**6-203** In general, sidewalks shall be located within the public street right-of-way, parallel to the street

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

pavement. Sidewalks along arterial and collector streets shall be placed one (1) foot inside the right-of-way. On lower classification streets, sidewalks shall be at least forty (40) inches from the curb except at intersections. The Planning Commission may approve variations to this alignment in order to preserve topographic and natural features, or to provide visual interest.

**6-204** Sidewalks shall be constructed in accordance with local government standards and specifications.

**6-205** The Planning Commission may require, in order to facilitate pedestrian access from the roads to schools, parks, playgrounds or other roads, additional sidewalks located in perpetual unobstructed easements at least ten (10) feet in width at side lot lines and twenty (20) feet at rear lot lines.

**6-206** Sidewalks

All sidewalks required by this chapter shall be completed either:

- 1) at the time the streets are installed; or
- 2) on each lot or parcel of land subsequent to the improvement of said lot or parcel of land but prior to the final inspection of such improvement of said lot or parcel of land but prior to the final inspection of such improvements by the Public Works Department.

In the event that the owner or developer elects to construct sidewalks subsequent to the improvement of a lot or parcel of land but prior to the final inspection of such improvement by the Community Development Department, he shall submit to the Director of Community Development, a surety which satisfied the requirements of Section 4-200 of these regulations. Said surety not to exceed three (3) years from the date of Final Plat approval by the governing body. If, at the expiration of the subdivision bond, seventy (70) percent of the lots on any one (1) side of a street in a particular block have been developed, the developer shall have completed, installed and constructed the remainder of sidewalks on the one (1) side of the street within the block to serve each and every lot thereon situated and no renewal bond will be

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

allowed for such sidewalks, If, at the expiration of the subdivision bond, less than seventy (70) percent of the lots on any one (1) side of a street in a particular block have been developed, all sidewalks have not been completed, the developer may present, to the Director of Community Development for acceptance, a renewal bond. An engineer's estimate shall accompany the renewal bond, prepared and sealed by a registered engineer in the State of Oklahoma, setting forth a current cost of constructing the sidewalks. The form of surety on the renewal bond shall satisfy the requirements of Section 4-200 of these regulations.

It is the intent of this section that, providing the provisions of Section 4-200 are strictly followed, the developer shall be permitted to maintain a bond until all required sidewalks are completed.

#### 6-300 Water Facilities

**6-301**      General Requirements: The subdivider shall install a water supply system capable of providing domestic water use and fire protection. The subdivider shall connect to the municipal water supply system except in cases of hardship, as determined by the MAPC. Where the developer does not connect to the municipal water system, the developer shall provide an adequate potable water source to serve all of the lots.

**6-302**      Specifications: The construction of and the materials used in the construction of all water supply systems shall be in accordance with the City of Bartlesville specifications and standard plans, the Oklahoma Department of Health Standards and applicable American Water Works Association standards. As a general standard, water lines shall be constructed of cement-lines Class 50 ductile iron pipe or polyvinyl chloride pipe meeting AWWA Standard C-900 DR 18. Other pipe materials or grades may be used when approved by the Public Works Director. The subdivider shall retain an approved independent agency to provide the necessary testing to ensure that the minimum specifications for strength and compaction have been met. The results of all testing shall be provided to the City.

**6-303**      Design of Water Lines: The water distribution system shall consist of grid lines (supply mains



## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

and arteries), distribution lines (feeders) and service lines.

Grid lines shall be sized and located in conformance with the Master Supply Plan.

In general, distribution lines shall be located in accordance with City policies and within all street rights-of-way and easements so as to provide service to all lots. Distribution lines shall be a minimum of six (6) inches nominal internal diameter size except on short cul-de-sacs and in high value commercial areas. Distribution lines shall be a minimum of four (4) inches nominal internal diameter on short cul-de-sacs and a minimum of eight (8) inches nominal internal diameter in high value commercial areas. Distribution lines should generally be cross-connected at intervals not exceeding six hundred (600) feet. Dead-end lines should be avoided. Where provided, dead-end lines shall be designed with a flushing device at the end.

Gate valves should be located so that individual distribution lines can be isolated and so that a single break in the line will require no more than five hundred (500) feet of pipe to be disconnected from service in high value areas, no more than one thousand (1,000) feet in other areas. All distribution lines should be valved at the connection to the grid lines. The location of valves should preferably be at street intersection with valving provided to isolate individual fire hydrant taps.

In areas not included in the Master Water Plan, the distribution system shall be designed so that negative pressure will not occur under any conditions of draft on the system. The distribution lines shall be designed to maintain a minimum pressure of forty (40) pounds per square inch and a maximum pressure of one hundred twenty (120) pounds per square inch static pressure. The Hardy Cross Method shall be used to calculate the pressure.

The water distribution system should be designed to avoid areas of conflict with utilities, storm sewers and sanitary sewers. Locations of all water lines and appurtenances shall be accurately dimensioned on the construction plans.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

The construction plans shall have the construction of any utilities going under streets noted to be constructed previous to the final surfacing of the street.

**6-304** Fire Hydrants: The location of fire hydrants shall be in accordance with the City of Bartlesville policy; generally fire hydrants shall be located at street intersections accessible from four directions. The fire hydrant must be set to match the final grade before acceptance by the City. Acceptable manufacturers: Mueller-Centurion, U.S. Pipe-Metropolitan, Kennedy-K81A or City approved equivalent.

- 1) For single-family and two-family residential areas not exceeding two and one-half (2-1/2) stories in height, spacing shall be 500-600 feet.
- 2) For all types of development, required fire flow shall first be estimated by the formula  $F = 18C(A)^{.05}$  where:

A = the estimated total floor area in square feet;

B = the required fire flow in g.p.m.;

C = coefficient related to type of construction as tabulated below:

<u>Type of Construction</u>	<u>C Value</u>	<u>Maximum Fire Flow (g.p.m.)</u>
Wood Frame	1.5	8,000
Ordinary	1.0	8,000
Heavy Timber	0.9	8,000
Noncombustible	0.8	6,000
Fire Resistant	0.6	6,000

For combinations of the above types of construction, C values may be interpolated. Coefficients shall be between the limits of 1.5 and 0.6.

- 3) Greater fire hydrant spacing may be permitted if the applicant submits technical evidence that required fire flows can be maintained. The Planning Commission may require closer fire hydrant spacing if conditions exist which

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

would necessitate more fire hydrants.

- 6-305      Chlorination: After the line has been constructed and pressure tested, it shall be chlorinated in accordance with the OSDH requirements. The subdivider shall provide access to the line, taps, blow-offs, and assist the City as necessary to chlorinate the line. The City will perform the work of chlorinating the line including the disinfectant and submitting the samples to the OSDH for testing.
- 6-306      Service Line Crossings: The subdivider shall be responsible for excavating, backfill and providing the necessary testing of the trenches required for the service lines crossing the roadway. The subdivider shall coordinate with the City the schedule for installing the service lines after the line has been successfully chlorinated.
- 6-307      Street Divider or Planter Type Areas: The subdivider shall install water lines to each section of street divider or planter type area. Lines shall be a minimum of two (2) inches nominal internal diameter.

#### 6-400 Survey Monuments and Signs

The subdivider of any subdivision shall install within that subdivision monuments and permanent markers in accordance with the following provisions:

- 6-401      Permanent reference markers shall be placed at the intersection of the centerlines of rights-of-way regardless of whether the paving of the street is centered in the right-of-way. There shall be in each subdivision a minimum of two such monuments. If no two of the intersection monuments are within line-of-sight of each other, an additional marker shall be placed on right-of-way centerline so as to establish a straight line which can be seen line-of-sight from one end to the other. An additional such marker shall be placed at the centerpoint of the turnaround in each cul-de-sac. These markers shall be in the form of a non-corrosive metal plate to be set in accordance with Figure 5-2 of this section and each shall be stamped with a cross at the point of the intersection.
- 6-402      Permanent reference markers shall be placed at each turning point in the boundary of the subdivision.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

These markers shall be an 18' long iron pipe or bar of at least 5/8" diameter, to be set in concrete in accordance with figure 5-2 of this section.

**6-403** Permanent reference markers shall be placed at each corner of each block and each corner of each lot. These markers shall be an 18' long iron pipe or bar of at least 5/8" diameter to be driven into firm soil in accordance with Figure 5-2 of this section.

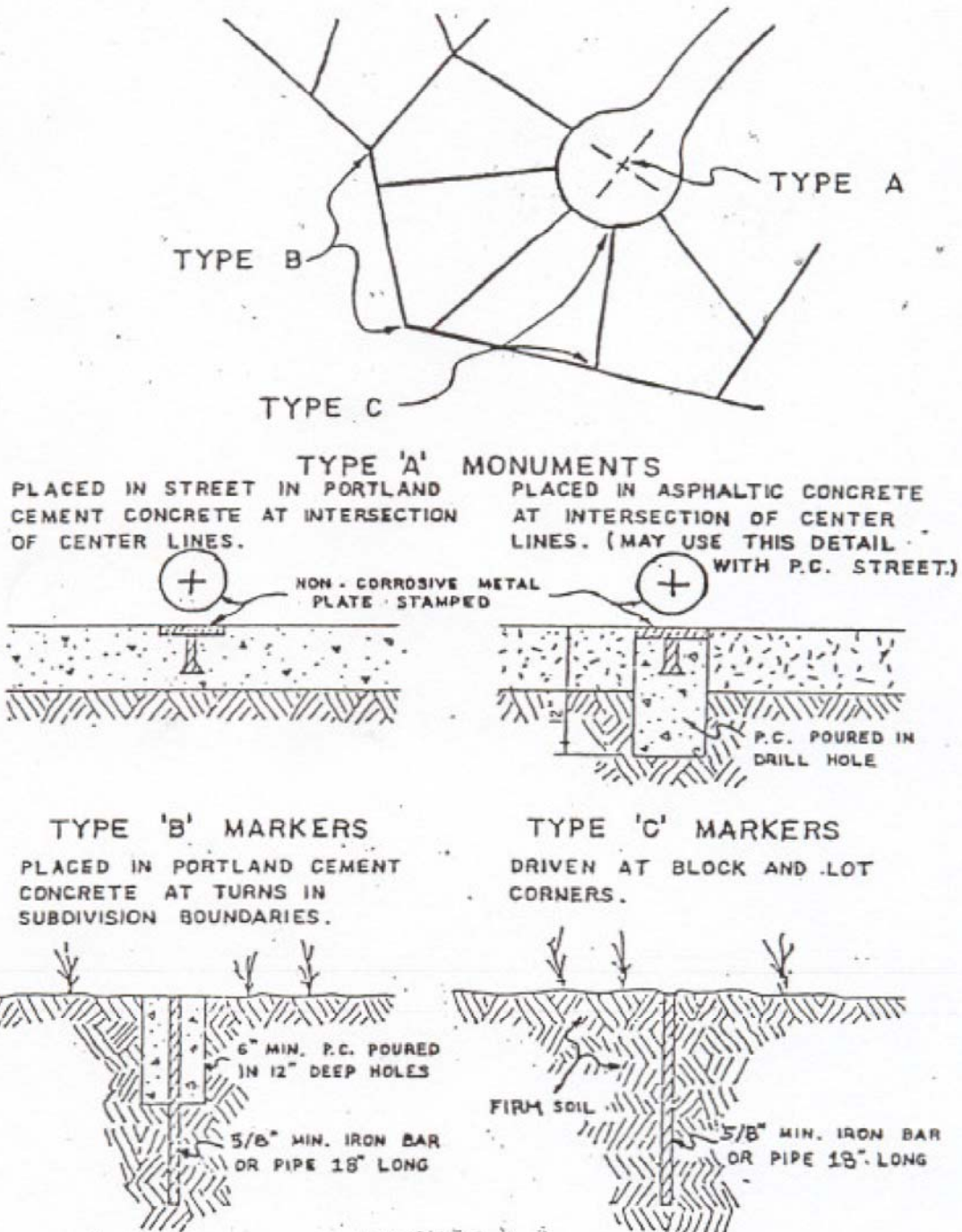
**6-404** Permanent reference markers shall be placed at the points of curvature and points of tangency of all inside and outside rights-of-way lines. These markers shall be an 18' long iron pipe or bar of at least 5/8" diameter to be driven into firm soil in accordance with Figure 5-2 of this section.

**6-405** The location of all permanent markers shall be shown on the face of the Final Plat.

**6-406** Street name signs shall be the responsibility of the subdivider and shall be in accordance with standards currently in use by the local government.

SECTION 6. IMPROVEMENTS

**MONUMENTS & PERMANENT MARKERS**



**FIGURE 5-2**

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

#### 6-500 Sewage Facilities

6-501      General. The applicant shall install sanitary sewer facilities in the method prescribed by the City of Bartlesville construction standards and specifications. All plans shall be designed in accordance with the rules, regulations and standards of the local government, State Health Department, United States Environmental Protection Agency and other appropriate agencies. The subdivider shall retain an approved independent agency to provide the necessary testing to ensure that the minimum specifications for strength and compaction have been met. The results of all testing shall be provided to the city.

6-502      Sanitary Sewerage Facilities with Public Sanitary Sewerage Systems. Sewers shall be installed to serve each lot and to grades and sizes required by the Local government engineer. No individual disposal system or treatment plant (private or group) shall be permitted except as noted herein.

The Metropolitan Area Planning Commission may allow the developer to install a central sewerage system for the development or individual disposal system if the development is more than three thousand (3,000) feet from the nearest public sewer system (measured from subdivision boundaries), or if the owner of the public sewer system will not allow the developer to connect to the system. This provision shall not be applicable to minor subdivisions with an average lot size greater than two (2) acres. Privately owned systems shall meet the requirements of the Health Officer and local government engineer.

6-503      Design Criteria for Sanitary Sewers.

- 1)      The design criteria presented herein are not intended to cover extraordinary situations. Deviations will be allowed and may be required in those instances where considered justified by the local government engineer.

Sanitary sewers should be designed for the ultimate tributary populations. Due consideration should be given to current and anticipated zoning and approved sewerage master plans. The capacity of sewage collection systems should be adequate to hold

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

the anticipated maximum hourly quantity of sewerage and industrial waste together with an adequate allowance for infiltration and other extraneous flow. As a unit flow, two-hundredths (.02) cubic feet per second per acre (with an appropriate increase for areas where apartment buildings or high rises are planned) or four hundred fifty (450) gallons per day per capita (total tributary population must be estimated) should be adequate. Design flows for areas larger than three hundred (300) acres should be adequate if the unit design factors are one-hundredth (.01) cubic feet per second per acre or three hundred (300) gallons per day per capita.

- 2) Sanitary sewer system shall consist of trunk line sewers, lateral lines sewers, service connections, pump stations, and force mains. Lateral sewers shall not be less than eight (8) inches nominal internal diameter except when the ultimate number of lots served is four or less and the maximum length of lateral line is three hundred (300) feet. The size of trunk lines, force mains and pump stations should be determined by the capacity and flow considerations described previously and the directions of the Local government engineer. The diameter of proposed sewers shall not exceed the diameter of the existing or proposed sewer unless otherwise approved by the Local government engineer.
- 3) Prior to the issuance of any building permits, the developer shall pay the owner of the public sewer any required fees for connecting to the sewage system.
- 4) All sewers should be designed to maintain a mean velocity of not less than two and five-tenth (2.5) feet per second when flowing full and shall, as a minimum, be designed to maintain a mean velocity of not less than two (2.0) feet per second when flowing full. Velocity and flow calculation shall be based on the Manning Formula using an "n" value of 0.013 or as directed by the Local government engineer. Lateral lines that will not be extended and serve less than the equivalent of ten (10) houses shall be sloped not less than one (1) percent. Lateral lines that will not

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

be extended and serve less than the equivalent of twenty-five (25) houses and greater than the equivalent of ten (10) houses should be sloped not less than seventy-six hundredths (0.76) percent where feasible. Sewers shall be designed so the velocities will not exceed ten (10) feet per second at average flows or shall be of a special design approved by the Local government engineer. Sewers shall be provided with protection against displacement when laid on slopes greater than seven (7) percent.

#### MINIMUM SLOPES FOR SEWER SIZE INDICATED

<u>Sewer Size Diameter in inches</u>	<u>Minimum Design Slope in Feet per / 100 Feet</u>	<u>Minimum Slope in Feet per/ 100 Feet</u>
8	0.52	0.40
10	0.39	0.29
12	0.30	0.22
15	0.22	0.15
18	0.18	0.12
21	0.15	0.10
24	0.12	0.08

- 5) Pump stations and force mains will be permitted only under extraordinary conditions of topography and distance to the public sewer system. Pump stations shall be designed to meet the reliability criteria established by the Local government engineer.
- 6) All sewers shall be designed with straight alignment between manholes, unless otherwise directed or approved by the Local government engineer.
- 7) Manholes shall be installed at the end of each line; at all changes in grade, size or alignment; at all intersections; and at distances not greater than four hundred (400) feet for sewers fifteen (15) inches and smaller, and five hundred (500) feet for sewers eighteen (18) inches in diameter and larger. In lieu of manholes, the Local government engineer may approve inspection cleanouts at end lines where appropriate.



## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

- 8) The difference in elevation between any incoming sewer and the manholes invert shall be less than twenty-four (24) inches except where required to match crowns. The use of drop manholes will require approval by the Local government engineer. When sewers are increased in size, or when a smaller sewer joins a larger one, the invert of the larger one shall be lowered sufficiently to maintain the same energy gradient. The minimum drop through manholes shall be one-tenth (0.1) foot.
- 9) Sanitary sewers shall be located within public utility easements, streets or alley rights-of-way, according to the policy of the owner of the sewage system, the directions of the Local government engineer and topography characteristics. When sewers with two or more consecutive manholes located in easements on private property are proposed, access lanes should be provided to all manholes. A manhole should be provided at each street or alley crossing. End lines shall be extended to provide access from street or alley right-of-way where possible. Imposed loading shall be considered in all locations. No less than four (4) feet of cover should be provided over top of pipe. In no event shall less than two and one-half (2-1/2) feet of cover be provided unless special protection is provided for the pipe.
- 10) There shall be no physical connection between a public or private potable water supply system and a sewer which will permit the passage of any sewage or polluted water into the potable supply. Sewers shall be kept removed from water supply wells or other water supply sources and structures.
- 11) A minimum horizontal distance of ten (10) feet shall be maintained between parallel water and sewer lines. The top of the sewer pipe should be a minimum of two (2) feet lower than the bottom of the water line at points where they cross. In the event the vertical or horizontal clearance cannot be maintained, the sewer line shall be constructed out of material pressure rated for a minimum working pressure of one hundred fifty (150) pounds per

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

square inch. When the horizontal separation cannot be maintained, the sewer shall be laid in a separate trench from the water line and at a lower elevation.

- 12) Inverted siphons shall be permitted only under extraordinary conditions.
- 13) The width of easements in which sanitary sewers are located shall be the greater of twelve (12) feet or the width of the sewer plus ten (10) feet.

#### **6-504**      Plan Details

- 1) The plan and profile along the line of all sewers to be constructed shall be detailed. The plan and profile shall show all special features. Stream crossings and sewer outlets shall be shown on the profiles with the elevations of the streambed and, if known, of the normal and extreme high and low water levels. Profiles should have a horizontal scale of not more than one hundred (100) feet to the inch and a vertical scale of not more than ten (10) feet to the inch. Both scales shall be clearly shown on the plan and profile. All known and existing and proposed structures both above and below the ground which may interfere with the proposed construction shall be shown both in plan and profile. The location of service connections shall be noted. The plan shall include a noted reference to the construction conditions.
- 2) Figures showing the manhole stationing, size of sewers, surface and sewer invert elevations of all sewers at each manhole and the grade and length of all sewers between each two adjacent manholes shall be shown on the profiles. The dimensioned location of the sewer lines shall be shown on the plan.
- 3) The details of all sewer appurtenances such as manholes, drop manholes, inspection chambers, as well as of any special appurtenances, shall be included in the plans or a reference shall be made on the plans to the standard plans of the City of Bartlesville.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

#### 6-600 Street Improvements

**6-601**      General. The subdivider of any subdivision designed to be used for residential, commercial, industrial or other purposes shall layout, grade and otherwise improve all streets that are designated on the approved plat or that directly serve the subdivision in accordance with the specifications and standards of the local government and in accordance with the following provisions.

- 1)      The design of an improvement of an intersection of any new street with an existing State or Federal highway shall be in accordance with the specifications of the Oklahoma Department of Transportation, but in no case shall the standard be less than the applicable local government specifications.
- 2)      Whenever a subdivision contains an arterial street that requires a street facility that is more costly than is required to serve the future occupants of the subdivision, the subdivider shall be required to pay only the portion of the cost of an improvement required to serve only the subdivision, as determined by the governing body.
- 3)      All driveways which connect with public streets shall be constructed in accordance with the Driveway Specifications of the City; or where outside the corporate limits of the City, in accordance with the Oklahoma State Highway Commission's "Policy on Driveway Regulations for Oklahoma Highways", revised March, 1968, and subsequent amendments thereto.

**6-602**      Private Roads. Where private roads not dedicated to the public are proposed the subdivider shall comply with the following requirements:

- 1)      The private roadway easement shall be at least fifty (50) feet in width and shall always be open to police, fire, and other official vehicles of all federal, state, county and municipal agencies.
- 2)      On the face of the plat there shall be a notation that the streets have not been

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 6. IMPROVEMENTS

dedicated to the public and shall be maintained by the private property owners of the subdivision.

- 3) Private streets which interconnect with public streets shall generally not be permitted.

#### **6-603**

Specifications. All roadways shall be paved, and curb and gutter installed according to the following specifications. The subdivider shall retain an approved independent agency to provide the necessary testing to ensure that the minimum specifications for strength and compaction have been met, The results of all testing shall be provided to the City.

- 1) Portland Cement concrete pavement six (6) inches thick laid on two (2) inches sand cushion with a subgrade compacted to ninety-five percent (95%) Standard Proctor. Concrete to be 3500 psi, 6 sack mix.
- 2) Asphaltic concrete (hot-mix, hot-laid) pavement four (4) inches thick (two (2) inch layer Type A and Two (2) inch wearing surface Type B or C) on a six (6) inch stabilized aggregate base course with a compacted subgrade. The above asphaltic concrete street shall have a 3000 psi Portland Cement concrete curb and eighteen (18) inch concrete gutter.
- 3) Asphaltic concrete (hot-mix, hot-laid) pavement four (4) inches thick (two (2) inch layer Type A and two (2) inch wearing surface Type B or C) on a six (6) inch stabilized aggregate base course with a compacted subgrade. The above asphaltic concrete street shall have a 3000 psi Portland Cement concrete curb and eighteen (18) inch concrete gutter.
- 4) Plans, specifications, details, and mode of application shall be on file in the office of the Local Government engineer for inspection by or use by any persons concerned with such type of pavement.
- 5) The foregoing types of pavement are for residential sections only, and do not provide for pavement for business or industrial districts within the jurisdiction of the regulations, and in no instance shall any

BARTLESVILLE SUBDIVISION REGULATIONS

SECTION 6. IMPROVEMENTS

roadway be less than twenty-seven (27) feet  
from back of curb to back of curb.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 7. STORM WATER MANAGEMENT

#### 7-100 General

These regulations are designed to stimulate innovation in the storm water management field. With a higher degree of accuracy in modeling the storm water, an improved project will be available at lower cost.

It is intended that the method of estimating runoff be chosen by size of the drainage area, data available and the degree of sophistication warranted for the design. The methods discussed shall be used as minimum design procedures. There exist numerous estimation methods, and they are constantly being improved, thus the estimation of rainfall shall be conducted using the best practicable technology.

The owners of all stormwater management facilities shall keep the facilities maintained. The City shall annually inspect all stormwater facilities and order maintenance when needed. Upon failure of the property owner to complete this work in a timely manner, the City may order the work to be completed and expenses charged to the property owner or levied against the property.

#### 7-200 Hydrology

**7-201** Storm water facilities shall be designed to accommodate the one hundred year storm 6-hour duration without increasing risk of damages to other property or to the development itself.

**7-202** Supporting material such as hydrographs, charts, sketches of areas and sub-areas, computer output, etc., shall be submitted in a neat and presentable form along with the plans as required by the local government engineer.

**7-203** Restrictions on the Method of Estimating Runoff:

- 1) The Rational Method and its modifications shall be utilized when the drainage area being studied is less than 100 acres. Refer to Table 7-1 for suggested runoff coefficients, Figures IV and VI for intensity and overland flow velocities.

**BARTLESVILLE SUBDIVISION REGULATIONS**

**SECTION 7. STORM WATER MANAGEMENT**

**TABLE 7-1  
RUNOFF COEFFICIENTS FOR RATIONAL FORMULA (from ASCE, 1960)**

<b><u>Type of Drainage Area</u></b>	<b><u>Runoff Coefficient</u></b>
Business:	
Downtown areas	0.70-0.95
Neighborhood areas	0.50-0.70
Residential:	
Single-family areas	0.30-0.50
Multi-units, detached	0.40-0.60
Multi-units, attached	0.60-0.75
Suburban	0.25-0.40
Apartment dwelling areas	0.50-0.70
Industrial:	
Light areas	0.50-0.80
Heavy areas	0.60-0.90
Parks, Cemeteries	0.10-0.25
Playgrounds	0.20-0.40
Railroad yard areas	0.20-0.40
Unimproved areas:	0.10-0.30
Sand or sandy loam soil, 0-3%	0.15-0.20
Sand or sandy loam soil, 3-5%	0.20-0.25
Black or loessial soil, 0-3%	0.18-0.25
Black or loessial soil, 3-5%	0.25-0.30
Black or loessial soil, >5%	0.70-0.80
Deep sand area	0.05-0.15
Steep grassed slopes	0.70
Lawns:	
Sandy soil, flat 2%	0.05-0.10
Sandy soil, average 2-7%	0.10-0.15
Sandy soil, steep, 7%	0.15-0.20
Heavy soil, flat 2%	0.13-0.17
Heavy soil, average 2-7%	0.18-0.22
Heavy soil, steep, 7%	0.25-0.35
Streets:	
Asphaltic	0.70-0.95
Concrete	0.80-0.95
Brick	0.70-0.85
Drives and walks	0.75-0.85
Roofs	0.75-0.95

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 7. STORM WATER MANAGEMENT

- 2) Unit Hydrograph Methods may be used on drainage areas up to 1,000 acres.
- 3) All Soils conservation Service models may be used up to 20 square miles.
- 4) Izzard's Method may be used up to 1,000 acres. Variations of these methods and other methods are acceptable within the limitations stated by their authors.

**7-204** Factors used in all models shall be based upon the projected land use pattern reflected in the Comprehensive Plan of the City of Bartlesville.

**7-205** The drainage basin or sub-basin pre-development and post-development hydrograph shall be computed and reported. The design of the detention ponds will be based upon these calculations.

#### **7-300 Design Criteria - Drainage Systems**

**7-301** Closed conduit systems shall be designed using a minimum design storm frequency of five (5) years with a two (2) hour duration using full urbanization. The exceptions to this are major business districts where the design of the system is based on the ten (10) year frequency storm with a two (2) hour duration using full urbanization. Once the storm water is transported beyond the limits of the subdivision, the water shall then be discharged into the receiving stream which may be an open or closed channel.

**7-302** Velocities shall be determined using Manning's equation. Velocities inside conduit shall be safe so as not to expedite the deterioration on the pipe. The minimum velocity shall be 3fps for full and half-full flows to avoid sedimentation. Outlet velocities shall not exceed the permissible velocity for the receiving channel unless a transition structure is designed to reduce the velocity to an acceptable range.

**7-303** The hydraulic grade elevations shall be determined and noted at all catch basins, junction boxes, manholes, etc. for the closed conduit system at the design flow.



## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 7. STORM WATER MANAGEMENT

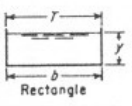
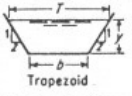
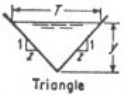

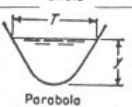
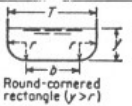
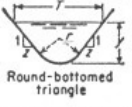
- 7-304 A closed conduit system shall remove all water from the surface without overflow or surface backup or localized flooding at the design flow.
- 7-305 All other systems (culverts, detention ponds (See Section 7-600), Open channels-both improved and unimproved, streams, watercourses, etc.) shall be designed using full urbanization with the objective to protect all property in and around the development from a one hundred (100) year rainfall event for a 6-hour duration.
- 7-306 Culverts, bridges, and improved channels shall have adequate capacity to provide a minimum of one (1) foot of freeboard from the top of road, bottom of low chord and top of channel respectively.
- 7-307 A public easement or right-of-way shall be provided to accommodate the size of the improvement needed to convey the design storm as well as to allow future access and maintenance of the improvement. Detention ponds used in conjunction with recreational facilities are acceptable and will be encouraged.

#### 7-400 Design of Artificial Channels

- 7-401 Trapezoidal - Concrete and Non-erodible:
- 1) Collect all necessary information, estimate Manning's "n" the design flow and select the slope.
  - 2) Compute the section factor Z using  $Z = \frac{AR^{2/3}}{nQ} = \frac{1.49}{S}$
  - 3) Substitute into the above equation the expressions for A and R according to the shape of the channel given in the following figure:

# BARTLESVILLE SUBDIVISION REGULATIONS

## SECTION 7. STORM WATER MANAGEMENT

Section	Area $A$	Wetted perimeter $P$	Hydraulic radius $R$	Top width $T$	Hydraulic depth $D$	Section factor $Z$
 Rectangle	$by$	$b + 2y$	$\frac{by}{b + 2y}$	$b$	$y$	$by^{1.5}$
 Trapezoid	$(b + zy)y$	$b + 2y\sqrt{1 + z^2}$	$\frac{(b + zy)y}{b + 2y\sqrt{1 + z^2}}$	$b + 2zy$	$\frac{(b + zy)y}{b + 2zy}$	$\frac{[(b + zy)y]^{1.5}}{\sqrt{b + 2zy}}$
 Triangle	$zy^2$	$2y\sqrt{1 + z^2}$	$\frac{zy}{2\sqrt{1 + z^2}}$	$2zy$	$\frac{1}{2}y$	$\frac{\sqrt{2}}{2}zy^{1.5}$
 Circle	$\frac{1}{8}(\theta - \sin \theta)d_0^3$	$\frac{1}{2}\theta d_0$	$\frac{1}{4}\left(1 - \frac{\sin \theta}{\theta}\right)d_0$	$\frac{(\sin \frac{1}{2}\theta)d_0}{2\sqrt{y(d_0 - y)}}$ or $\frac{1}{2}\sqrt{y(d_0 - y)}$	$\frac{1}{8}\left(\frac{\theta - \sin \theta}{\sin \frac{1}{2}\theta}\right)d_0$	$\frac{\sqrt{2}}{32}\frac{(\theta - \sin \theta)^{1.5}}{(\sin \frac{1}{2}\theta)^{0.5}}d_0^{2.5}$
 Parabola	$\frac{3}{8}Ty$	$T + \frac{8}{3}\frac{y^2}{T}$	$\frac{2T^2y}{3T^2 + 8y^2}$	$\frac{3}{2}\frac{A}{y}$	$\frac{3}{8}y$	$\frac{3}{8}\sqrt{6}Ty^{1.5}$
 Round-cornered rectangle ( $y > r$ )	$\left(\frac{\pi}{2} - 2\right)r^2 + (b + 2r)y$	$(\pi - 2)r + b + 2y$	$\frac{(\pi/2 - 2)r^2 + (b + 2r)y}{(\pi - 2)r + b + 2y}$	$b + 2r$	$\frac{(\pi/2 - 2)r^2}{b + 2r} + y$	$\frac{[(\pi/2 - 2)r^2 + (b + 2r)y]^{1.5}}{\sqrt{b + 2r}}$
 Round-bottomed triangle	$\frac{T^2}{4z} - \frac{r^2}{z}(1 - z \cot^{-1} z)$	$\frac{T}{z}\sqrt{1 + z^2} - \frac{2r}{z}(1 - z \cot^{-1} z)$	$\frac{A}{P}$	$2[z(y - r) + r\sqrt{1 + z^2}]$	$\frac{A}{T}$	$A\sqrt{\frac{A}{T}}$

\* Satisfactory approximation for the interval  $0 < z \leq 1$ , where  $z = 4y/T$ . When  $z > 1$ , use the exact expression  $P = (T/2)[\sqrt{1 + z^2} + 1/z \ln(z + \sqrt{1 + z^2})]$ .

- 4) From this equation, solve for the depth by iterating until the equation balance.
- 5) Check for the minimum permissible velocity at which the water will carry silt.
- 6) Add a proper freeboard. Freeboard may vary from 15% to 30% of the depth and shall be a minimum of one (1) foot measured from the top of the channel improvement.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 7. STORM WATER MANAGEMENT

#### **7-402** Grassed Channels - Non-erodible:

##### 1) Design for Stability

- a. Select type of grass lining. This depends on the soil, climate and the following chart of permissible velocities:

FIGURE II. PERMISSIBLE VELOCITIES FOR CHANNELS LINED WITH GRASS\*

Cover	PERMISSIBLE VELOCITY, fps		
	Slope Range %	Erosion Resistant Soils	Easily Eroded Soils
Bermuda Grass	0- 5	8	6
	5-10	7	5
	10	6	4
Buffalo Grass, Kentucky Bluegrass, Smooth Brome, Blue Grama	0- 5	7	5
	5-10	6	4
	10	5	3
Grass Mixture	0- 5	5	4
	5-10	4	3
	Do not use on slopes steeper than 10%		
Lespedeza Sericea, Weeping Love Grass, Ischaemum (Yellow Bluestem), Alfalfa, Crabgrass	0- 5	3.5	2.5
	Do not use on slopes steeper than 5% except for side slopes in a combination channel.		
Annuals-used in mild slopes or as Temporary protection until permanent covers are established, Common Lespedeza, Sudan grass	0- 5	3.5	2.5
	Use on slopes steeper than 5% is not recommended.		

Remarks. The values apply to average, uniform stands of each type of cover. Use velocities exceeding five (5) fps only where good covers and proper maintenance can be obtained.

\*U.S. Soil Conservation Service

BARTLESVILLE SUBDIVISION REGULATIONS

SECTION 7. STORM WATER MANAGEMENT

Decide on the length of grass and find the degree of retardance from the following table:

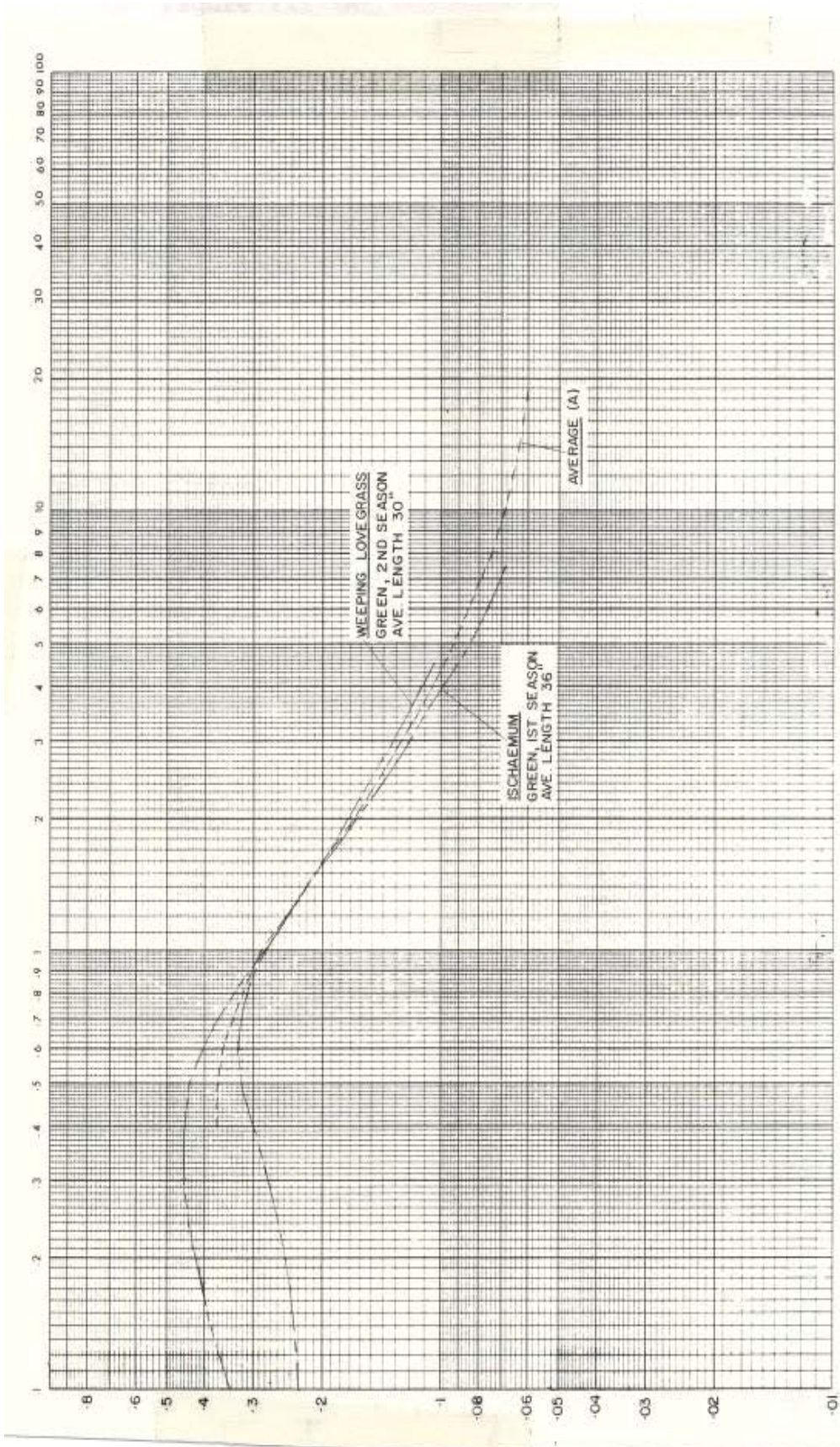
FIGURE III. GUIDE IN SELECTION OF VEGETAL RETARDANCE\*

<u>Stand</u>	<u>Average Length of Grass, Inc.</u>	<u>Degree of Retardance</u>
Good	30	A Very High
	11-24	B High
	6-10	C Moderate
	2-6	D Low
	2	E Very Low
Fair	30	B High
	11-24	C Moderate
	6-10	D Low
	2-6	D Low
	2	E Very Low

\*U.S. Soil Conservation Service

BARTLESVILLE SUBDIVISION REGULATIONS

SECTION 7. STORM WATER MANAGEMENT



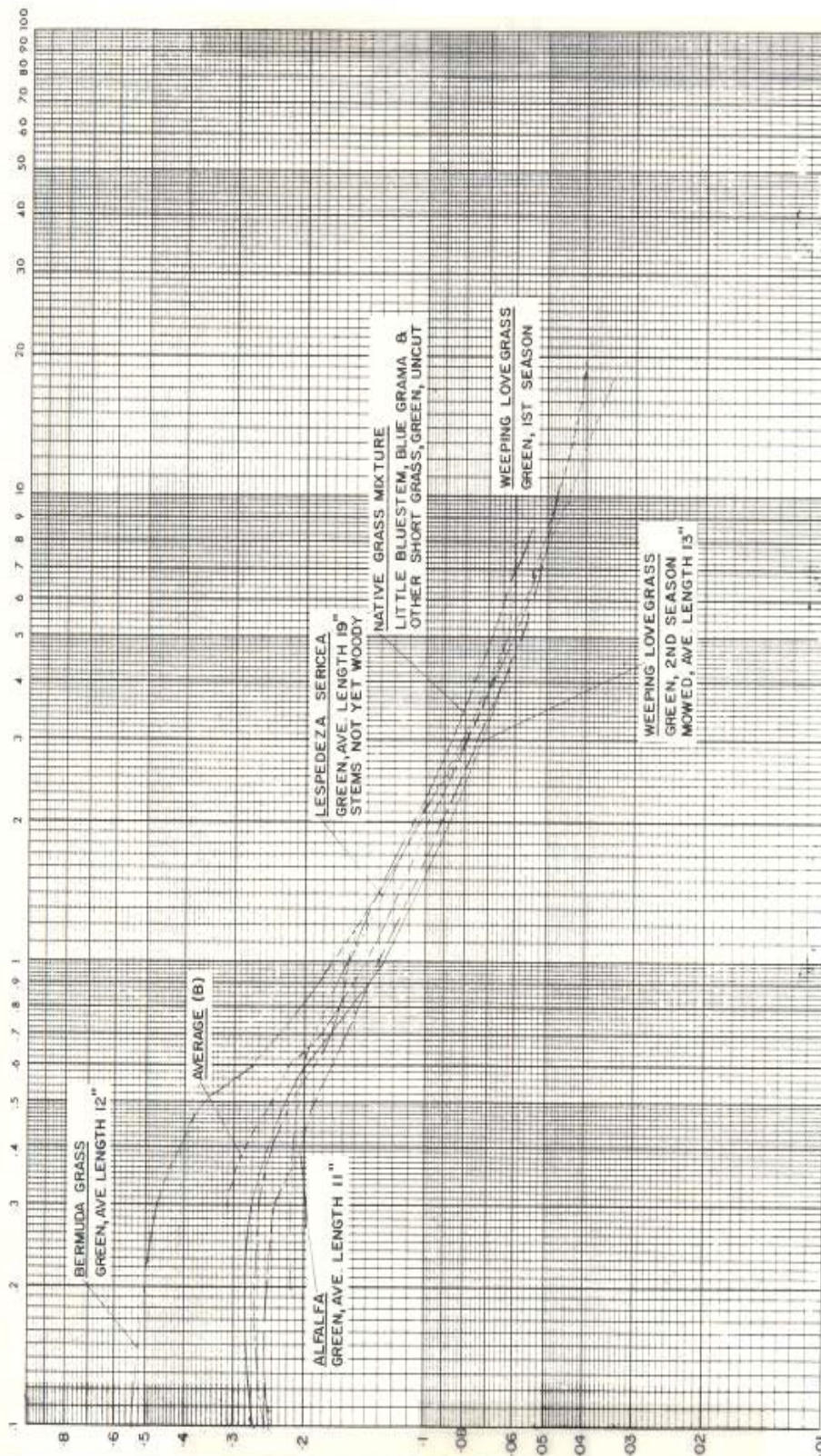
VR  
Figure III (A) Curves for A or very high vegetal retardance.



BARTLESVILLE SUBDIVISION REGULATIONS

SECTION 7. STORM WATER MANAGEMENT

FIGURE III (B).



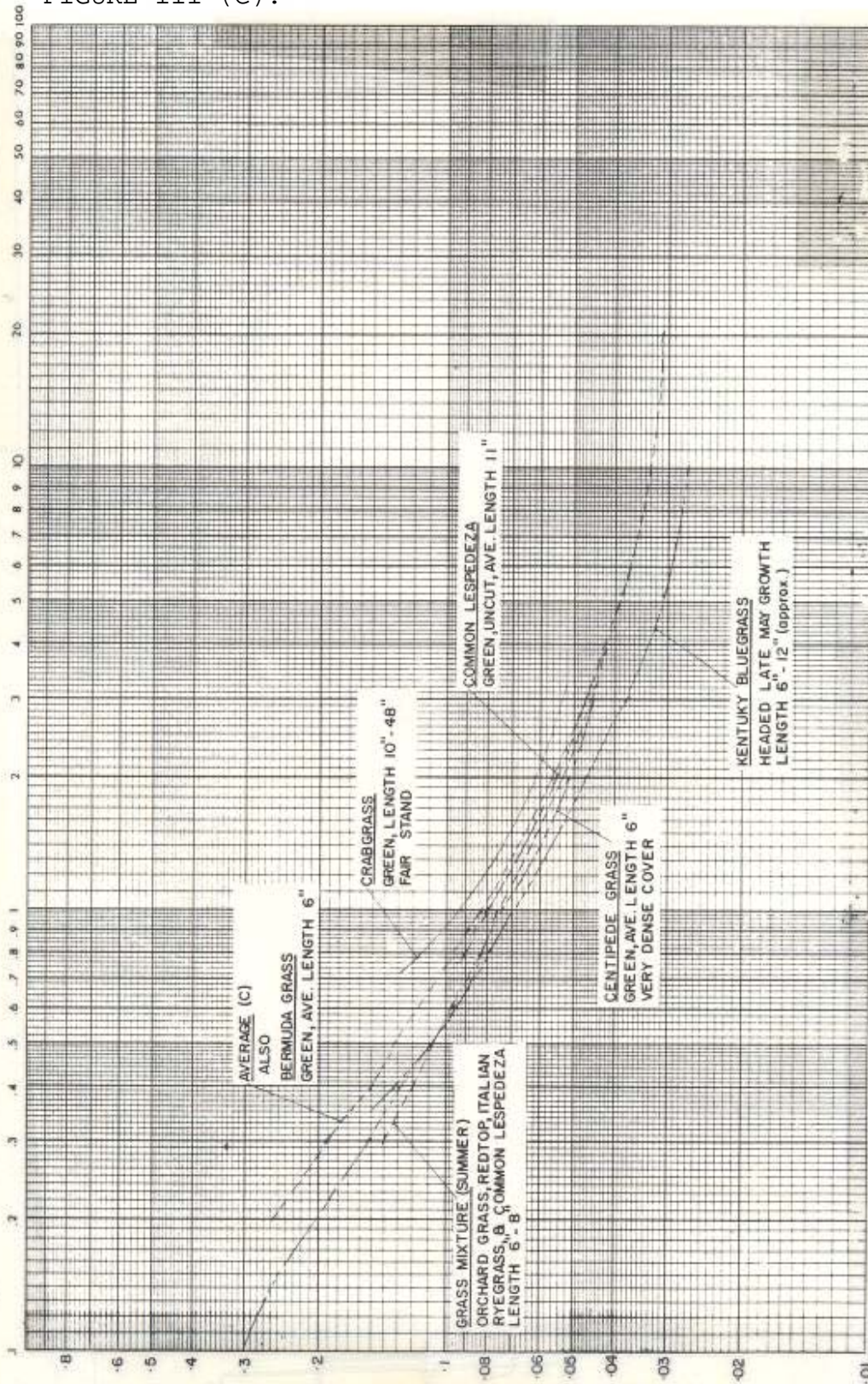
VR  
Figure III (B) Curves for B or high vegetal retardance.



BARTLESVILLE SUBDIVISION REGULATIONS

SECTION 7. STORM WATER MANAGEMENT

FIGURE III (C).

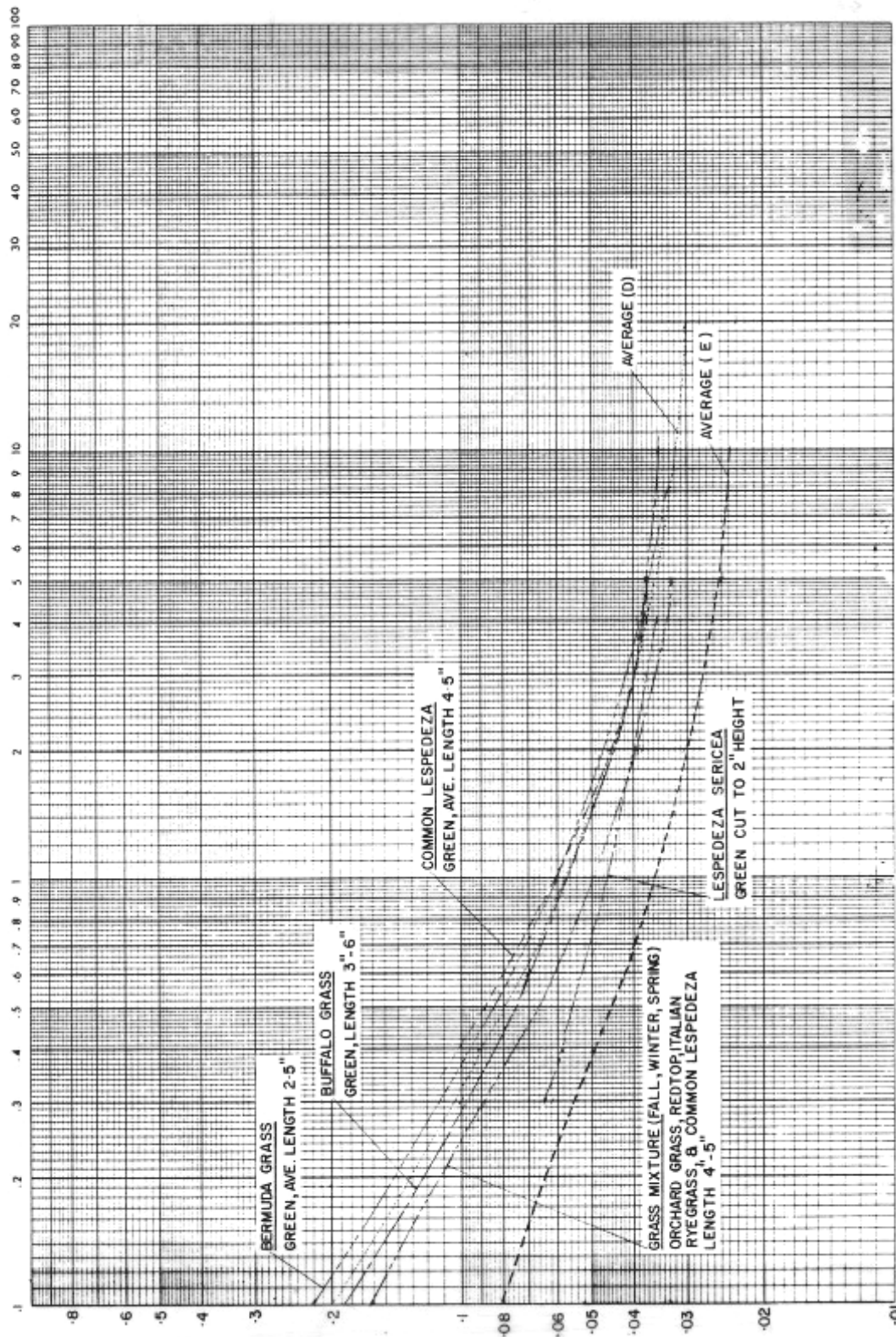


VR  
Figure III (C) Curves for C or moderate vegetative retardance.

BARTLESVILLE SUBDIVISION REGULATIONS

SECTION 7. STORM WATER MANAGEMENT

FIGURE III (D).



VR

Figure III (D) Curves for D or low vegetal retardance, and an average curve for E or very low vegetal retardance.



## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 7. STORM WATER MANAGEMENT

- b. The design flow is calculated using an acceptable method from the hydrology section. Assume a value  $n$  and from the vegetal retardance chart, Figure III, determine the corresponding value for VR.

- c. Select a permissible velocity from Figure II and compute the hydraulic radius.

- d. Use the Manning's formula and compute the value of VR using:

$$VR = \frac{1.49 R^{5/3} S^{1/2}}{n}$$

Check this value against the value for VR obtained in Step 2. Continue the trials until the computer VR value is equal to the value from Figure III.

- e. Next compute the water area using:  $A=Q/V$
- f. Since the correct value for A and R have been found, the section dimensions  $b$ =base;  $y$ =depth), may now be determined by solving for:

$$AR = \frac{by \cdot by}{b + 2y} \text{ (for a rectangular section)}$$

Make the appropriate substitutions in the above equation for various design shapes as per Figure I.

#### 2) Design for Maximum Capacity

This design phase is to determine the additional depth necessary to sustain the maximum capacity of a fully developed grass lining.

- a. Assume a depth  $y$ , and compute the water area A and the hydraulic radius R.
- b. Compute the velocity V by  $V = Q/A$  and compute the value of VR.

## **BARTLESVILLE SUBDIVISION REGULATIONS**

### **SECTION 7. STORM WATER MANAGEMENT**

- c. From the n - VR curve of a higher degree of retardance, determine the value for n.
- d. Compute the velocity by the Manning's formula and check this value against the value of V obtained in Step 2.
- e. Make trial computations until the computed V in Step 4 is equal to the computed V in Step 2.
- f. Add the proper freeboard to the computed depth. Use 15% to 30 % of the depth for determining the freeboard with a minimum of one foot.

#### **7-500 Design of Inlets**

Curb inlets: curb inlet length shall be determined either by the manufacturer recommendations or by the inlet capacity graphs. The method is fully described in the report titled, "Inlet Design Procedures." This report is available, by request, in the Local Government Engineer's office.

The design of storm sewer grates is also described in, "Inlet Design Procedures" and shall be used as a model for design.

#### **7-600 Detention Facilities**

The design of all detention ponds shall be based upon the hydrographs derived for each sub-catchment. To determine the storage required, the outflow curve shall be subtracted from the inflow curve. Other design methods are acceptable and may give a greater degree of accuracy depending upon the size of the sub-catchment. The outflow hydrograph shall not release a greater volume or have a higher peak flow than the pre-development hydrograph for the 2-year, 5-year, 10-year, 25-year, 50-year and 100-year storms using a five minute time interval. Only with the approval of the Local Government Engineer, developments with 100-year storm drainage systems capacity (via closed conduit or open channel) directly to the Caney River, or existing regional detention facilities, are not subject to detention requirements except for the fee-in-lieu as stipulated below.

At the option of the City of Bartlesville, the subdivider may pay a fee-in-lieu of providing all or part of the required

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 7. STORM WATER MANAGEMENT

on-site stormwater detention facilities if it is determined that existing downstream regional stormwater facilities are sufficient in size and capacity to accommodate the increased flow generated by the proposed development. This fee, as identified in Appendix C, shall be used by the City of Bartlesville for the specific purpose of constructing new or improving existing regional stormwater facilities.

All ponds shall be furnished with proper vegetation to prevent erosion of the soil.

- 1) Detention is required for all residential development of 10 acres or more and for all other developments of 2 acres or more. Peak release rates from the developments should not exceed the natural runoff that occurred before developments for all storms up to and including 100 year storm.
- 2) Residential development less than ten (10) acres and all other developments less than two (2) acres may also be required by the Local Government Engineer to have detention if the location of the developmental site with respect to the watershed and if its inherent flooding problems warrants it.
- 3) The detention storage requirements shall be that excess runoff generated due to urbanization resulting in less pervious areas and alteration of times of concentration due to storm sewerage of the area, overland flows on rights-of-way and alteration of the drainage patterns as a result of earth change, etc., for a 100 year frequency storm.
- 4) All calculations for detention facilities shall be submitted for review by the Local Government Engineer.
- 5) Floodplain areas and detention pond locations shall be identified at the preliminary plat stage to illustrate how these areas will be managed during and after construction.
- 6) Each facility shall incorporate methods to minimize erosion and other maintenance reducing designs.
- 7) Additional detention storage, in excess of the required storage for a drainage area, can be

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 7. STORM WATER MANAGEMENT

provided to satisfy the detention requirements for a tract of land downstream of the detention facility, providing the detention facility is constructed prior to the development of the downstream tract and upon approval by the Local Government Engineer.

- 8) If runoff has a natural tendency to drain in several directions for a given developmental tract of land where detention is required, then detention storage shall be provided for the biggest drainage area. Additional detention storage may be provided, at the same facility, to satisfy detention requirements for a separate drainage area on the same development, provided that:
  - a. The whole developmental tract of land is in the same watershed.
  - b. The smaller drainage area(s) that, has/have been compensated for does/do not, either singly or in combination, adversely impact the health, welfare and safety of the general public downstream.
- 9) If a tract of land being developed is located in more than one watershed, grading work to divert flows from one watershed to another will not be permitted and compensatory storage will not be permitted in one watershed grading work to divert flows from one watershed for that required in another.

#### 7-700 Improvements

- 7-701** Easements: All storm drainage facilities shall be built within the proper easements. Easements shall also be provided to permit access for maintenance of all storm water facilities.
- 7-702** Bridges and Culverts: All flow of water across continuous streets or alleys shall be through culverts or bridges and shall be designed using the requirements described in the previous sections.
- 7-703** Closed Storm Sewers: The closed storm sewer shall be designed using the requirements described in the previous sections.
- 7-704** Open Channels: Shall be designed for the 100-year

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 7. STORM WATER MANAGEMENT

storm event with a 6-hour duration. All buildings in the proposed subdivision shall be built above the 100-year flood level a distance of one foot. Sod slopes of improved channels shall have a maximum slope of 3 horizontal to 1 vertical. All open channels, including streets, shall be designed using the method described in previous sections.

**7-705** Fencing: No subdivision fences shall be constructed in, along or across surface drainageways.

**7-706** Inlets: Inlets shall be provided frequently enough so that the drainage system can flow to its design capacity with the following criteria:

- For lanes and places, water shall not exceed the top of curb of the street;
- For sub-collectors, water shall be intercepted so to allow one drive lane for the street;
- For collectors and arterials, water shall be intercepted to allow one drive lane per direction for the street.

The recommended distance between inlets should be 600 feet.

**7-707** Street Gutter: Street gutter shall be defined as the distance from the flowline to the crown of the street.

**7-708** All new commercial developments shall provide drainage facilities that conform to these regulations.

**7-709** The lot arrangement shall be such that there will be no foreseeable drainage problems. As a general rule, each lot should provide positive drainage to a street or approved drainage channel without crossing more than two consecutive lots.

#### **7-800 Summary of Required Supporting Material for Construction Plans**

**7-801** A drainage area map showing the topography and ridge lines for pre and post development. Hydrologic calculations shall correspond to this

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 7. STORM WATER MANAGEMENT

map.

- 7-802** Surface run-off flow patterns and minimum pad elevations shall be shown for all lots.
- 7-803** Calculations for storm water runoff, inlets, pipes, gutters, street right-of-ways and detention facilities shall be summarized on the applicable plan sheets or on standard 8-1/2" x 11" sheets. All calculations shall be sealed and signed by either a Registered Professional Engineer or Architect. Note: An Architect may certify drainage computations for site improvements less than ten (10) acres in size. Regional facilities, improvements to be dedicated to the City or developments larger than ten (10) acres shall be certified by a Registered Professional Engineer.
- 7-804** Hydraulic grade on the closed conduit system with outlet velocities.
- 7-805** Depth of flow for all channels (both unimproved and improved), ditches, streams, watercourses, etc.
- 7-806** All areas where erosion may be a problem shall be noted on the plans and improvements designed to minimize the disturbance.

The following information will be of great assistance in determining many of the required design values.

BARTLESVILLE SUBDIVISION REGULATIONS

SECTION 7. STORM WATER MANAGEMENT

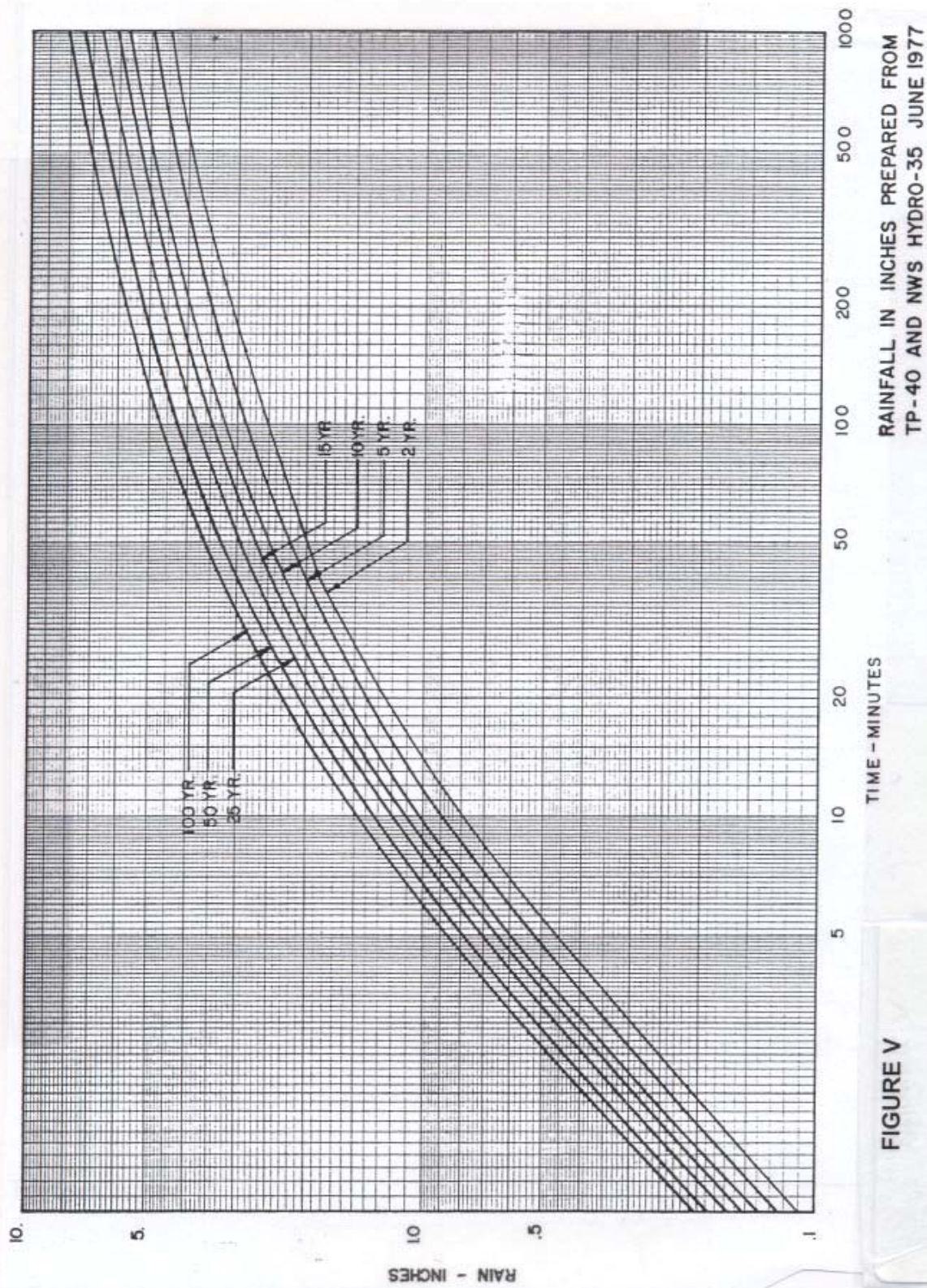


FIGURE V



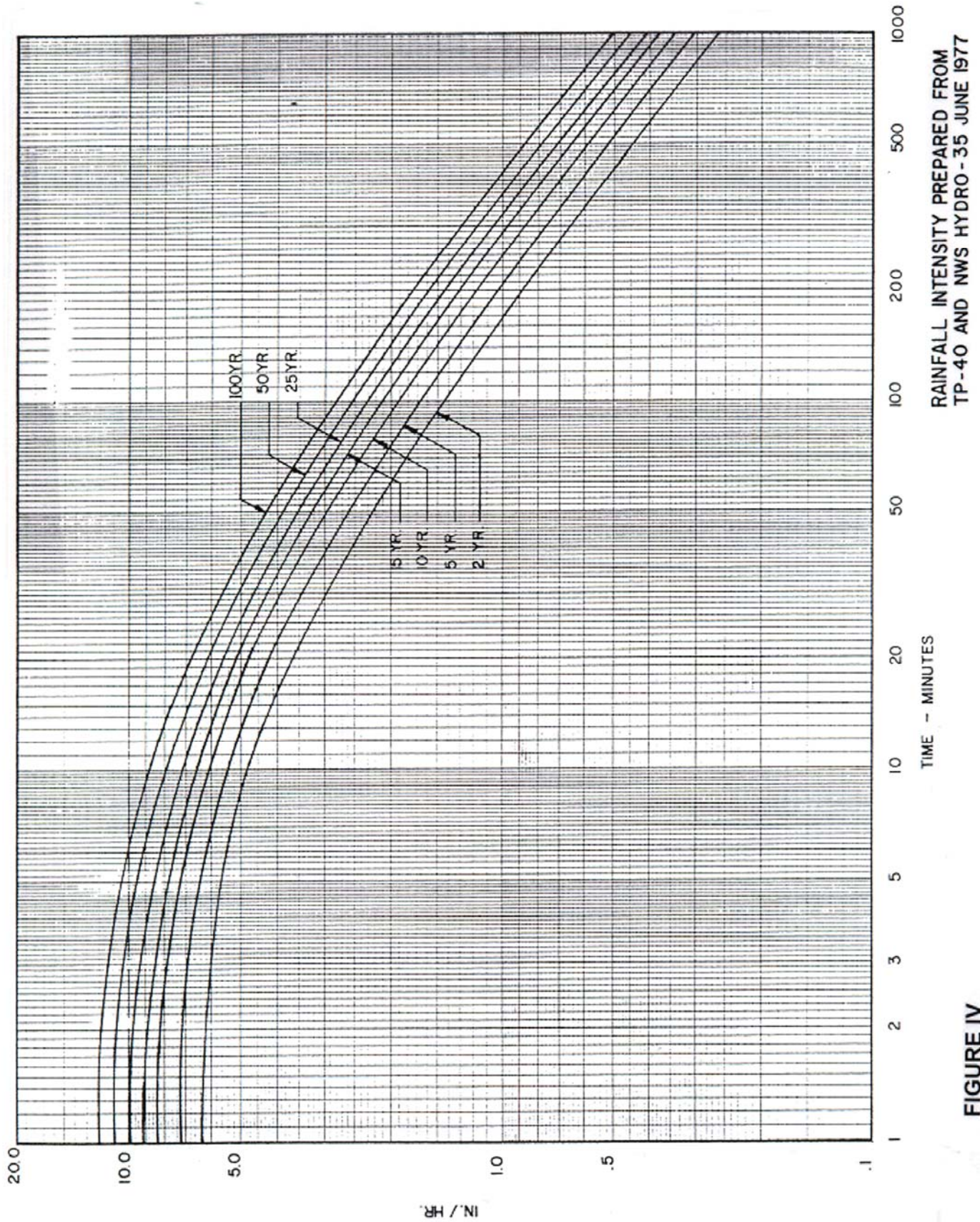
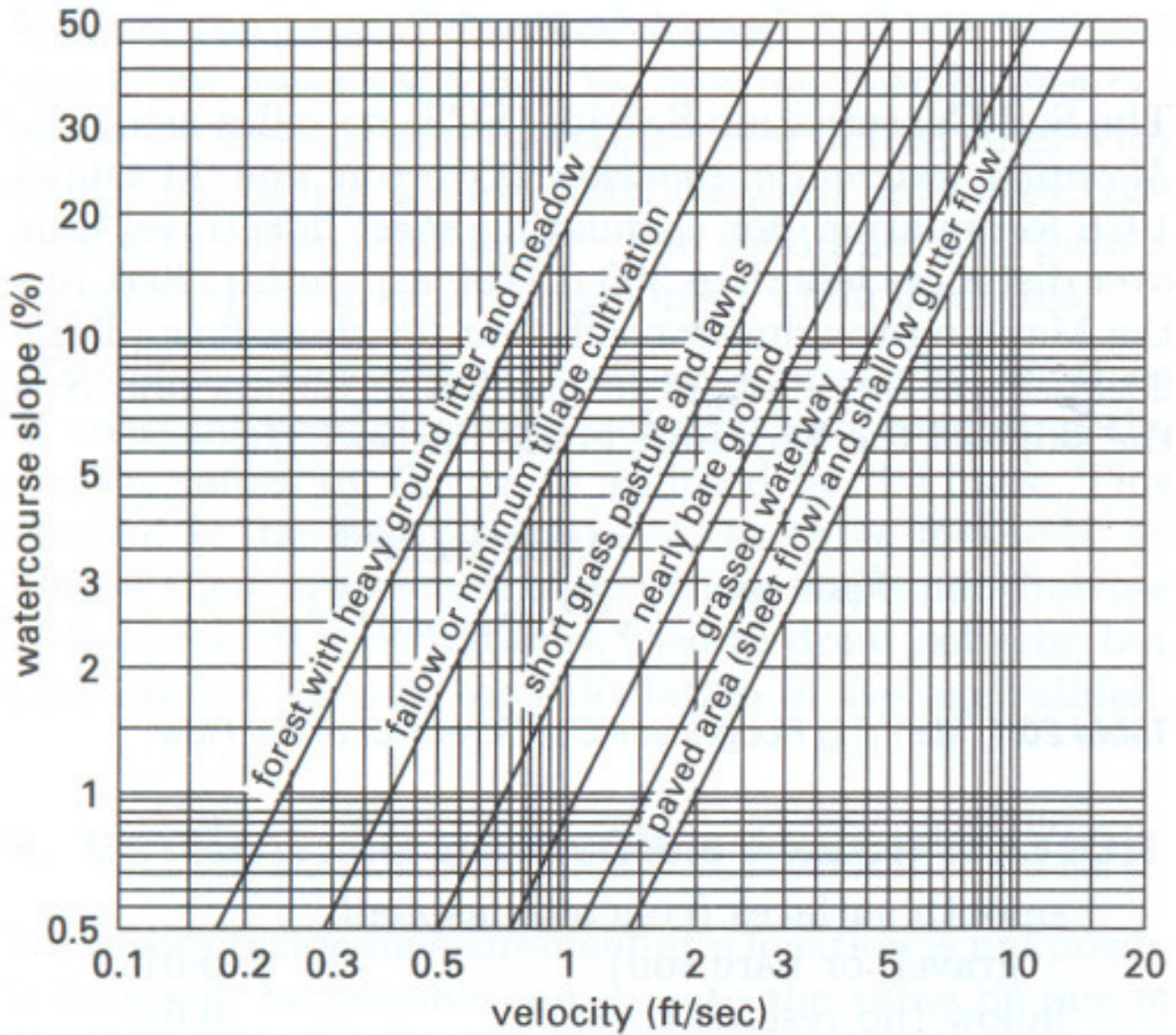


FIGURE IV



BARTLESVILLE SUBDIVISION REGULATIONS

SECTION 7. STORM WATER MANAGEMENT



AVERAGE VELOCITIES FOR  
ESTIMATING TRAVEL TIME  
FOR OVERLAND FLOW

FIGURE VI

BARTLESVILLE SUBDIVISION REGULATIONS

SECTION 7. STORM WATER MANAGEMENT

FIGURE VII.

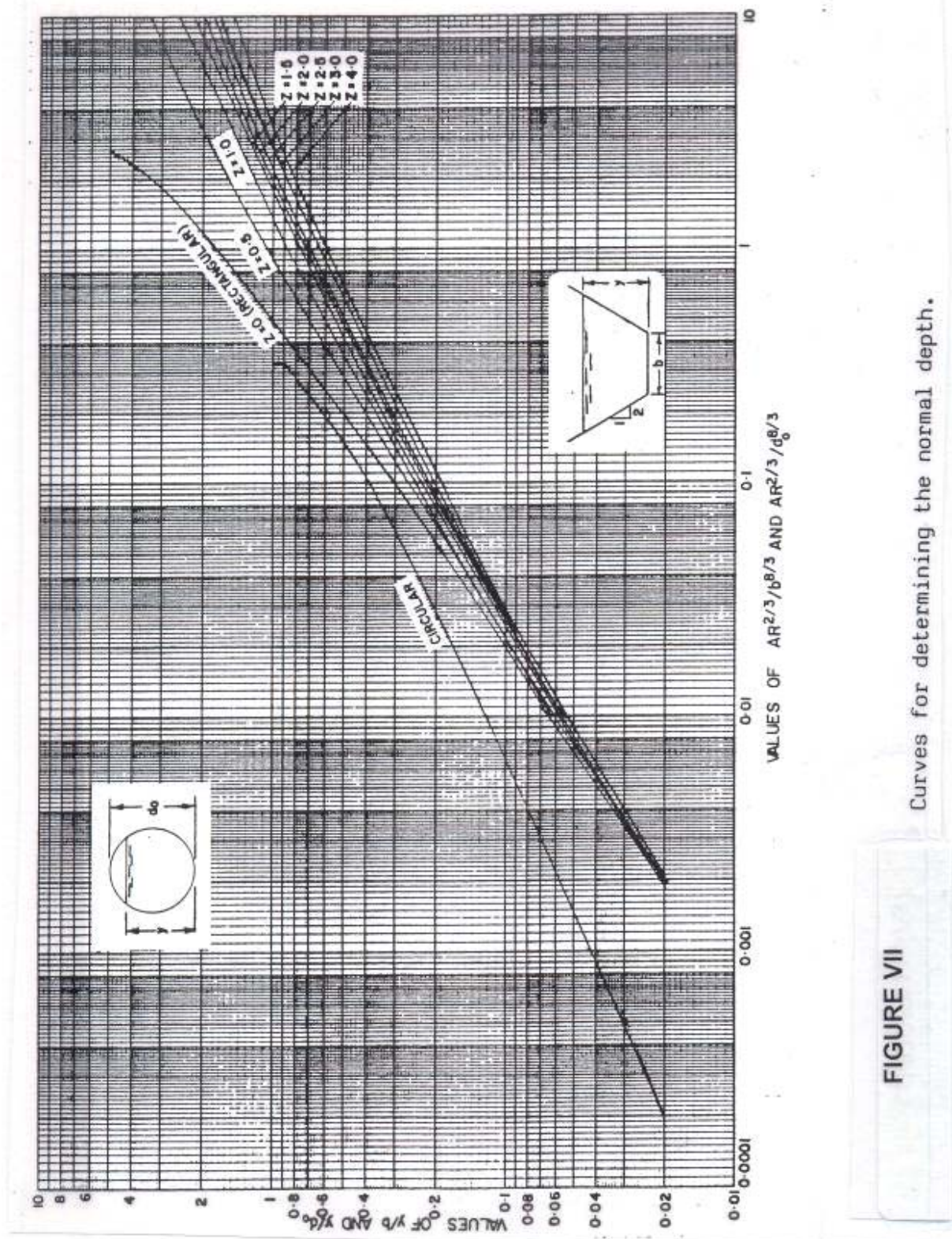


FIGURE VII

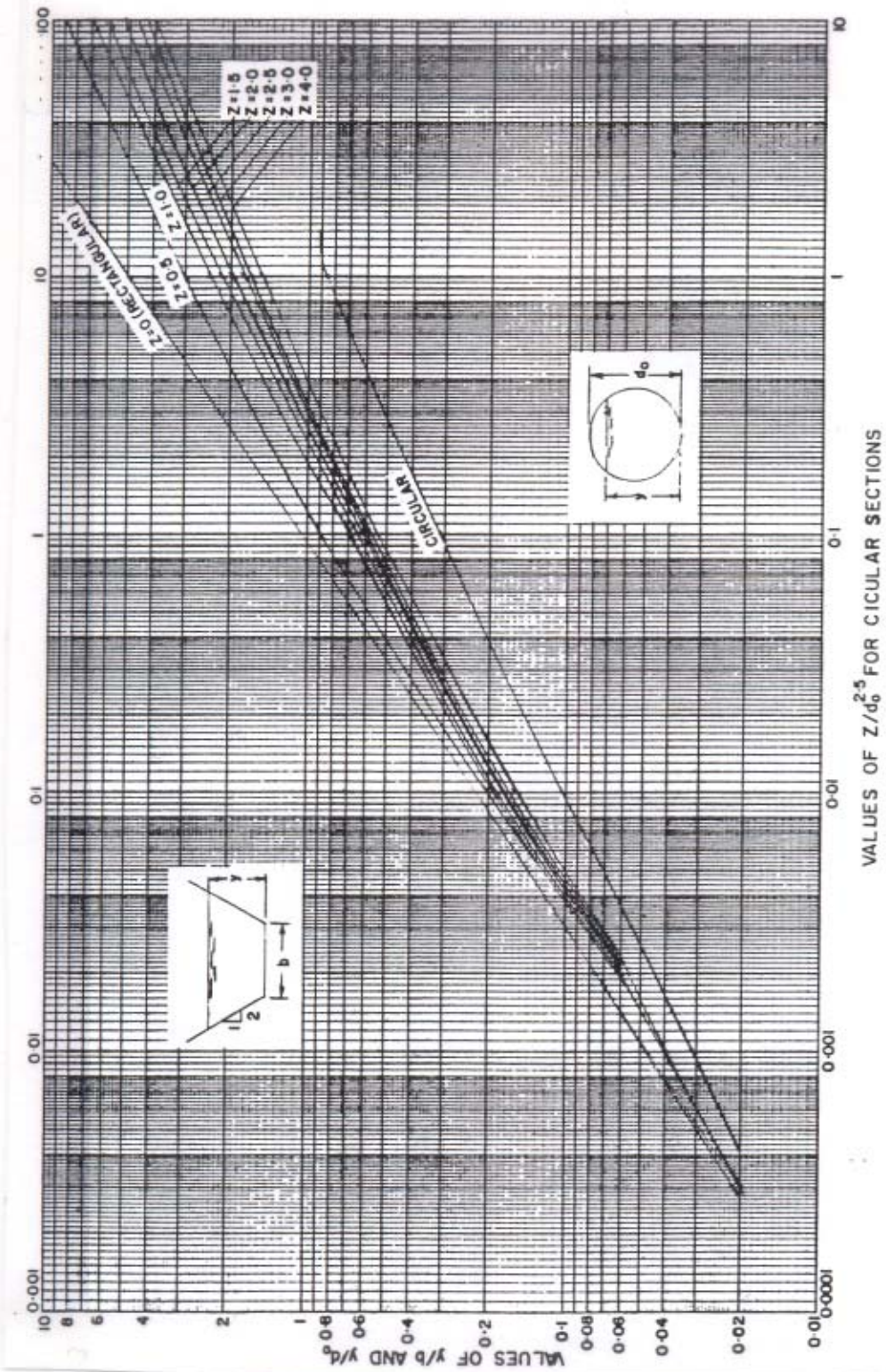
Curves for determining the normal depth.



BARTLESVILLE SUBDIVISION REGULATIONS

SECTION 7. STORM WATER MANAGEMENT

FIGURE VIII.



Curves for determining the critical depth.

FIGURE VIII

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 7. STORM WATER MANAGEMENT

#### 7-900 Vegetative Cover and Erosion/Sedimentation Control Measures for Drainage Improvements

- 1) All vegetative cover and erosion/sedimentation control measures required by this Section shall be completed either at the time the drainage improvements are installed, and prior to the acceptance of the improvements by the City of Bartlesville.
- 2) All vegetative cover and erosion/sedimentation control measures herein shall be constructed according to the specifications and requirements of the City of Bartlesville, and shall be shown typically in plan on drainage plans.
- 3) Soil erosion and sediment control measures are required for any regulated land disturbance activity as required by the Bartlesville Metropolitan Planning Area Zoning Regulations. Such regulations shall be applied on each lot as construction occurs.
- 4) All new developments of one (1) acre or more must incorporate a permanent measure for the control of water quality using a best management practice (BMP) in the design of the stormwater management facilities. Several BMP's that are acceptable include: grass filter strips, vegetated swales, detention basins, retention basins, infiltration basins, wetland basins, wetland channels, percolation trenches, and dry wells. Other systems may be used if approved by the Engineering Department.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 8. DEFINITIONS

#### 8-100 Usage

- 8-101** For the purpose of these regulations, certain numbers, abbreviations, terms and words used herein shall be used, interpreted and defined as set forth in this section.
- 8-102** Unless the context clearly indicates to the contrary, words used in the present tense include the future tense; words used in the plural number include the singular; the word "herein" means "in these regulations"; the word "regulations" means "these regulations."
- 8-103** A "person" includes a corporation, a partnership and an incorporated association of persons such as a club; "shall" is always mandatory; the "building" includes a "structure"; a "building" or "structure" includes any part thereof; "used" or "occupied" as applied to any land or building shall be construed to include the words "intended, arranged or designed to be used or occupied."

#### 8-200 Words and Terms Defined

Administrative Assistant to the Planning Commission. The person designated to administer these regulations and to assist administratively other Boards and Commissions.

Alley. A public or private right-of-way primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on some other street.

Applicant. The owner of land proposed to be subdivided or his representative. Consent shall be required from the legal owner of the premises.

Block. A tract of land bounded by streets, or by a combination of streets and public parks, cemeteries, railroad right-of-way, shorelines of waterways, or boundary lines of municipalities.

Bond. Any form of security including a cash deposit, surety bond, collateral, property, or instrument of credit in an amount and form satisfactory to the Governing Body. All bonds shall be approved by the Governing Body wherever a bond is required by these regulations.

Building. Any structure built for the support, shelter or enclosure of persons, animals, chattels, or movable property of any kind, includes any structure.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 8. DEFINITIONS

Capital Improvements Program. A proposed schedule of all future projects listed in order of construction priority together with cost estimates and the anticipated means of financing each project. All major projects requiring the expenditure of public funds, over and above the annual local government's operating expenses, for the purchase, construction or replacement of the physical assets for the community are included.

Central Water System. A private water company formed by a developer to serve a new community development in an outlying area. It includes water treatment and distribution facilities.

Central Sewerage System. A community sewer system including collection and treatment facilities established by the developer to serve a new subdivision in an outlying area.

Collector Roads. A road intended to move traffic from local roads to secondary arterials. A collector road serves a neighborhood or larger subdivision and should be designed so that no residential properties face onto it.

Comprehensive Land Use Plan. A general plan for development of the local government, prepared and adopted by the Planning Commission, pursuant to the State law, and including any part of such plan separately adopted and any amendment to such plan, or parts thereof.

Construction Plan. The maps or drawings accompanying a preliminary subdivision plat and showing the specific location and design of improvements to be installed in the subdivision in accordance with the requirements of the Planning Commission as a condition to the approval of the plat.

Cul-de-sac. A local street with only one outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement.

Developer. The owner of land proposed to be subdivider or his representative. Consent shall be required from the legal owner of the premises.

Easement. Authorization by a property owner for the use by another, and for a specified purpose, of any designated part of his property.

Escrow. A deposit of cash with the local government in lieu of an amount required and still in force on a performance or maintenance bond. Such escrow funds shall be deposited by the Building and Zoning Inspector in a separate account.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 8. DEFINITIONS

Final Plat. The map or plan of a subdivision which is to be filed in the office of the County Clerk.

Frontage. That side of a lot abutting on a street or way and ordinarily regarded as the front of the lot, but it shall not be considered as the ordinary side of a corner lot.

Frontage Street. Any street to be constructed by the developer or any existing street in which development shall take place on both sides.

Governing Body. The body of the local government having the power to adopt ordinances.

Governmental Attorney. The licensed attorney designated by the Governing Body to furnish legal assistance for the administration of these regulations.

Grade. The slope of a road, street or other public way, specified in percentage (%) terms.

Health Department and Health Officer. The agency and person designated by the Governing Body to administer the health regulations of the local government.

Highway, Limited Access. A freeway or expressway providing a trafficway for through traffic, in respect to which owners or occupants of abutting property on lands and other persons have no legal right to access to or from the same, except at such points and in such manner as may be determined by the public authority having jurisdiction over such trafficway.

Improvements. See Lot Improvements or Public Improvements.

Individual Sewage Disposal System. A septic tank, seepage tile sewage disposal system, or any other approved sewage treatment device.

Joint Ownership. Joint ownership among persons shall be construed as the same owner; "Constructive ownership" for the purpose of imposing subdivision regulations.

Local Government. For the purpose of these regulations, the Bartlesville City Commission or Washington County Board of Commissions authorized by law to enforce subdivision regulations.

Local Government Attorney. See Governmental Attorney.

Local Government Engineer. The licensed engineer designated by the Governing Body to furnish engineering assistance for the administration of these regulations.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 8. DEFINITIONS

Local Road. A road intended to provide access to other roads from individual properties and to provide right-of-way beneath it for sewer, water and storm drainage pipes. Includes cul-de-sac, lane and place.

Lot. A tract, plot or portion of a subdivision or other parcel of land intended as a unit for the purpose, whether immediate or future, of transfer of ownership or for building development.

Lot, Corner. A lot situated at the intersection of two (2) streets, the interior angle of such intersection not exceeding one hundred thirty-five (135) degrees.

Lot Improvement. Any building, structure, place, work of art or other object, or improvement of the land on which they are situated constituting a physical betterment of real property, or any part of such betterment. Certain lot improvements shall be properly bonded as provided in these regulations.

Major Subdivision. All subdivision not classified as minor subdivisions, including but not limited to subdivisions of five (5) or more lots, or any size subdivision requiring any new street or extension of the local governmental facilities, or the creation of any public improvements.

Minor Subdivision. Any subdivision containing not more than four (4) lots and fronting on an existing street, not involving any new street or road, or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the Comprehensive Plan, Official Map, Zoning Ordinance, or these regulations.

Model Home. A dwelling unit used initially for display purposes, which typifies the type of units that will be constructed in the subdivision. Such dwelling units may be erected, at the discretion of the Planning Commission, by permitting a portion of a major subdivision involving no more than two (2) lots to be created according to the procedures for minor subdivisions.

Municipality. See Local Government.

Neighborhood Park and Recreation Improvement Fund. A special fund established by the Governing Body to retain monies contributed by developers in accordance with the "money in lieu of land" provisions of these regulations within reasonable proximity of the land to be subdivided so as to be of local use to the future residents of the subdivision.



## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 8. DEFINITIONS

Nonresidential Subdivision. A subdivision whose intended use is other than residential, such as commercial or industrial. Such subdivisions shall comply with the applicable provisions of these regulations.

Off-Site. Any premises not located within the area of the property to be subdivided, whether or not in the same ownership of the applicant for subdivision approval.

Official Map. The map established by the Governing Body pursuant to law showing the streets, highways and parks, and drainage systems and setback lines theretofore laid out, adopted and established by law, and any amendments or additions thereto adopted by the Governing Body of additions thereto resulting from the approval of subdivision plats by the Planning Commission and the subsequent filing of such approved plats.

Ordinance. Any legislative action, however denominated, of a local government which has the force of law, including any amendment or repeal of any ordinance.

Owner. Any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having legal title to or sufficient proprietary interest in the land sought to be subdivided under these regulations.

Perimeter Street. Any existing street to which the parcel of land to be subdivided abuts on only one (1) side.

Planning Commission. The local government's Planning Commission established in accordance with law.

Plats Review Committee. A board established by these regulations to provide technical services to the Planning Commission in the administration of these regulations.

Preliminary Plat. The preliminary drawing or drawings, described in these regulations, indicating the proposed manner or layout of the subdivision to be submitted to the Planning Commission for approval.

Primary Arterial. A road intended to move through traffic to and from such major attractors as central business districts, regional shopping centers, colleges and/or universities, military installations, major industrial areas, and similar traffic generators within the governmental unit; and/or as a route for traffic between communities or large areas.

Public Improvement. Any drainage ditch, roadway, parkway, sidewalk, pedestrianway, tree, lawn, off-street parking area, lot improvement or other facility for which the local government may ultimately assume the responsibility for

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 8. DEFINITIONS

maintenance and operation, or which may affect an improvement for which local government responsibility is established. All such improvements shall be properly bonded.

Registered Engineer. An engineer properly licensed and registered in the State of Oklahoma.

Registered Land Surveyor. A land surveyor properly licensed and registered in the State of Oklahoma.

Resubdivision. A change in a map of an approved or recorded subdivision plat if such change affects any street layout on such map or area reserved thereon for public use, or any lot line; or if it affects any map or plan legally recorded prior to the adoption of any regulations controlling subdivision.

Right-of-Way. A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, shade trees, or for another special use. The usage of the term "right-of-way" hereinafter established and shown on a final plat is to be separated and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels. Rights-of-way intended for streets, crosswalks, water mains, sanitary sewers, storm drains, shade trees, or other use involving maintenance by a public agency shall be dedicated to public use by the maker of the plat on which such right-of-way is established.

Roads, Classification. For the purpose of providing for the development of the streets, highways, roads and rights-of-way in the governmental unit, and for their future improvement, reconstruction, realignment and necessary widening, including provision for curbs and sidewalks, each existing street, highway, road and right-of-way, and those located on approved and filed plats, have been designated on the Official Map of the local government and classified therein. The classification of each street, highway, road and right-of-way is based upon its location in the respective zoning districts of the local government and its present and estimated future traffic volume and its relative importance and function as specified in the Master Plan of the local government. The required improvements shall be measured as set forth for each street classification on the Official Map.

Road, Dead-End. A road or portion of a street with only one (1) vehicular traffic outlet.

Road Right-of-Way Width. The distance between property lines measured at right angles to the center line of the street.

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 8. DEFINITIONS

Sale or Lease. Any immediate or future transfer of ownership, or any possessory interest in land, including contract of sale, lease, devise, interstate succession, or transfer of an interest in a subdivision or part thereof, whether by metes and bounds, deed, contract, plat, map, lease, devise, interstate succession, or other written instrument.

Secondary Arterial. A road intended to collect and distribute traffic in a manner similar to primary arterials, except that these roads service minor traffic generating areas such as community-commercial areas, primary and secondary educational facilities, hospitals, major recreational areas, churches, and offices, and/or designed to carry traffic from collector streets to the system of primary arterials.

Setback. The distance a building and the street line nearby thereto.

Screening. Either (a) a strip of at least ten (10) feet wide, densely planted (or having equivalent natural growth) with shrubs or trees at least four (4) feet high at the time of planting, of a type that will form a year-round dense screen at least six (6) feet high; or (b) an opaque wall or barrier or uniformly painted fence at least six (6) feet high.

Either (a) or (b) shall be maintained in good condition at all times and may have no signs affixed to or hung in relation to the outside thereof except the following: for each entrance, one (1) directional arrow with the name of the establishment with "For Patrons Only" or like limitation, for over two (2) square feet in area, which shall be nonilluminated. Where required in the Zoning Regulations, a screen shall be installed along or within the lines of a plant as a protection to adjoining or nearby properties.

Sketch Plat. A sketch preparatory to the preparation of the preliminary plat (or subdivision plat in the case of minor subdivisions) to enable the subdivider to save time and expense in reaching general agreement with the Planning Commission as to the form of the plat and the objectives of these regulations.

Street. See Road.

Subdivider. Any person who (1), having an interest in land, causes it, directly or indirectly, to be divided into a subdivision or who (2), directly or indirectly, sells, leases or develops, or offers to sell, lease or develop, or advertises for sale, lease or development, any interest, lot, parcel, site, unit or plat in a subdivision, or, who (3)

## BARTLESVILLE SUBDIVISION REGULATIONS

### SECTION 8. DEFINITIONS

engages directly or through an agent in the business of selling, leasing, developing or offering for sale, lease or development of a subdivision, and/or any interest, lot, parcel, site, unit or plat in a subdivision, and who (4) is directly or indirectly controlled by, or under direct, or indirect common control with any of the foregoing.

Subdivision. Any land, vacant or improved, which is divided or proposed to be divided into two (2) or more lots, parcels, sites, units, plots or interests for the purpose of offer, sale, lease or development, either on the installment plan or upon any and all other plans, terms and conditions, including resubdivision. Subdivision includes the division or development of residential and nonresidential zoned land, whether by deed, metes and bounds description, devise, intestacy, lease, map, plat or other recorded instrument.

Subdivision Agent. Any person who represents, or acts for or on behalf of a subdivider or developer in selling, leasing or developing, or offering to sell, lease or develop any interest, lot, parcel, unit, site or plat in a subdivision, except an attorney-at-law whose representation of another person consists solely of rendering legal services.

Subdivision Plat. The final map or drawing, described in these regulations, on which the subdivider's plan of subdivision is presented to the Planning Commission for approval and which, if approved, may be submitted to the County Clerk or Recorder of Deeds for filing.

Temporary Improvement. Improvements built and maintained by a subdivider during construction of the subdivision and prior to release of the performance bond.

Trafficway Plan. Part of the Comprehensive Land Use Plan which identifies the street system, existing and future, for the Bartlesville city limits.

## APPENDIX A

### FORMS FOR SUBDIVISION APPROVAL PROCEDURES

The following forms are keyed to the Subdivision Regulations, and are intended as a guide for the applicant and staff in processing a subdivision plat.

- Form 1. Application for Sketch Plan Approval
- Form 2. Sketch Plan Checklist
- Form 3. Application for Preliminary Plat Approval
- Form 4. Preliminary Plat Checklist
- Form 5. Application for Final Plat Approval
- Form 6. Checklist for Filing of Final Subdivision Plat
- Form 7. Performance Bond
- Form 8. Letter of Credit
- Form 9. Escrow Account



# Community Development Department

..... PRESERVING THE PAST; PLANNING THE FUTURE

## ***APPLICATION FOR SKETCH PLAN APPROVAL***

Case No.: \_\_\_\_\_

Date \_\_\_\_\_

Received: \_\_\_\_\_

MAPC Hearing Date: \_\_\_\_\_

City Council or County

Commissioners Hearing

Date: \_\_\_\_\_

1. Name of Subdivision \_\_\_\_\_

2. Name of Applicant \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

3. Name of Local Agent \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

4. Owner of Record \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

***\*If corporation, include name and address of director or president.***

5. Engineer \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

6. Land Surveyor \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

7. Attorney \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
8. Subdivision Location: on the \_\_\_\_\_ side of \_\_\_\_\_  
\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(Direction) (Street)
9. Address and Legal Description and/or General Location and Legal  
Description of all land proposed to be subdivided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Total acreage \_\_\_\_\_ Zoning District \_\_\_\_\_ Number of Lots \_\_\_\_\_
11. Has a Board of Adjustment granted any variance, exception or special  
permit concerning this property? If so, give date and describe  
nature of variance.  
\_\_\_\_\_  
\_\_\_\_\_
12. Is any variance from the Subdivision Regulations requested? If so,  
describe: \_\_\_\_\_  
\_\_\_\_\_
13. Proposed Classification of Subdivision \_\_\_\_\_  
(Major or Minor)
14. Does the application involve a Planned Unit Development? If so,  
describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. List all contiguous holdings in the same ownership (as defined in  
the Subdivision Regulations).  
Section \_\_\_\_\_ Lot(s) \_\_\_\_\_

**ADDITIONAL REQUIRED ITEMS:**

1. Seven (7) copies of Sketch Plan; attach three (3) copies of Sketch Plan no larger than 11" x 14" in size for reproduction purposes.
2. Attach required \$50.00 base fee plus \$2.50 per acre.

I, \_\_\_\_\_, hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Signature of Property Owner if Different Than Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



**FORM 2. SKETCH PLAN CHECKLIST  
(For Local Government Use Only)**

Subdivision\_\_\_\_\_

- \_\_\_\_\_ 1. Two copies of application.
- \_\_\_\_\_ 2. Received check for \$\_\_\_\_\_ (\$50.00 base + \$2.50 per acre)
- \_\_\_\_\_ 3. Seven copies of plat (at sale of 1"=100' or less) showing the following information:
- \_\_\_\_\_ 4. Legal Description (Lot, Section, Township, City, Village, County)
- \_\_\_\_\_ 5. Name of Proposed Subdivision
- \_\_\_\_\_ 6. Graphic Scale
- \_\_\_\_\_ 7. North Arrow
- \_\_\_\_\_ 8. Date
- \_\_\_\_\_ 9. Property Owner's Name and Address
- \_\_\_\_\_ 10. Covenants, Liens and Encumbrances
- \_\_\_\_\_ 11. Conveyance (Book and Page) to Owner
- \_\_\_\_\_ 12. Name and address of licensed professional engineer, surveyor preparing the Sketch Plan, attorney.
- \_\_\_\_\_ 13. Location of Property Lines
- \_\_\_\_\_ 14. Existing Easements
- \_\_\_\_\_ 15. Burial Grounds
- \_\_\_\_\_ 16. Railroad Rights-of-Way
- \_\_\_\_\_ 17. Water Courses
- \_\_\_\_\_ 18. Existing Wooded Areas
- \_\_\_\_\_ 19. Existing oil or gas wells, tank batteries and related appurtenances.
- \_\_\_\_\_ 20. Location, width and names of all existing or platted streets or other public ways within or immediately adjacent to tract.
- \_\_\_\_\_ 21. Location, sizes, elevations and slopes of existing sewers, water mains, culverts, and other underground structures within the tract and immediately adjacent thereto.
- \_\_\_\_\_ 22. Existing permanent buildings.

- \_\_\_\_\_ 23. Utility pole on or immediately adjacent to the site and utility right-of-way.
- \_\_\_\_\_ 24. Approximate topography, at the same scale as the Sketch Plan.
- \_\_\_\_\_ 25. The approximate location and widths of proposed streets.
- \_\_\_\_\_ 26. Preliminary proposals for connection with existing water supply and sanitary sewerage systems, preliminary provisions for collecting and discharging surface water drainage.
- \_\_\_\_\_ 27. The approximate location, dimensions and areas of all proposed or existing lots.
- \_\_\_\_\_ 28. The approximate location, dimensions and areas of all parcels of land proposed to be set aside for park or playground use or other public use or for the use of property owners in the proposed subdivision.
- \_\_\_\_\_ 29. Whenever the Sketch Plan covers only apart of an applicant's contiguous holdings, the applicant shall submit, at the scale of not more than two hundred feet (200') to the inch, a sketch in pen or pencil of the proposed subdivision area, together with its proposed street systems and an indication of the probable future street and drainage system for he remaining portion of the tract.
- \_\_\_\_\_ 30. A vicinity map showing streets and other general development of the surrounding area at a minimum scale of 1" = 2000'; the Sketch Plan shall show all school and improvement district lines and zoning district lines with the zones property designated.
- \_\_\_\_\_ 31. Has the applicant or agent discussed plat with Administrative Assistant to the Planning Commission prior to filing?

Date of Conference \_\_\_\_\_

With Whom \_\_\_\_\_

\_\_\_\_\_ 32. Submitted to Plat Review Committee on \_\_\_\_\_

\_\_\_\_\_ 33. Referred to the following officials, agencies and municipalities:

Official, Agency or Local Government	Dates
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_ 34. Reports (or Protests) from Officials, Agencies and Local Governments received:

Official, Agency or Local Government

Dates

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 35. Date Sketch Plan referred to Planning Commission \_\_\_\_\_

\_\_\_\_\_ 36. Date of Planning Commission Field Trip \_\_\_\_\_

\_\_\_\_\_ 37. Date of Planning Commission Meeting on Sketch Plan \_\_\_\_\_

\_\_\_\_\_ 38. Date of Approval of Sketch Plan \_\_\_\_\_

\_\_\_\_\_ 39. Conditions and Remarks by Planning Commission \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 40. Action by Governing Body \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 41. Applicant Notified of Action by Governing Body \_\_\_\_\_



# Community Development Department

.... PRESERVING THE PAST; PLANNING THE FUTURE

## APPLICATION FOR PRELIMINARY PLAT APPROVAL

Case No.: \_\_\_\_\_

Date Received: \_\_\_\_\_

MAPC Hearing Date: \_\_\_\_\_

1. Name of Subdivision \_\_\_\_\_
2. Name of Applicant \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
3. Name of Local Agent \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
4. Owner of Record \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
- \*If corporation, include name and address of director or president.***
5. Engineer \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
6. Land Surveyor \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
7. Attorney \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

8. Subdivision Location: on the \_\_\_\_\_ side of \_\_\_\_\_  
\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(Direction) (Street)
9. Address and Legal Description and/or General Location and Legal Description of all land proposed to be subdivided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Total acreage \_\_\_\_\_ Zoning District \_\_\_\_\_ Number of Lots \_\_\_\_\_
11. Has a Board of Adjustment granted any variance, exception or special permit concerning this property? If so, give date and describe nature of variance.  
\_\_\_\_\_  
\_\_\_\_\_
12. Date of Sketch Plan Approval:  
\_\_\_\_\_
13. Have any changes been made since this plat was last reviewed? If so, describe:  
\_\_\_\_\_  
\_\_\_\_\_
14. List all contiguous holdings in the same ownership (as defined in the Subdivision Regulations).  
Section \_\_\_\_\_ Lot(s) \_\_\_\_\_

**ADDITIONAL REQUIRED ITEMS:**

1. Ten (10) copies of Proposed Preliminary Plat; attach three (3) copies of Proposed Preliminary Plat no larger than 11" x 14" in size for reproduction purposes.
2. Attach three (3) copies of construction plans.
3. Attach required \$50.00 base fee plus \$2.00 per lot for lots 1-50 plus \$1.00 per lot for lots 51+.

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, stockholders of each corporation owning more than five percent (5) of any class of stock must be attached.

I, \_\_\_\_\_, hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Signature of Property Owner If Different From Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**FORM 4. PRELIMINARY PLAT CHECKLIST**

Subdivision \_\_\_\_\_

- \_\_\_\_\_ 1. Two copies of application.
- \_\_\_\_\_ 2. Received check for \$\_\_\_\_\_ (\_\_\_\_\_ lots at \$\_\_\_\_\_)
- \_\_\_\_\_ 3. Ten copies of plat (at a scale of not more than 1" = 100').
- \_\_\_\_\_ 4. Location of property with respect to surrounding property and streets.
- \_\_\_\_\_ 5. Names of adjoining property owners, or names of adjoining developers.
- \_\_\_\_\_ 6. Names of adjoining streets.
- \_\_\_\_\_ 7. Location and dimensions of all boundary lines of the property in fee and hundredths of a foot.
- \_\_\_\_\_ 8. Location of existing streets.
- \_\_\_\_\_ 9. Location of existing easements.
- \_\_\_\_\_ 10. Location of existing water bodies, streams and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, bridges, etc.
- \_\_\_\_\_ 11. Locations, dimensions and areas of all proposed or existing lots.
- \_\_\_\_\_ 12. Location and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
- \_\_\_\_\_ 13. Date of plat.
- \_\_\_\_\_ 14. Approximate true north point.
- \_\_\_\_\_ 15. Scale of plat.
- \_\_\_\_\_ 16. Title of subdivision
- \_\_\_\_\_ 17. Date from which the location, bearings and length of all lines can be determined and reproduced on the ground.
- \_\_\_\_\_ 18. Location of all proposed monuments.
- \_\_\_\_\_ 19. Names of new streets as approved by the Planning Commission.
- \_\_\_\_\_ 20. Indication of the use of any lot and all uses other than residential.
- \_\_\_\_\_ 21. Blocks consecutively numbered or lettered.

- \_\_\_\_\_ 22. Lots consecutively numbered.
- \_\_\_\_\_ 23. Explanation of drainage easements.
- \_\_\_\_\_ 24. Explanation of site easements.
- \_\_\_\_\_ 25. Explanation of reservations.
- \_\_\_\_\_ 26. All information shown on Sketch Plat.
- \_\_\_\_\_ 27. Endorsement of owner.
- \_\_\_\_\_ 28. Construction plans (at a scale of not more than 1" = 50').
  - \_\_\_\_\_ A. Profiles showing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the center line of the intersection shall be shown.
  - \_\_\_\_\_ B. Approximate radii of all curves, lengths of tangents and center angles of all streets.
  - \_\_\_\_\_ C. If required, where steep slopes exist, cross-section of all proposed streets at one-hundred-foot stations shown at five (5) points as follows: On a line at right angles to the center line of the street, inside each property line.
  - \_\_\_\_\_ D. Plans and profiles showing the locations and typical cross-section of street pavements including curbs and gutters, sidewalks, drainage easements, servitudes, rights-of-way, manholes and catch basins.
  - \_\_\_\_\_ E. Location of street lighting standards.
  - \_\_\_\_\_ F. Location of street signs.
  - \_\_\_\_\_ G. Location, size and invert elevations of existing and proposed sanitary sewers, storm water drains and fire hydrants, showing connection to any existing and proposed utility systems.
  - \_\_\_\_\_ H. Location and size of all water, gas or other underground utilities or structures.
  - \_\_\_\_\_ I. Location, size, elevation and other appropriate description of any existing facilities or utilities including, but not limited to existing streets, sewers, drains, water mains, easements, water bodies, streams and other pertinent features such as swamps, railroads, buildings, features noted on the Official Map or Comprehensive Land Use Plan.



- \_\_\_\_\_ J. Water elevations of adjoining lakes or streams at date of survey and approximate high and low water elevations referred to in the U.S.G.S. datum plane.
- \_\_\_\_\_ K. If the subdivision borders a lake, river or stream, the distances and bearings of a meander line established not less than twenty (20) feet back from the ordinary high water mark of such waterways.
- \_\_\_\_\_ L. Topography at the same scale as Sketch Plan with contour intervals of two (2) feet.
- \_\_\_\_\_ M. Other specifications and references required by the local government construction standards and specifications, including a site-grading plan for the entire subdivision.
- \_\_\_\_\_ N. Title, name, address and signatures of professional engineer and surveyor.
- \_\_\_\_\_ O. Date, including revision dates.
- \_\_\_\_\_ P. Notation of approval.



# Community Development Department



..... PRESERVING THE PAST; PLANNING THE FUTURE

## ***APPLICATION FOR FINAL PLAT APPROVAL***

Case No.: \_\_\_\_\_

Date \_\_\_\_\_

Received: \_\_\_\_\_

MAPC Hearing Date: \_\_\_\_\_

City Council or County \_\_\_\_\_

Commissioners Hearing Date: \_\_\_\_\_

1. Name of Subdivision \_\_\_\_\_

2. Name of Applicant \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

3. Name of Local Agent \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

4. Owner of Record \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

***\*If corporation, include name and address of director or president.***

5. Engineer \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

6. Land Surveyor \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

7. Attorney \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
8. Subdivision Location: on the \_\_\_\_\_ side of \_\_\_\_\_  
(Street)  
\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(Direction) (Street)
9. Address and Legal Description and/or General Location and Legal  
Description of all land proposed to be subdivided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Total acreage \_\_\_\_\_ Zoning District \_\_\_\_\_ Number of Lots \_\_\_\_\_
11. Has a Board of Adjustment granted any variance, exception or special  
permit concerning this property? If so, give date and describe  
nature of variance.  
\_\_\_\_\_  
\_\_\_\_\_
12. Date of Sketch Plan Approval: \_\_\_\_\_
13. Date of Preliminary Plat Approval: \_\_\_\_\_
14. Have any changes been made since this plat was last reviewed? If  
so, describe:  
\_\_\_\_\_  
\_\_\_\_\_
15. List all contiguous holdings in the same ownership (as defined in  
the Subdivision Regulations).  
Section \_\_\_\_\_ Lot(s) \_\_\_\_\_

**ADDITIONAL REQUIRED ITEMS:**

1. Ten (10) copies of Final Plat; attach three (3) copies of Final Plat no larger than 11" x 14" in size for reproduction purposes.
2. Attach required \$50.00 base fee plus \$1.00 per lot for lots 1-50 plus \$0.50 per lot for lots 51+.

I, \_\_\_\_\_, hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Signature of Property Owner If Different From Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**FORM 6. CHECKLIST FOR FILING OF FINAL SUBDIVISION PLAT**

Plat Name \_\_\_\_\_ Major \_\_\_\_\_  
 \_\_\_\_\_ Minor \_\_\_\_\_  
 Location \_\_\_\_\_  
 Owner \_\_\_\_\_  
 \_\_\_\_\_

1. Date of Final Approval \_\_\_\_\_  
 Date() of Reapproval \_\_\_\_\_

## 2. Performance Guarantees

Type of Guarantee	Amount
Streets _____	_____
Sewer _____	_____
Water _____	_____
Drainage _____	_____
Sidewalks _____	_____
Other _____	_____

## 3. Fee: (To Planning Board)

A. Filing Fee \_\_\_\_\_  
 B. Three percent (3%) Inspection Fee \_\_\_\_\_  
 C. Park Land Fee (\$500.00 per platted acre or part thereof) \_\_\_\_\_  
 D. Street Signs \_\_\_\_\_  
 E. Other \_\_\_\_\_  
 F. Other \_\_\_\_\_

## 4. Linen:

Received \_\_\_\_\_

Checked:

- \_\_\_\_\_ a. Signature Block
- \_\_\_\_\_ b. Owner's Signature
- \_\_\_\_\_ c. Tax Lot Designations
- \_\_\_\_\_ d. Seal(s)
- \_\_\_\_\_ e. \_\_\_\_\_
- \_\_\_\_\_ f. \_\_\_\_\_
- \_\_\_\_\_ g. \_\_\_\_\_
- \_\_\_\_\_ h. \_\_\_\_\_

5. Instruments necessary for public improvements (Checked by Local Government Engineer)

A. Off-Site (Easements, Servitudes, Agreements, Deeds)

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

B. Streets

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

C. Road Widening (City, County, Town, State, Village)

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

D. On-Site Drainage (Easements)

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

E. Sewer Line (Easements)

(1) \_\_\_\_\_

(2) \_\_\_\_\_

F. Reserved Lands

(1) \_\_\_\_\_

(2) \_\_\_\_\_

G. Other Right-of-Way

(1) \_\_\_\_\_

(2) \_\_\_\_\_

H. Conformity to Engineering Report

\_\_\_\_\_

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_, as  
Principal, and \_\_\_\_\_, as Surety, are held and firmly  
bound unto the City of Bartlesville, County of Washington and State of Oklahoma,  
in the sum of \_\_\_\_\_Dollars (\$\_\_\_\_\_) lawful money of the  
United States, for payment of which will and truly be made, we bind ourselves,  
our heirs, executors, successors and assigns jointly and severally, firmly by  
these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, said Principal will make the following improvements. All  
improvements and other work as set forth to be done and performed in accordance  
with the plans, specifications and provisions as determined by the City of  
Bartlesville for the development and improvements in:

\_\_\_\_\_  
(Name of Subdivision)

Plat located in Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_,  
Washington County, Oklahoma.

WHEREFORE, the Principal \_\_\_\_\_ shall perform the  
following obligations and conditions:

- |                          |         |
|--------------------------|---------|
| 1. Streets and Curbs     | \$_____ |
| 2. Water Lines           | \$_____ |
| 3. Sewer Lines           | \$_____ |
| 4. Drainage Improvements | \$_____ |
| 5. Sidewalks             | \$_____ |
| 6. Other                 | \$_____ |



which obligations and each of them shall be performed on or before \_\_\_\_\_, 20\_\_\_\_ and all of which shall be performed and accomplished in accordance with presently established standards and specifications of the City of Bartlesville.

THEREFORE, if the Principal shall fully and faithfully perform all the work specified to be done and performed within the time prescribed, and in accordance with the plans, specifications and provisions to which reference is hereto made, then this obligation shall be void; otherwise it is to remain in full force and effect in law. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation, as herein stated. It is expressly understood that the City may declare the bond forfeited if the conditions herein have not been fully complied with in every respect and, further, that the City may install these projects and pay for them out of the forfeited bond funds.

The Surety hereby stipulates and agrees that no modifications, omissions or additions, in or to the plans or specifications, or any extension of time, shall in any way affect the obligation of said Surety on its bond.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Principal

\_\_\_\_\_ Surety

\*\* Insert date, two (2) years following the date of approval of the Final Plat by the Board of City Commissioners.

**LETTER OF CREDIT FORM**  
**IRREVOCABLE LETTER OF CREDIT**

\_\_\_\_\_  
 (Bank Letterhead)

THE CITY OF BARTLESVILLE  
 BARTLESVILLE, OKLAHOMA

Date \_\_\_\_\_

Dear Sirs:

We hereby open our irrevocable credit in your favor available by your drafts at sight on us for a sum not exceeding \$\_\_\_\_\_ for the account of \_\_\_\_\_ (PURCHASER), to be accepted by your signed statement that drawing is due to default or failure to perform by PURCHASER, the following improvements on or before \_\_\_\_\_ (insert date two years from MAPC approval of plat).

- |                          |         |
|--------------------------|---------|
| 1. Streets and Curbs     | \$_____ |
| 2. Water Lines           | \$_____ |
| 3. Sewer Lines           | \$_____ |
| 4. Drainage Improvements | \$_____ |
| 5. Sidewalks             | \$_____ |
| 6. Other                 | \$_____ |

in \_\_\_\_\_, a subdivision of the City of Bartlesville, Oklahoma.

Acting through the Local Government Engineer, you will notify us when either:

1. The improvements have been timely completed and the credit may be released,
- or
2. The purchaser has failed to perform or is in default there under.

All drafts drawn hereunder must be marked:

Drawn under \_\_\_\_\_,

(Name of Bank)

Credit No. \_\_\_\_\_, dated \_\_\_\_\_.

The amount of any draft drawn under this credit must, concurrently with negotiation, be endorsed on the reverse side hereof, and the presentment of any such draft shall be a warranty by the negotiating bank that such endorsement has been made and that documents have been forwarded as herein required.

Except so far as otherwise expressly stated herein, this credit is subject to the uniform customs and practices for commercial documentary credit fixed by the 13<sup>th</sup> Congress of the International Chamber of Commerce.

We hereby agree with the drawers, endorsers and bona fide holders of drafts under and in compliance with the terms of this credit that the same shall be duly honored on due presentation and delivery of documents as specified if negotiated on or before \_\_\_\_\_.

(Corporate Seal)

Very truly yours,

\_\_\_\_\_  
(Name of Bank)

By: \_\_\_\_\_

(Authorized Signature)

**ESCROW ACCOUNT**

The subdivider, prior to the approval of the subdivision plat, may place on deposit in a bank or trust company authorized to do business in Oklahoma in a trust account a sum of money equal to 1.5 times the estimated cost of all site improvements required by these regulations. The estimated cost of such improvements shall be that amount approved by the local government engineer.

The trust account shall be established by contract between the subdivider and a trustee selected by the subdivider and acceptable to the local government. Approval of such trustee by the local government shall be indicated by approval of the plat. The terms of the contract between the subdivider and the trustee shall be as follows:

This agreement is between \_\_\_\_\_, subdivider, and \_\_\_\_\_, trustee. Subdivider has deposited (or herewith deposits), subject to the order of subdivider and trustee jointly as provided in this agreement, in the sum of \$\_\_\_\_\_, \_\_\_\_\_  
(Name and Location of Bank or Trust Company)

for the purpose of constructing site improvement in subdivision in Washington County, Oklahoma, for the benefit of the public represented by the City of Bartlesville, more particularly described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trustee agrees to authorize expenditures from such trust account and execute checks, drafts and other orders of withdrawal only for the purpose of constructing such site improvements.

Subdivider agrees to construct such site improvements within two years of the date of approval of the plat by the City Council. Upon failure of the subdivider to provide such site improvements as are herein provided, any remaining balance in such trust account shall be paid to the City of Bartlesville for the sole purpose of completing, repairing, maintaining or otherwise working on the site improvements which have not been completed as required by applicable subdivision regulations and shall be final and conclusive on the parties to the agreement. Payment to the City shall be made on the order of the trustee without the necessity of joinder by the subdivider.

\_\_\_\_\_  
Subdivider

\_\_\_\_\_  
Trustee

The subdivider shall file with the City Council an executed copy of such contract together with a letter from an official in the bank named in such contract certifying that the required sum is on deposit in such bank subject to withdrawal as provided in such agreement.

APPENDIX B

SAMPLE LANGUAGE FOR PLAT CERTIFICATES AND DEDICATIONS

1. Sample language for Certificate of Dedication for Subdivision Plat with public rights-of-way:

DEDICATION:

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_, owner of the herein described real estate as a part of the \_\_\_\_\_, Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ East, Washington County, Oklahoma, do hereby certify that they have caused the same to be surveyed into lots, blocks, streets and easements on said annexed plat, which plat is hereby adopted as the official plat of the above-described land under the name of \_\_\_\_\_ Addition, and all streets and public lands as shown on said plat are hereby dedicated to public use and have caused the same to be released from all rights, easements and encumbrances.

The restrictive covenants and limitations for the development of this land are set out in \_\_\_\_\_ sheets of typewritten paper dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and will be filed separately.

\_\_\_\_\_  
STATE OF OKLAHOMA            )  
  )ss:  
COUNTY OF WASHINGTON    )

Before me, the undersigned, a Notary Public in and for said County and State, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, appeared personally \_\_\_\_\_, to me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me that he (they) executed the same as his (their) free and voluntary act and deed for the uses and purposes therein set forth.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_ (Seal)

**SAMPLE LANGUAGE FOR PLAT CERTIFICATES AND DEDICATIONS**

2. Sample language for Certificate of Dedication for Subdivision Plat with private streets or easements:

DEDICATION:

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_, owner of the herein described real estate as a part of the \_\_\_\_\_, Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ East, Washington County, State of Oklahoma; hereby grants to the City of Bartlesville; the State of Oklahoma; the United States of America; the Public Utilities and Private Corporations servicing structures in the project, a utility easement and access easement over the property shown on the annexed plat, which plat represents a correct survey of all property therein, which plat is hereby adopted as the official plat of the herein described land under the name of \_\_\_\_\_.

The restrictive covenants, owner's certificate of dedication and limitations for the development of this land are set out in \_\_\_\_\_ sheets of typewritten paper dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and will be filed separate.

In witness whereof, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_  
Owner

STATE OF OKLAHOMA       )  
  )ss:  
COUNTY OF WASHINGTON   )

Before me, the undersigned, a Notary Public in and for said County and State, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, appeared personally \_\_\_\_\_, to me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me that he (they) executed the same as his (their) free and voluntary act and deed for the uses and purposes therein set forth.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_ (Seal)

**SAMPLE LANGUAGE FOR PLAT CERTIFICATES AND DEDICATIONS**

3. Sample language for Surveyor's Certificate:

SURVEYOR'S CERTIFICATE:

I, \_\_\_\_\_, do hereby certify that I am a Registered Land Surveyor in the State of Oklahoma and at the insistence of the owner made the above-described survey and that the annexed plat is a true and accurate representation of the lots, blocks and streets as surveyed by me.

\_\_\_\_\_  
L.S. No.

STATE OF OKLAHOMA            )  
  )ss:  
COUNTY OF WASHINGTON        )

Before me, the undersigned, a Notary Public in and for said County and State, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, appeared personally \_\_\_\_\_, to me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me that he (they) executed the same as his (their) free and voluntary act and deed for the uses and purposes therein set forth.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_ (Seal)

4. Sample language for County Treasurer's Certificate:

I, \_\_\_\_\_, Treasurer of Washington County, Oklahoma, do hereby certify that all taxes are paid on the land describe on the annexed plat of \_\_\_\_\_ in full for 20\_\_\_\_ and all previous years. IN WITNESS WHEREOF, I have set my hand and affixed my official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Treasurer of Washington County

(Seal)

Appendix B.

**SAMPLE LANGUAGE FOR PLAT CERTIFICATES AND DEDICATIONS**

5. Sample language for Certificate of the Metropolitan Area Planning Commission:

CERTIFICATE OF THE METROPOLITAN AREA PLANNING COMMISSION:

The annexed plat of \_\_\_\_\_ in Bartlesville, Washington County, Oklahoma was submitted to and approved by the Bartlesville Metropolitan Area Planning Commission on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

6. Sample language for Certificate of Acceptance by City Council for plats within the municipal jurisdiction:

CERTIFICATE OF CITY COMMISSION:

The City Council of the City of Bartlesville, Washington County, Oklahoma, does hereby approve the annexed plat of \_\_\_\_\_ and accept all public easements, ways and land contained thereon this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(Seal)



**SAMPLE LANGUAGE FOR PLAT CERTIFICATES AND DEDICATIONS**

7. Sample language for Certificate of Acceptance by the County Commission for plats within the county jurisdiction:

CERTIFICATE OF COUNTY COMMISSION:

The Board of County Commissioners, Washington County, Oklahoma, does hereby approve the annexed plat of \_\_\_\_\_ and accept all public easements, ways and lands contained thereon this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
County Clerk

(Seal)

8. Sample language for the designation of limits of no access on arterial and certain collector streets. The following statement may be incorporated into the Certificate of Dedication:

The undersigned OWNER hereby relinquishes any and all rights of ingress and egress tot he above-described property within the bounds designated as "Limits of No Access" (LNA). This provision can be released, changed or altered by the Bartlesville Metropolitan Area Planning Commission or its successors, with the concurring approval of the City Engineer of the City of Bartlesville, Oklahoma.

9. Sample language for establishing a restrictive drainageway maintained by lot owners of the entire addition:

Areas designated on the accompanying plat as "restrictive drainageway" are hereby established by grant of the owners as a perpetual restrictive easement for the purpose of permitting the flow, conveyance and discharge of storm water runoff from the various lots

within this subdivision and of storm water runoff from the various lots within this subdivision and of storm water runoff from the various lots within this subdivision and from properties outside this subdivision. Drainage facilities constructed in said restrictive drainageway areas shall be in accordance with standards prescribed by the City of Bartlesville and plans and specifications approved by the City Engineer of the City of Bartlesville. Said restrictive drainageway area and facilities shall be maintained by the lot owners of this subdivision at their cost in accordance with the standards prescribed by the City of Bartlesville. In the event said lot owners should fail to adequately and properly maintain a said drainageway area and facilities, the City of Bartlesville may enter upon said area, perform said maintenance, and the cost of performing said maintenance shall be paid by said lot owners proportionately on the basis of lot ownership. In the event said lot owners fail to pay the cost of said maintenance or any part thereof within thirty (30) days after completion of said maintenance, said cost shall be a lien against all lots in the subdivision for which proportionate payment has not been made which lien may be foreclosed by the City of Bartlesville. No fence, wall, planting, building or other obstruction may be placed or maintained in said restrictive drainageway areas without approval of the City Engineer of the City of Bartlesville, and there shall be no alteration of the grades or contours in said drainageway areas without the approval of the City Engineer. Said easement or any part thereof may be terminated, released and cancelled upon resolution being adopted by the Bartlesville Board of Commissioners providing such.

10. Sample language for establishing a restrictive drainageway maintained by lot owner:

Areas designated on the accompanying plat as "restrictive drainageway" are hereby established by grant of the owner as a perpetual restrictive easement for the purpose of permitting the flow, conveyance and discharge of storm water runoff from the various lots within this subdivision and from properties outside this subdivision. Drainage facilities constructed in said restrictive drainageway areas shall be in accordance with standards prescribed by the City of Bartlesville and plans and specifications approved by the City Engineer of the City of Bartlesville. Said restrictive drainageway area and facilities shall be maintained by the lot owner upon which said drainageway is located at his cost in accordance with standards prescribed by the City of Bartlesville. In the event said lot owner should fail to adequately and properly maintain said

drainageway area and facilities, the City of Bartlesville may enter upon said area, perform said maintenance, and the cost of performing said maintenance shall be paid by said lot owner. In the event said lot owner fails to pay the cost of said maintenance within thirty (30) days after completion of said maintenance, said cost shall be a lien against said lot which may be foreclosed by the City of Bartlesville. No fence, wall, planting, building or other obstruction may be placed or maintained in said restrictive drainageway areas without approval of the City Engineer of the City of Bartlesville, and there shall be no alteration of the grades or contours in said restrictive drainageway areas without the approval of said City Engineer. Said easement or any part thereof may be terminated, released and cancelled upon resolution being adopted by the Bartlesville board of Commissioners providing such.

11. Sample language for dedication of a drainageway:

Areas designated on the accompanying plat as "drainageway" are hereby dedicated to the public for the purpose of natural storm water drainageway or for the purpose of constructing, maintaining, operating, removing and replacing storm water drainage facilities in accordance with removing and replacing storm water drainage facilities in accordance with plans and specifications approved by the City Engineer of the City of Bartlesville. No fence, wall, planting, building or other obstruction may be placed or maintained in said drainageway hereby dedicated and there shall be no alteration of the grade or contours in said dedicated area without the approval of said City Engineer of the City of Bartlesville. No obstructions may be placed in said drainageway which would prevent ingress and egress to the same by maintenance vehicles or which would prevent said vehicles traveling on said drainageway for maintenance purposes.

12. Sample language for dedication of a detention area:

Areas designated on the accompanying plat as "detention area" are hereby dedicated to the public for the purpose of constructing, maintaining, operating, removing and replacing storm water detention facilities in accordance with standards adopted by the City of Bartlesville and in accordance with plans and specifications approved by the City Engineer of the City of Bartlesville. No fence, wall, plating, building or other obstruction may be placed or maintained in said detention area hereby dedicated without approval of the City Engineer of the city of Bartlesville, and there shall be no alteration of the grades or contours in said detention area without approval of said City Engineer. In the event said

detention area hereby dedicated is determined to be no long required, by resolution of the Bartlesville Board of Commissioners, the same shall revert to the undersigned grantors, their heirs, successors or assigns.

**APPENDIX C**  
**SUBDIVISION FEE SCHEDULE**

A.	Filing Fees (Reference Section 2-106)	
1.	Sketch Plan	\$50.00 base + \$2.50 per acre
2.	Preliminary Plat	\$50.00 base + \$2.00 per lot for lots 1-50 + \$1.00 per lot for lots 51+
3.	Final Plat	\$50.00 base + \$1.00 per lot for lots 1-50 + \$0.50 per lot for lots 51+
4.	Lot Split	\$50.00
B.	Inspection Fee (Reference Section 4-401)	Two and one-half percent (2.5%) of the estimated cost of required improvements.
C.	Park Land Fee (Reference Section 5-600)	Five hundred dollars (\$500.00) per final platted acre or part thereof.
D.	Storm Drainage Detention In-Lieu Fee (Reference Section 7-600)	Ten cents (\$.10) per square foot of additional impervious surface.