

RESOLUTION BY
THE BOARD OF COUNTY COMMISSIONERS OF WAGONER COUNTY
OF THE STATE OF OKLAHOMA

RESOLUTION #2008-028

WHEREAS, the Board of County Commissioners of Wagoner County, **within** the State of Oklahoma, being in session on this 25th day of August 2008; and

WHEREAS, there being a quorum of the Board present, the following motion was made and approved.

Motion by the Wagoner County Board of Commissioners to adopt the Wagoner County Subdivision Regulations, Sections 100 through 900, presented August 18, 2008 at the Wagoner County Board of Commissioners meeting.

NOW, THEREFORE, BE IT RESOLVED by the Wagoner County Board of County Commissioners for the immediate preservation of the peace, health and safety of the County and of inhabitants thereof, an emergency is hereby declared to exist and this resolution shall go into full effect immediately upon its passage and approval.

APPROVED and SIGNED this 25th day of August, 2008.

BOARD OF COUNTY COMMISSIONERS OF WAGONER
COUNTY, OKLAHOMA

Jerry Hefner, Chairman



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District 1 Commissioner

Jim Hargrove, Member
District 3 Commissioner

Carolyn M. Kuder
Carolyn M. Kuder
Wagoner County Clerk

WAGONER COUNTY OKLAHOMA

SUBDIVISION REGULATIONS

DEVELOPMENT GUIDELINES,
DESIGN CRITERIA
AND
CONSTRUCTION STANDARDS

PREPARED BY
County Engineer's Office
Wagoner County Courthouse
307 East Cherokee, 3rd Floor
Wagoner, OK 74467
(918) 485-7979

**Adopted
August 2008**

**AMENDED BY
RESOLUTION
JULY 20, 2020**

**WAGONER COUNTY
PLANNING COMMISSION
306 EAST CHEROKEE
WAGONER, OKLAHOMA 74467
(918) 485-8123**

Section 100 General Provisions, Amendment and Enforcement

101 Purpose and Intent

These regulations are designed to promote the health, safety and general welfare of the community by establishing standards for the subdivision and development of all land in Wagoner County including land inside and outside the Wagoner County Planning Commission jurisdiction. These regulations are designed, intended and should be administered according to the following purposes:

- a) To provide for the physical development of Wagoner County in accordance with the Comprehensive Plan.
- b) To harmoniously relate the development of various tracts of land to the existing community and to facilitate the future development of adjoining tracts.
- c) To secure and provide for the proper arrangement of streets or highways in relation to the existing or planned streets or highways or to the Comprehensive Plan or plans of the area; for the adequate and convenient open spaces for traffic, utilities, access for fire fighting apparatus, parking lots, parks, playgrounds, light and air; for the avoidance of congestion of population; and to provide for the proper location and width of streets, easements and building lines.
- d) To establish a subdivision process that is expeditious, efficient and as cost effective as possible, while providing for the public health, safety and general welfare.
- e) To provide that the cost of improvements which primarily benefit the tract of land being developed be borne by the owners or subdividers of the tract, and that the cost of improvements which primarily benefit the whole community be borne by the whole community.
- f) To establish adequate and accurate records of land subdivision.

102 Short Title

These regulations shall hereafter be known, cited and referred to as the Subdivision Regulations of Wagoner County.

103 Authority

These subdivision regulations and minimum standards for land development for Wagoner County and are adopted by ordinance passed under the authority granted under 19 O.S. Section 866.1-866.36 and subsequent amendments thereto.

104 Jurisdiction

The Subdivision Regulations and development standards shall apply to the following forms of land subdivision within the territorial jurisdiction of the Wagoner County Planning Commission:

- a) The division of land into two or more tracts, lots, sites, or parcels, any part of which, when subdivided, shall contain less than ten (10) acres in area; or
- b) The division of land, previously subdivided or platted, into tracts, lots, sites or parcels, of less than ten (10) acres in area; or
- c) The dedication, vacation or reservation of any public or private easement through any tract of land regardless of the area involved, including those for use by public and private utility companies; or
- d) The dedication or vacation of any street or alley through any tract of land regardless of the area involved.

For land outside Wagoner County Planning Commission jurisdiction, all rules contained herewith apply, excepting zoning regulations. The Preliminary Plat and Final Plat process, as described in these Subdivision Regulations, is governed by the Board of Commissioners.

105 Platting Requirements

No plat or deed or other instrument of a subdivision of land within Wagoner County shall be accepted for record in the office of the County Clerk until it has been approved by the Board of Commissioners as being in accordance with the regulations and such approval endorsed on such instrument in writing. All Final Plats shall be filed within two (2) years of the date of Preliminary Plat approval by the Board of Commissioners, and no lots shall be sold from any plat until same shall have been recorded as herein provided. Failure to record the Final Plat within sixty (60) days of the Board of Commissioners approval shall void all approvals thereof.

No Building Permit or Certificate of Occupancy shall be issued on the above designated properties until that portion of the tract is included within a subdivision plat or re-plat. The platting of land, as set for in these subdivision regulations, shall be required in accordance with the Wagoner County Zoning Code platting requirements in the following instances:

- a) For any land which has been rezoned to a zoning classification other than AG upon application by a private party, or
- b) For any land which has been granted a Special Exception by the Board of Adjustment.

106 Planned Unit Development

Where a Planned Unit Development (PUD) has been approved with the provisions of the Zoning Regulations, the plat or detailed site plans for development shall conform to the PUD Development Plan, other provisions of these subdivision regulations to the contrary notwithstanding.

The PUD Development Plan shall contain graphical and text information to provide the basis for the development within the approved PUD boundaries. Plats and detailed site plans may contain minor adjustments from the PUD Development Plan that may be approved during the review and approval processes of these subdivision regulations. These minor adjustments may be considered minor amendments as defined in the Zoning Regulations.

107 DELETED BY RESOLUTION JULY 20,2020

108 Waiver of Platting Requirement

The Planning Commission shall approve, conditionally approve, or disapprove the plat-waivered subdivision of land, as required by OS Title 19 Section 866.13, at a public hearing or within thirty (30) days after the date of the regular meeting of the Planning Commission. If a quorum isn't met at a regularly scheduled Planning Commission meeting, the Board of County Commissioners shall be under no obligation to wait for a recommendation to hear the plat-waivered subdivision of land application.

The Planning Commission may waiver the platting process if the following criterion exist:

- The subdivision of land results in 3 or fewer lots

- The subdivision of land results in all lots abutting existing public right-of-way or newly developed right-of-way easement that meets the width required by the Wagoner County zoning code
 - Newly developed right-of-way easements are subject to the block length restrictions outlined in this regulation
- The subdivision of land meets all bulk, area, and setback requirements for Wagoner County Zoning Districts AG and RS60

All engineering requirements outlined in this regulation are required to be met for plat waived properties, or as determined by the County Engineer.

109 Variances and Exceptions

Whenever it would be inadvisable to apply a provision of this ordinance because a tract is of unusual size, shape or character and would render an extraordinary hardship not

created or imposed by the owner or subdivider, the Planning Commission may modify such provisions only to provide that substantial justice may be done, the public interest secured, and the intent and spirit of these regulations fulfilled, provided in no event shall the requirements of procedure or improvements be waived. Such modifications thus granted shall be made at the written request of the subdivider stating the reasons for such modifications and shall be waived only by three-fourths (3/4) vote of the regular membership of the Planning Commission. Any such modifications thus granted shall be duly entered and recorded in the minutes of the Planning Commission, setting forth the reasons which justify the modifications.

110 Amendment

The Board of Commissioners may, from time to time, adopt, amend and make public rules and regulations for the administration of these regulations to the end that the public be informed and that approval of plats is expedited. These regulations may be enlarged or amended by the Board of Commissioners after public hearing, due notice of which shall be given as required by law.

111 Validity

If any section, clause, paragraph, provision or portion of these regulations be held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, paragraph, provision or portion of these regulations.

112 Repeal

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

113 Violation and Penalty

No building permit shall be issued for any new structure, change, improvements, or alteration to any existing structure, on any tract of land, which does not comply with all the provisions of these regulations.

Any person, firm, or corporations which violates or refuses to comply with any of the provisions of these regulations or Zoning regulations shall be charged an administrative fee (and or fined) not less than Twenty-five Dollars (\$25.00) with a maximum of One Hundred Dollars (\$100.00), including costs, for each offense. Each day a violation is permitted to exist shall constitute a separate offense.

Suspension of building permits or construction of subdivision improvements, for a portion or the entirety of a subdivision, may be required and enforced at any time for just cause to correct construction or development issues. These issues include, but are not limited to, grading, paving, installation of drainage conveyances and placement of fill materials, erosion and sediment control corrective requirements prior to the establishment of permanent vegetation.

114 Saving Provision

These regulations shall not be construed as abating any action now pending under, or by virtue of, prior existing subdivisions regulations, or as discontinuing, abating, modifying or altering any penalty accruing to, about to accrue, or as affecting the liability of any person, firm or corporation, at the time of the adoption of these regulations, or as vacating or annulling any rights obtained by any person, firm or corporation, by lawful action of the County, except as shall be expressly provided for in these regulations.

Section 200

Plat Approval Process

201 Pre-application, Sketch Plat Development (Optional)

Submittal of a sketch plat for review by the Planning Director is optional by the subdivider. A thorough investigation of all development and utility requirements by the subdivider or subdivider's agent is encouraged. The sketch plat procedure is intended for the subdivider and/or subdivider's engineer to meet with the Planning Director and other appropriate persons, regarding the development in consideration of the following at a minimum:

- a) Comprehensive Plan regarding the subject tract.
- b) Existing zoning and other related planning information.
- c) The availability and extension responsibility for utilities to serve the subdivision including water, sewer, gas, telephone and cable as available or required.
- d) The Major Street and highway plan and required right-of-way dedication for street classifications within and from the proposed development to abutting land.
- e) Preliminary investigations of soils, topography, slopes, drainage, oil or gas wells or other surface or sub-surface features that may affect development.

202 Preliminary Plat Application and Procedure

The preliminary plat is intended for the consideration of the development based on the detailed plat drawings of the subdivider and the staff review of the plat and conceptual plans for the development. Subsequent to preliminary plat approval, the final construction plans shall be developed according to the standards in these subdivision regulations. Approval of the preliminary plat allows for the installation of the subdivision improvements prior to the request for approval of the final plat.

The subdivider shall submit a sufficient number of copies of the preliminary plat with checklist (see Appendix) as required by the Planning Director. The preliminary plat submittal shall be accompanied with conceptual plans and by an application and filing fee as established by the Board of Commissioners.

- a) The Planning Director shall make a recommendation to the Planning Commission on the preliminary plat and the Planning Commission shall hold a public hearing on the preliminary plat.
- b) The Planning Commission shall approve, conditionally approve, or disapprove the preliminary plat at such hearing or within thirty (30) days after the date of the regular meeting of the Planning Commission. . If a quorum isn't met at a regularly scheduled Planning Commission meeting, the Board of County Commissioners shall be under no obligation to wait for a recommendation to hear the preliminary plat application.
- c) The reasons for disapproval or approval with conditions shall be stated in written form and included in the minutes of the Planning Commission meeting. The reasons for disapproval or approval with conditions shall refer specifically to those parts of these regulations with which the plat does not conform.
- d) The preliminary plat and the Planning Commission recommendation shall be submitted to the Board of Commissioners for consideration at a scheduled meeting at which the preliminary plat may be approved, disapproved, or approved with conditions. The reasons for disapproval or approval with conditions shall be stated in written form and included in the minutes of the Board meeting. The reasons for disapproval or approval with conditions shall refer specifically to those parts of these regulations with which the plat does not conform.
- e) One (1) copy of the proposed preliminary plat shall be retained by the Engineering Department and one (1) copy shall be returned to the subdivider. Each copy shall include the date of approval, conditional approval, or disapproval and the reasons therefore.
- f) The approval of a preliminary plat shall be effective for a period of two (2) years from the date of approval by the Board of Commissioners unless otherwise approved by the Board for a 1-year extension. Any preliminary plat not receiving final plat approval within two (2) years, including any approved extensions by the Board, shall be null and void.
- g) Each preliminary plat shall conform to the adopted Subdivision Regulations at the

time of approval of the preliminary plat unless modifications have been granted through the proper appeals process.

- h) Subsequent to preliminary plat approval, the subdivider may commence construction of the public improvements in accordance with final construction plans approved by the County Engineer after arranging for inspection of said improvements during construction by the appropriate public body.
- i) In accordance with state statutes, any preliminary plat approval shall be revocable for cause by the Board of Commissioners, upon review and recommendation by the Planning Commission, and such preliminary approval shall not be entered on the plat.

203 Conceptual/Preliminary Improvement Plans

The subdivider shall submit at least three (3) copies of the conceptual/preliminary construction plans of the subdivision with the preliminary plat application and Conceptual Plans Checklist (see Appendix). The conceptual plans shall show improvements for streets, drainage, sidewalks, pedestrian ways or other utilities or improvements as required by these Subdivision Regulations and requested by the Planning Director or County Engineer.

Review and comments by the County Engineer on the Conceptual Improvement Plans shall be submitted to the subdivider prior to the development of the Final Construction Plans. The Conceptual Improvement Plans and the initial submittal of the Final Construction Plans shall be clearly marked on each page –

“This document is preliminary in nature and is not a final, signed and sealed document”.

204 Final Construction Plans and Record Drawings

For the initial submittal and prior to any construction of subdivision improvements, the subdivider shall submit a minimum of three (3) copies of the construction plans and applicable checklist for the proposed improvements. The initial submittal of Final Construction Plans shall have each page clearly stamped **“This document is preliminary in nature and is not a final, signed and sealed document”**. Final construction plans shall be submitted to the Planning Department for review by the following:

- a) The County Engineer shall review and approve the final construction plans for improvements regarding streets, drainage and storm sewers, erosion control,

sidewalks and pedestrian ways in accordance with these Subdivision Regulations. The final construction plans must be approved before construction may begin.

- b) The appropriate water and sewer authority shall review and approve sanitary sewer and water improvement plans.
- c) The ODEQ shall review and approve all final plans for public and private water and sewage disposal systems.

For the approval set of the Final Construction Plans, a minimum of five (5) sealed copies of the plan set must be submitted.

Following the completion and approval of all improvements as set forth in these Subdivision Regulations, final record drawings (“as-builts”), for public utilities, drainage improvements and streets shall be submitted. All information provided by the subdivider’s engineer or surveyor must be sealed. This shall include field survey information and hydrological performance verification of drainage and detention facilities as required by the County Engineer and shall be submitted before the roadway acceptance inspection.

205 Final Plat Application and Procedure

The final plat is intended to provide for the final documentation and recording of the subdivided land including final dimensions, dedications and land restrictions. Approval of the final plat is the method for the acceptance of the public improvements and public ways by the governing body, and the initiation of the warrantee period prior to the full acceptance of maintenance responsibilities of said improvements.

205.01 Review

The Planning Staff and County Engineer shall review the final plat for compliance with the approved preliminary plat. The Planning Staff shall make a recommendation to the Planning Commission on whether:

- a) There has been compliance with all conditions, restrictions and requirements of these Regulations and with other applicable regulations or laws;

- b) There has been compliance with all conditions that have been attached to the approved preliminary plat;
- c) The Planning Commission should approve or disapprove the final subdivision plat.

205.02 Planning Commission Review – Requirements and Determination

The subdivider shall file with the Planning Department an application with checklist for approval by the Planning Commission of subdivision final plat, which shall:

- a) Be made as prescribed in these Regulations;
- b) Comply in all respects with the approved preliminary plat;
- c) Be accompanied by a sufficient number of copies of the final plat as required by the Planning Director;
- d) Be accompanied by the final plat filing fee as established by the Commission;
- e) The final plat shall be submitted for final approval to the Planning Commission at a regular meeting. The Planning Commission shall at such meeting, or within 30 day thereafter;
- f) Review the final plat and the report of the Planning Staff;
- g) Recommend to approve the plat if the conditions of the preliminary plat approval have been met, or disapprove the plat if the conditions of the preliminary plat approval have not been met, and state in detail in the record of its meeting any reasons for disapproval.
- h) If a quorum isn't met at a regularly scheduled Planning Commission meeting, the Board of County Commissioners shall be under no obligation to wait for a recommendation to hear the final plat application.

If the governing body of any city or town in the County protests against a subdivision plat of any land lying within three (3) miles of the limits of the incorporated area of such city or town, the plat shall be approved by not less than two-thirds (2/3) members of the

Planning Commission present and voting with the reasons therefore stated in the minutes of the meeting.

205.03 County Commissioners Review and Approval Requirements

Following the approval of the final plat by the Planning Commission, the following items shall be completed and documented prior to the presentation of the final plat to the Board of County Commissioners. Copies of the final plat as required by the Planning Director and documentation shall be provided which include:

- a) Electronic Copies of Final Plat and Covenants- Electronic files in accordance with the requirements of the Wagoner County Planners and County Clerks office, Assessor's office and E-911. At a minimum, two (2) copies of a compact disc (CD) containing the Final Plat and Covenants in CAD file (DWG) format, and Portable Document Format (Adobe PDF). The Format of electronic files and media may be changed as required by the County.
- b) Utility Release Letters – The application shall include release letters from each applicable utility that the easement and utility extension requirements have been met. Utilities may include water, sewer, gas, and communications respectively as available to the subdivision.
- c) Roadway Release Letter – The application shall include a letter from the County Commissioner and/or Road Foreman of the district in which the plat is located that the improvements have been constructed, inspected and approved as being constructed according to the subdivision plans, the improvements meet the subdivision regulations and erosion control measures are in place.
- d) Abstractor Ownership Affidavit – Current certification by a bonded abstractor, attorney or title insurance company of the last grantees of record owning the entire interest in the property being subdivided plus holders of mortgages and liens filed of record.
- e) Record Drawings – Record Drawings or “As-Builts” of roadway improvements and detention facilities, sealed by the subdivider's surveyor or engineer, as outlined in Section 304.d.
- f) Infrastructure Improvements – All infrastructure improvements will be installed, inspected, and approved prior to submission to the County Commissioners. Final Plats may be approved prior to installation of infrastructure improvements if so approved by the Board of County Commissioners only if adequate assurance

by the developer that the roads will be built according to the requirements. Those assurances shall include; bonds, letters of credit, or other items approved by the Board of County Commissioners.

- g) Bonds – A maintenance surety bond as outlined in Section 602.

206 Final Approval, Endorsement and Official Recording

206.01 General

- a) No final approval shall be endorsed on the final plat until all requirements of plat approval have been met.
- b) The parties responsible for acknowledging acceptance by the County and for endorsing approval on the plat shall be the Director of the Planning Commission and the Chairman of the Board of County Commissioners or any other party authorized, in writing, to sign for said Chairpersons.
- c) Approval shall not be endorsed on the plat until after all conditions of the approval have been satisfied and all improvements satisfactorily completed and accepted by the County.
- d) Written evidence shall be submitted, including submission of Record Drawings as described in these Regulations that the required improvements have been installed, and necessary dedications made, in a manner satisfactory to the County as approved by the County Engineer and/or County Attorney as applicable.
- e) To partially defray to costs of notification and special studies, there shall be paid to the Planning Commission, at the time of submittal of the plats, a filing fee as established by the Commission.

207 Review Fees

All applicable fees are defined in the Fee Schedule adopted by the Wagoner County board of Commissioners.

Section 300 Specifications for Plat and Plan Documents

301 Platting Accuracy

301.01 Preliminary Plats

Preliminary plats shall be drawn to scale as specified below with such accuracy as to determine the location of lot, block, property and boundary lines, utility and other facilities to the nearest one-hundredth (0.01) foot.

301.02 Final Plat

Final plats shall be prepared as specified below with third-order survey accuracy for both vertical and horizontal survey datum and also include the following information:

- a) Traverse data for the plat, including the coordinates of the boundary of the subdivision with the error of closure;
- b) The computation of all distances, angles, and courses that are shown on the final plat unless measured in the field; and
- c) All stakes, monuments or other evidence found on the ground in use to determine the boundaries of the plat.

302 Preliminary Plat

302.01 General

The preliminary plat shall be prepared by a Registered Professional Land Surveyor. The application for preliminary plat approval must include the names and addresses of the owner/developer, and Registered Land Surveyor preparing the plat. The required number of copies should be submitted with the appropriate application fee. Additionally, any other information as required by the County for submission of the preliminary plat should be included.

302.02 Scale

The preliminary plat shall be drawn to a scale of not more than one inch equals one hundred feet (1"=100') for areas less than two hundred (200) acres. For areas greater than two hundred (200) acres a scale of one inch equals two hundred feet (1"=200") may be acceptable if the lots are two (2) acres or larger.

302.03 Required Information

The preliminary plat shall show or be accompanied by the following (see check list in Appendix):

- a) Name of the subdivision prefaced by "PRELIMINARY PLAT."
- b) The name and address of the owner or owners of the land to be subdivided, the name and address of the land surveyor, planner, engineer and the names of the abutting property owner.
- c) Date of preparation of the plat, north arrow and scale (written and graphic presentation).
- d) Key or location map showing the location of subdivisions within the mile section.
- e) An accurate legal description of the property.
- f) A listing of the utility service providers.
- g) A listing of the property zoning, setback, lot area and width requirements.
- h) Locations and dimensions of all boundary lines of the proposed subdivision to the nearest one-hundredth foot including property lines, County limits or County lines.
- i) Names of all adjacent subdivisions and the names, locations, and widths of all existing and proposed streets, easements, drainage ways, and other public ways, adjacent to the property.
- j) Locations and widths of easements of all oil, gas, and petroleum product pipelines and any required setbacks.
- k) Location and width of easements for existing utilities on or adjacent to the property and any required setbacks.
- l) Location of every oil or gas well, either existing active or inactive wells, plugged or unplugged abandoned wells, as shown by the records of the Oklahoma

Corporation Commission and by such other records as may be on file with the Planning Department, or any planned future well sites.

- m) Location and description of all existing structures, water bodies and watercourses.
- n) Areas subject to flooding based upon the regulatory flood and the FIRM panel map number.
- o) Names, locations and widths of all proposed streets and all right-of-way dedications as required by street classification.
- p) Location and dimension of all proposed streets, drainage ways, detention facilities, pedestrian ways, bike paths, parks, playgrounds, public ways, or other public or private reservations.
- q) All proposed lots consecutively numbered, their dimensions, and building setback lines shall be shown on the plat for each residential single-family lot.
- r) Blocks consecutively numbered.
- s) A topographic map of the subdivided area with contour lines having a maximum of two (2) foot contour intervals based on United States Coastal and Geodetic Survey datum.
- t) Preliminary Deed of Dedication and Subdivision Covenants.
- u) The preliminary plat shall show on its face, and in conjunction with the key map, a summary of the total acres platted, the number of lots and blocks, the number of reserve areas and other pertinent information as would be required to summarize the nature and character of the proposed development.
- v) Language shall be included on the face of the preliminary plat specifying "Acknowledgements" by the owner, surveyor, and engineer that the plat has been prepared in accordance with all the regulations and requirements of Wagoner County.

- w) Any other information as may be deemed by the Planning Staff and Planning Commission as reasonably necessary for the full and proper consideration of the proposed subdivision.

303 Final Plat

303.01 General

The final plat shall be at the same scale or smaller as the preliminary plat, and be prepared by a Licensed Land Surveyor. The plat shall contain all information in accordance with all applicable Oklahoma platting requirements.

The final plat shall be on a sheet of paper with a marginal line around the entire sheet one (1) inch from the edge of the sheet, with no plat lines, lettering, signatures, and seals within the marginal area. One (1) reproducible copy of the final plat shall be on Mylar, and the remaining copies shall be blue or black line on a good grade of paper.

302.02 Required Information

Information required on the final plat shall include the following (see check list in Appendix):

- a) All applicable information from the preliminary plat (final plat does not include contours).
- b) Name of the subdivision prefaced by "Final Plat."
- c) The name and address of the owner or owners of the land to be divided, the name and address of the subdivider if other than the owner, and the name and address of the land surveyor.
- d) Date of preparation of the plat, north arrow and scale (written and graphic presentation).
- e) Key or location map showing the location of subdivisions within the mile section.
- f) An accurate legal description of the property.
- g) Total acres and total number of lots in the subdivision.

- h) Names of all adjacent subdivisions and the names, locations, and widths of all existing and proposed streets, easements, drainage ways, and other public ways, adjacent to the property.
- i) Boundary of the subdivided area, block boundary, street, and other right-of-way lines with distances, angles, and/or bearings. Subdivision boundary shall be tied to a section corner in the mile section. Where these lines follow a curve, the central angle, the radius, points of curvature, length of curve, chord bearing, chord length, and length of intermediate tangents shall be shown.
- j) The accurate dimensions of all property to be offered for dedication for public use, and all property reserved for the common use of the property owners within the subdivision with purpose indicated.
- k) The dimensions of all lots and lot lines, and the bearings of those lot lines not parallel or perpendicular to the street right-of-way line.
- l) Property zoning and setback requirements.
- m) Culvert sizes, recommended finished floor elevations and surveying benchmark.
- n) All existing easements and right-of-way with Book and Page number.
- o) Easements that serve the area being platted located outside of the boundaries of the plat and recorded reference shall be required for plat approval.
- p) Each final plat submitted to the County for approval shall carry a deed of dedication consisting of all of the following, but not limited to; a designation of the subdivision name as an addition to Wagoner County, a legal description of the tract to be subdivided, dedication of right-of-way and easements, provisions and protections as desired by suppliers shall be defined for electric, telephone, natural gas and cable television services, supplier of water and sanitary sewer services shall be stated as necessary and provisions and protections as desired by said suppliers shall be defined, all drainage ways and reserve areas shall be defined and dedicated to appropriate ownership, driveway culvert types shall be defined and finish floors and culvert sizes shall be described as depicted on the plat. The Deed of Dedication can not be changed by the Developer, Subdivider

or Home Owners Association without re-platting or amending the deed for the subject property.

- q) Any deed restrictions or subdivision covenants applicable to the subdivision shall be shown.
- r) Language shall be included on the face of the final plat specifying "Acknowledgements" by the owner, surveyor, and engineer that the plat has been prepared in accordance with all of the regulations and requirements of Wagoner County.
- s) Language which provides for the subdivider to be responsible for all maintenance of all common areas and any privately owned facilities to include but not limited to drainage and detention areas, park areas, entry features and sidewalks; and which requires the formation of a homeowners or other owners association which shall be responsible for the maintenance of all common areas and aforementioned facilities when said association has been established as set forth by the plat.
- t) The location of every oil or gas well, either existing active or inactive wells, plugged or unplugged abandoned wells, as shown by the records of the Oklahoma Corporation Commission and by such other records as may be on file with the Planning Department and the location of any planned future well sites.
- u) All proposed lots consecutively numbered, their dimensions, and building setback lines, and street addresses shall be designated on a copy of a plat for each residential single-family lot with the following notation:

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

- v) Any other information as may be deemed by the Planning Staff and Planning Commission as reasonably necessary for the full and proper consideration of the proposed subdivision.

303.03 Required Certification

The following certifications (see sample Certificates in Appendix) shall be required on the Final Plat or within the Deed of Dedication:

- a) Certificate of Ownership – Certification signed and acknowledged by all parties having any title interest in the land subdivided, consenting to the preparation and recording of the plat as submitted.
- b) Certification of Survey – Certification by the owner’s registered land surveyor who prepared the plat as to the accuracy of the survey and of the plat, and that the monuments and benchmarks are accurate as to location shown, which shall state that he or she has fully complied with the requirements of these Regulations and the subdivision laws of the State of Oklahoma governing surveying, dividing and mapping of land, that the plat is a correct representation of all of the exterior boundaries of the land surveyed and the subdivision of it, and that the plat represents a survey made by such surveyors.
- c) Certification of County Treasurer – Certification that the payment of ad valorem taxes on the property is current.
- d) Planning Commission Approval Statement – Certification that the plat was duly approved by the Planning Commission.
- e) ODEQ Approval Statement – Certification that the subdivision conforms to the applicable health regulations as may be required.
- f) Board of Commissioners Approval – Certification that the Board duly approved the plat and thereby accepts roads or other public improvements subject to the requirements and conditions of these subdivision regulations.

303.04 Required Supplemental Information

The following supplemental information shall be submitted with the final plat prior to Board of County Commissioners approval:

- a) “As-Builts”, Maintenance Bond, all test results and all applicable fees as required by the County Engineer.

- b) Current certification by a bonded abstractor, attorney or title insurance company of the last grantees of record owning the entire interest in the property being subdivided plus holders of mortgages and liens filed of record.
- c) The consent of all owners to the platting of the property.
- d) An electronic file for the Planning Commission for the Wagoner County Assessor of the final plat referenced to a section corner shall be submitted with the final plat in the proper format and media as requested by the County Planner (see Section 205.03.a).

304 Conceptual/Preliminary Improvement Plans

304.01 General

The conceptual roadway and drainage improvement plans shall be prepared by a licensed professional engineer licensed to practice in the State of Oklahoma. They shall be submitted with the preliminary plat and be in accordance with the requirements and specifications of the department or agency having jurisdiction over the improvements. They shall be accompanied with, or show the following (see check list in Appendix):

- a) The location and proposed width of each proposed street and right-of-way, sidewalk and pedestrian way.
- b) The location, size, dimensions and points of access as applicable for existing streets.
- c) The paving section and street drainage utilizing either borrow ditches or curb and gutter shall be shown.
- d) The location and size of all proposed easements.
- e) Proposed water layout, and sanitary sewer layout if applicable.
- f) Preliminary Drainage Plan.
- g) Preliminary culvert locations.
- h) The locations for proposed detention facilities.

305 Final Improvement Plans and Engineering Reports

305.01 Construction Plans

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

- a) The design and utility information included in the conceptual plans as applicable.
- b) Existing and proposed ground profiles shall be shown along the centerline of each proposed street, with proposed grades and proposed elevations at a minimum of fifty (50) foot intervals.
- c) Typical cross-section of each proposed street, bicycle path, pedestrian way and sidewalk showing the type and width of pavement.
- d) Drainage plan showing all existing and proposed storm sewers, manholes, catch basins, retention or detention facilities, watercourses, culverts, and other drainage structures within the tract, or adjacent thereto, with pipe sizes, grades, and water openings.
- e) The proposed location, entrance and exit locations, and method of access for maintenance of detention or retention facilities.
- f) The drainage plan shall show the design calculations for all proposed borrow ditch sections, and shall show the following: type and size of culverts, minimum slope of culverts, types of end sections, capacity calculations and erosion protections (e.g., rock rip rap).
- g) If curb and gutter streets are utilized, design calculations for inlets, storms sewer, channels and street flow shall be provided including hydraulic grade lines and energy grade lines.
- h) Grading plans shall show, at a minimum, existing contours, minimum finished floor elevations, driveway culvert sizes for each lot, drainage flow directional arrows, and proposed contours as applicable (e.g. proposed swales and detention ponds).

- i) A typical plan set shall include, but not limited to, a Cover, Erosion Control Plan, Site Clearing Plan, Construction Phasing Plan, Preliminary Plat, Drainage Area Map (including off-site drainage) and Grading Plan, Roadway Plan, Special Culverts, Storm water Pollution Prevention Plan sheet, and standard detail sheets.

305.02 Engineering Reports

Applicable engineering reports shall be submitted at a minimum to include Drainage and Detention Report, Storm Water Pollution Prevention Plan (SWP3) and Geotechnical Report.

- a) Drainage and Detention Report – This report shall include the drainage area map and all pre- and post- runoff calculations. Calculations regarding the sizing, layout and capacities of all structures, channels, ditches or other storm water facilities shall be included. The detention information shall include specific sizing with inflow and outflow structure details. HEC-HMS or other modeling inputs and results shall be included with hydrographs for all design storms.
- b) SWP3 and Report - All applicable regulations and requirements of ODEQ shall be met. The plan shall include sedimentation and erosion control measures to be utilized. The report shall include the Notice of Intent (NOI) and the General Permit OKR10 – *Storm Water Discharges from Construction Activities within the State of Oklahoma* as issued by the Oklahoma Department of Environmental Quality.
- c) Geotechnical Report – This report is required to determine the subgrade treatment requirements, depth to shallow bedrock, and to evaluate the pavement section requirements. The street cross-section shall meet the minimum requirements shown in the Standard Drawings. An alternate paving section may be required or would be considered based upon the geotechnical report.

306 Monumentation Requirements

All Monumentation must meet the following requirements:

- a) Monuments set must be sufficient number and durability so as not to be readily disturbed, to assure together with monuments already existing, the perpetuation or re-establishment of any point or line of survey. Monuments shall be

constructed of material capable of being detected with conventional instruments for finding ferrous or magnetic objects;

- b) Must be placed at each point in the boundary of the subdivision, which shall be a minimum of fifteen (15) inches in length with a minimum diameter of three-eighths (3/8) inch iron pipe or bar;
- c) Monuments must be placed at each corner of each lot in the subdivision and shall be a minimum of fifteen (15) inches in length with a minimum diameter of three-eighths (3/8) inch iron pipe or bar;
- d) Monuments must be placed along the centerline of each street within the subdivision at all street intersections, points of curve, points of tangent, points of compound curve, points of reverse curve, center of cul-de-sacs and center of eyebrows which shall be a minimum of fifteen (15) inches in length with a minimum diameter of three-eighths (3/8) inch iron pipe or bar, chiseled marks in the concrete, or pK nails in asphalt;
- e) In such cases where the placement of a required monument at its proper location is impractical, a witness corner or reference monument must be placed, preferably on a line of survey, with the data given to show its location upon the ground in relation to the subdivision boundary or lot corner;
- f) Brass caps for vertical control must be set in concrete, stamped with the elevation (N.G.V.D and the registration number of the Registered Professional Land Surveyor in responsible charge preceded by the letters "RPLS". Vertical control monuments must be placed at an interval of one brass cap per 20 acres or part thereof and spaced proportionately throughout the subdivision; and
- g) Any monument set by a Registered Professional Land Surveyor to mark or reference a point on a boundary, lot line, or lot corner must be permanently and visibly marked or tagged with a durable marker in accordance with State regulations.

Section 400 Lot Split Procedures and Standards

401 Authority

The Planning Commission, pursuant to the powers and jurisdiction vested through Title 19, Oklahoma Statutes, Section 863.10. and as required herein, does hereby exercise the power and authority to review, approve and disapprove transfers of land hereinafter referred to as lot-splits as defined within these Subdivision Regulations.

402 Intent and Purpose

The regulations contained in this Section are intended to established reasonable standards as allowed by these Subdivision Regulations for lot-splits. A lot split may be applicable for a subdivision of land when all of the following criteria are met:

- a) Lot Splits apply only when any of the resulting parcels of land are less than ten (10) acres.
- b) Does not contain more than three (3) total lots, parcels, or tracts including the lots to be split and any remaining tract, the sum of which is not less than ten (10) acres. If these criteria can not be met, the subdivision platting process applies.
- c) The lot front on an existing street. Each respective lot frontage shall be a minimum of thirty (30) feet on a public maintained county road, or a private roadway and easement, or conform to the appropriate zoning designation frontage and access requirements. Lots splits onto private roadways and/or easements shall forwarded to the Planning Commission for review and approval, refer to Section 403.01. All private roadways and related easements shall be designed and approved in accordance with Oklahoma State Statues governing such facilities.
- d) Does not involve a new street or alley.
- e) A closing or vacation of any street, alley, setback line, access control or easement is not required or proposed.
- f) Such action would not result in significant increases in service requirements or will not interfere with any existing service levels.
- g) All lots will have direct access to a street or maintained county road.

- h) A substandard sized lot or non-conforming lot or parcel will not be created.
- i) All of the lots shall be of sufficient area to properly accommodate a suitable sewage disposal system as approved by the Oklahoma Department of Environmental Quality (ODEQ), if one is required.
- j) There is adequate easement access by utility companies unless appropriate easements are dedicated as approved by those respective companies.

403 Procedures

403.01 General

Lot Splits Requiring Staff Review Only: Where review by the staff determines that a lot split meets all approval guidelines and all proposed lots are adequately served by utilities either by easement or in public street right-of-way, the Planning Director or the Director's designated agent shall approve the lot-split and the Planning Commission shall ratify the approval at the next Planning Commission meeting.

Lot Splits Requiring Full Review and Commission Approval: Where review by the staff determines there is inadequate utility access, or that a lot split involves acquiring or dedicating easements, or is served by a private roadway and/or easement, or in the staff's opinion requires review by additional companies or agencies, but does not involve a waiver of the Zoning Code or Subdivision Regulations, the applicant shall provide coordination and documentation that the appropriate approvals from all utility companies, County Departments, or other agencies who are involved have been received. Thereafter, the staff shall recommend approval of the lot split by the Planning Commission and the Planning Commission shall consider the approval at their next meeting.

Lot Splits Requiring Waivers: For those lots splits that involve a waiver of a subdivision regulations or zoning requirements, the review procedure shall follow the guidelines listed in the appropriate section below. The Planning Commission shall approve or disapprove the application.

403.02 Application Form and Drawing

A lot-split application shall be filed with the Planning Commission Staff and the appropriate fee paid in accordance with the following requirements:

- a) Where the application is to be reviewed by the Planning Commission Staff alone, three (3) copies of a survey meeting the requirements of Oklahoma State

Statutes and prepared by a land surveyor registered in the State of Oklahoma shall accompany the split. Where possible, the survey drawing should be placed in the space provided on the application form.

- b) Where review will include other agencies or companies in addition to the Planning Commission Staff, additional copies shall be distributed by the applicant and documentation regarding the reviews will be provided to the Planning Commission Staff.
- c) The survey drawing itself shall include a legal description of existing and proposed lots, all existing and future lot boundaries, all existing buildings and improvements and their distances from lot lines, utility and easement locations, flood plain information, adjacent streets and street right-of-way and paving widths, existing access limitations, a north arrow, scale and any other property information or features that may be applicable.
- d) In all cases where drawings are attached on separate sheets, the subdivider should limit the size of the drawing to eight and one half (8-1/2) inches by eleven (11) inches.
- e) Where the applicant is requesting a waiver, said request shall be stated on the application form, including the reasons for such requests.
- f) The applicant should provide letters from any utility providers that serve the lots or other documentation regarding the accessibility to utilities and need for utility easements of each respective utility.

403.03 Planning Commission Staff Review

In its review of lot-splits, the Planning Commission Staff shall:

- a) Require documentation and determine that utility access is available and require the applicant to provide any additional information required for such determination.
- b) Field checks of the area being platted.
- c) Review the application for conformance with the Comprehensive Plan, Zoning Ordinance, PUD conditions, Board of Adjustment actions, and these Subdivision Regulations.

403.04 Lot Split Requiring Waivers

For those lot-splits that involve a waiver of a provision of these Regulations, the procedure shall be as follows:

- a) A cut-off date shall be observed which coincides with that of the submission of subdivision plats.
- b) The Planning Commission Staff shall present the application and waiver request including all applicable documentation as utility letters and/or ODEQ approval to the County Engineer for review and recommendation.
- c) The recommendation of the County Engineer shall be compiled with the Planning Staffs recommendation and the application shall be heard at the next Planning Commission meeting.
- d) The Planning Commission shall hold a hearing on the lot-split as follows:
 - i. Notice of such hearing shall require only on lot-splits requiring waivers and be given to the abutting property owners (including lot owners separated only by a residential street) by the mailing of a written notice ten (10) days prior to the hearing before the Planning Commission of the application for waiver and lot-split approval;
 - ii. The Planning Commission shall review the requested lot-split and either approve or disapprove the requested waiver;
 - iii. If approved, the lot-split approval may also be subject to the approval of the Board of Adjustment if a variance of a zoning requirement is involved;
 - iv. If the application is disapproved, the applicant may appeal the decision of the Planning Commission to the District Court as provided in Title 19, Oklahoma Statutes Section 863.10; and
 - v. Reasonable conditions may be imposed by the Planning Commission in the granting of a modification from these Subdivision Regulations.

404 Certificate of Approval

Approval shall be shown by certification on the instrument of transfer as required by Oklahoma State Statutes. The Chairperson or such other Officer of the Planning Commission as designated by such Chairperson shall sign the certification.

Upon affixing said written approval by the Planning Commission, the subdivider may then file the instrument with the County Clerk, the approval being an official document that will be contained in the abstract of the property being split.

405 Approval Guidelines

Approval or disapproval of lot-splits shall be based upon the following guidelines:

405.01 Lots

- a) Lot dimensions shall conform to the Zoning Ordinance including bulk and area requirements and shall meet the requirements set forth in the Planning and Design section of these Regulations.
- b) In the case of lots not served by public sanitary sewers and/or public water, such lots shall be of sufficient area to properly accommodate a suitable private sewage disposal system and otherwise meet the requirements of the ODEQ.
- c) Corner lots and double frontage lots should have such extra width and area beyond the minimum requirements for other lots as may be necessary to permit appropriate setbacks on both streets while insuring that adequate build able space remains.

405.02 Easements and Utilities

There shall be adequate access to all utilities. Where a lot-split will result in a lot having inadequate access to utility easements, dedication of easements shall be required in accordance with the requirements of the applicable utility providers.

405.03 Access and Streets

Where a tract to be split is controlled by non-access provisions, no lot shall be approved where such provisions will preclude access for said lot. The splitting of land shall provide each lot with a minimum thirty (30) feet wide access to a public street or highway, in order to allow adequate; services, utilities, garbage and waste removal, fire protection, public health, and safety.

Where land to be split contains within its boundaries areas designated for street right-of-way on the Major Street Plan, the split shall not be approved where street right-of-way fails to conform to said Plan except upon a finding that:

- a) All utilities are in place and the additional right-of-way is not required for utility placement; and
- b) The public has, by virtue of statutory easement or suitable roadway dedication, right-of-way sufficient to allow the placement of pavement of a width necessary to meet the standards of the Major Street Plan for the particular street involved; and
- c) Development made possible by the split itself will not measurably increase the burden of traffic on an adjacent street to such an extent that it would adversely affect the health, safety, and welfare of the public; or
- d) Existing structures lie in the right-of-way proposed by the Major Street Plan that precludes the construction of roadway improvements.

Should the Planning Staff and County Engineer determine that the right-of-way requirements as designated in these subdivision regulations and on the Major Street Plan be required, a lot split procedure is not applicable for the property.

405.04 Water Supply and Waste Water Disposal

- a) Where a tract to be split abuts a public sanitary sewer, no split shall be approved until or unless the approval of the appropriate agency is obtained.
- b) Lot sizes shall meet the requirements of the ODEQ.

Section 500 Engineering Design Requirements

501 General

501.01 Lots

A. Configuration

Side lines of lots shall be perpendicular to the right of way, or radial to curved street lines where feasible. Double frontage or reverse front lots should be avoided except where their use will produce definite advantages in meeting special situations in relation to topography, features or will allow for proper land use

B. Access

Every lot shall have frontage on or that abuts a Right-of-way dedicated for mutual access on a hard surface street.

C. Dimensions

Lot dimensions, yard, building setback lines, and lot area shall conform to the requirements of the Zoning Ordinance and shall conform to the Oklahoma Department of Environmental Quality (ODEQ) requirements for the intended water and sewer service system.

D. Cul-De-Sac and Curved Frontage Lots

For this determination the width of cul-de-sac lots or lots on street curves shall be defined as the length of the tangent line drawn at the midpoint of the building line are on the lot as shown in the Appendix.

501.01.1 Frontage Requirement Determination

E. Flag Lots

Flag lots are not allowed within a platted subdivision or lot split unless included in a specific variance request or approved through special exception by the Board of Adjustments. Flag lots may be allowed in certain circumstances where access is limited by topography or other circumstances where a hardship exists. Flag lots must meet the following requirements:

- a) The “pole” must have minimum of thirty (30) of frontage on a dedicated public road or street.
- b) The acreage with the “flag” portion of the lot must meet the minimum lot size requirements without considering the “pole” area.

- c) Setback requirements for front setbacks must be counted only from the front edge of the “flag” portion without considering any of the “pole”. Front setback requirements may also be required by the Planning Director from the “pole” or an extension of the alignment of the “pole”.

501.02 Easements

A. Utility Easements

- a) Utility easements shall be of a minimum width of twenty (20) feet, ten (10) feet on each side of all rear lot lines, or width as specified by the utility company, and when necessary on other lot lines, for poles, wires, conduits, sanitary sewers, gas, water, power, and other utility lines.
- b) When an easement of twenty (20) feet in width is not provided, the minimum width of the easement shall be fifteen (15) feet, or as required by the County Engineer.
- c) A minimum of twenty (20) feet utility easement shall be provided adjacent to public right-of-way dedication, or as required by the County Engineer.
- d) A perimeter easement of seventeen and a half (17.5) feet shall be provided, or as required by the County Engineer.
- e) Easements shall be maintained free of buildings, appurtenances, or other structures or improvements, which would prevent access for maintenance and service of utilities.

B. Drainage Easements

- a) Suitable drainage easements shall be provided for all overland drainage flow from the one hundred (100) year storm event.
- b) Drainage easements shall be maintained free of buildings fences, appurtenances or structures. Subdivision covenants shall also contain these requirements.
- c) Public drainage easements shall be provided for all detention facilities and drainage ways. The covenants shall explicitly state who shall be responsible to maintain detention facilities. Wagoner County will not maintain any detention facilities.

501.03 Block Length Requirements

The lengths, width and shapes of blocks shall be determined in accordance with the following:

- a) Zoning requirements applicable to lot sizes and dimensions.
- b) Needs for convenient access, circulation, control and safety of street traffic.
- c) Limitations and opportunities of topography and physical features within and adjacent to the development.
- d) Blocks for residential use shall not be longer than one thousand eight hundred (1,800) feet, measured along the centerline of the abutting streets. When blocks exceed one thousand two hundred (1,200) feet in length, a perpendicular dedicated right-of-way not less than ten (10) feet in width and a paved crosswalk of not less than four (4) feet in width may be required.
- e) Blocks used for residential purposes should be of sufficient width to allow for two (2) tiers of lots of appropriate depth, except where adjacent to major streets, limited access highways, railroads, waterways, or when prevented by topographical conditions.
- f) Blocks intended for business and industrial use should be of a width and depth suitable for the intended use, with due allowance for off-street parking and loading facilities.

501.04 Building Lines

Building lines shall be shown on all plats for the intended use as follows:

- a) Where an official building setback line has been established by the Board of County Commissioners, the setback line on the plat shall not be in front of such line.
- b) Where a Planned Unit Development has been approved under the provisions of the zoning regulations, any setback lines established therein shall be recognized on the plat.

- c) A front yard setback shall be provided on every lot as required by the zoning regulations.
- d) All corner lots shall have building setback lines as required by the zoning regulations.
- e) All buildings shall be setback from interior side lines as required by the zoning regulations.
- f) Where the average natural slope of the first fifty (50) feet of any lot exceeds twenty (20) percent, the Planning Commission may appropriately reduce the building lines required under this section.

501.05 Driveways

Driveways shall conform to the following:

- a) Residential lots with area less than 0.34 acre shall have an asphalt or concrete driveway.
- b) Commercial and industrial driveways and customer parking areas shall be asphalt or concrete or an approved hard surface dust free material.
- c) All existing improvements including sidewalks, curb, gutter and streets damaged or removed by the driveway construction shall be required or replaced to existing alignments and grades. All concrete or asphalt removal shall be saw cut.
- d) Driveways on the same property shall have a minimum separation of twenty five (25) feet.
- e) All driveway location and separation requirements are measured from the end of the radius returns.
- f) Residential driveways shall have minimum width of twelve (12) feet and a maximum width of thirty (30) feet.
- g) No portion of a driveway shall be closer than two (2) feet to a property line for residential use or nine (9) feet for commercial use.

- h) Maximum industrial and commercial driveway width is forty (40) feet.
- i) Minimum driveway return radius is ten (10) feet for residential and fifteen (15) feet for commercial or industrial.
- j) In relation to nearby intersections, residential driveways shall have no portion of the driveway within twenty (20) feet of a residential or collector street or fifty (50) of an arterial street.
- k) In relation to nearby intersections, commercial and industrial driveways have no portion of a driveway within twenty-five (25) feet of a residential or collector street or seventy-five (75) feet of an arterial street.
- l) The edge of the driving lane of a driveway shall be no closer than five (5) feet from a utility pole, fire hydrant, and drainage inlet or any other above ground utility structure and shall be outside any water and sewer lines and appurtenances.
- m) One driveway may serve two (2) properties if the required joint or “mutual access” easement has been recorded. The minimum driveway width in this case is eighteen (18) feet.

501.06 Alleys

Alleys, if required, shall conform to the following:

- a) Unless provisions are made for utility easements, emergency access and service access, alleys shall be provided in commercial and industrial districts at the rear of all lots regardless of frontage on a major street.
- b) Alleys serving commercial and industrial areas shall not be less than thirty (30) feet in width and shall be paved the full width.
- c) Alleys may be required in Multi-Family Districts by the Planning Commission after review and recommendation by the Planning Director or Engineering Department for efficient solid waste collection, more effective police and fire protection or for more efficient provision of service access and maintenance of utilities. Alleys serving Multi-Family Districts shall not be less than twenty (20) feet in width and paved for the full width.

- d) Alleys are not required in Residential Subdivisions, but when provided shall not be less than twenty (20) feet in width and paved for the full width.
- e) Alley intersections and sharp changes in alignment shall be avoided, but where necessary, corners shall have a radius sufficient to permit safe vehicular movements as determined by the Engineering Department.
- f) Dead-end alleys shall be avoided where possible, but if unavoidable shall be provided with adequate turnaround facilities at the dead-end as determined by the Engineering Department.

502 Street Design Criteria

502.01 General

The general alignment of the streets shall discourage the use of local streets, excluding collectors, to through traffic. Streets shall be looped whenever possible.

The street alignments shall provide for the appropriate connection to existing streets and shall stub-out or project to surrounding undeveloped tracts of property. Stub outs shall be required, at the discretion of the County.

A subdivision shall have two routes of access to a section line road, or one route of access with additional planned route(s) of access through future development as approved by the Planning Commission and Board of County Commissioners.

502.02 Street and Subdivision Names

- a) No street name shall be used which will duplicate or be confused with the name of existing streets.
- b) Street names and addresses shall be referred to the Wagoner County 911 Addressing for recommendations and are subject to the approval of the Board of County Commissioners.
- c) Subdivision names shall not duplicate existing subdivisions of record and shall be reviewed by the Planning Director and are subject to the approval of the Board of County Commissioners.
- d) Signs indicating street names must be in place at all intersections prior to approval of the final plat.

502.03 Access and Limits of No Access

- a) In commercial and industrial subdivisions, specifically designated “one-way turn only” access may be required in the direction of the adjacent lane at a minimum distance of three hundred (300) feet between major street intersections or a minimum distance of three hundred (300) feet between each access point.
- b) Commercial and industrial subdivisions should have access to a major or commercial street, and may have access to a collector street, if traffic conditions determined by the Planning Commission warrant, but shall not have access to a residential street.
- c) To assure traffic safety, appropriate non-access provisions shall be designated and dimensioned along all abutting streets in all commercial and industrial subdivision, and along all major streets in residential subdivisions. A description of such non-access provisions shall appear in the plat.
- d) Access to property occurring within the minimum distance prescribed for major street access, six hundred (600) feet, shall only be by the closest service or frontage road entrance onto the major street.
- e) In residential subdivisions, individual driveways will be located on each lot to avoid direct vehicular access to or from any expressway, thoroughfare, or major street. Driveways should be located to enable direct access primarily to or from a minor street, or, if necessary, to the collector streets which serve as feeders to or distributors from the major streets. Limits of non-access shall be designated on the plat.
- f) Additional Limits of No Access must be provided if requested by the County.
- g) Multiple points of access are encouraged and shall be achieved if possible.

502.04 Roadway Drainage System Determination

A. Curb and Gutter

Subdivisions in which the smallest lot width, excluding cul-de-sac lots, is equal or less than one hundred and thirty (130) feet shall utilize curb and gutter streets. Curb and gutter may be required for subdivision where the lot area is less than 0.34 acre as determined by Planning and Zoning or the County Engineer. The district's Commissioner may allow for a variance in rural communities.

B. Borrow Ditch

Subdivisions with the lot width in excess of one hundred and thirty (130) feet may utilize streets with borrow ditch drainage systems.

502.05 Right of Way Widths Dedication

The minimum street right-of-way requirements are as follows, and shall be dedicated as follows:

Primary/Principal Arterial	120 feet minimum
Secondary/Minor Arterial	100 feet minimum
Commercial/Industrial Collector	80 feet minimum
Commercial/Industrial Street	80 feet minimum
Residential Collector	60 feet minimum
Residential/Local Street	60 feet minimum

*This requirement may be reduced to fifty (50) feet for curb and gutter streets.

The right-of-way dedications shall include full width dedication for all streets with the exception of Primary and Secondary Arterials in which case half-width dedication to the Section Line is required when the development lies only within one particular Section of land. If a Reserve Area falls within a right-of-way (e.g. Entrance Island), the Reserve Area must be contained in a roadway easement. The County shall have no liability for any damage to any private improvements occasioned by the maintenance or reconstruction of utilities or infrastructure located in the Reserve Area.

502.06 Design Speed

Speed shall be twenty five (25) miles per hour on all residential streets and thirty (30) miles per hour on all collector streets, or as otherwise approved by the Planning Commission or Board of County Commissioners.

502.07 Street Geometry

a) Minimum Centerline Radius

<u>Street Classification</u>	<u>Min. Centerline Radius</u>
Arterial	500 feet
Commercial/Industrial	500 feet
Residential Collector	270 feet
Local Residential	150 feet

b) Minimum Centerline Tangent

<u>Street Classification</u>	<u>Min. Centerline Tangent</u>
Arterial	200 feet
Commercial/Industrial	200 feet
Residential Collector	100 feet
Local Residential	100 feet

c) Minimum Intersection Return Radius

<u>Street Classification</u>	<u>Min. Intersection Return Radius</u>
Arterial	40 feet
Commercial/Industrial	40 feet
Residential Collector	30 feet
Local Residential	25 feet

502.08 Cul-De-Sac

The entrance to the cul-de-sac shall be considered the intersection leading into the cul-de-sac from an existing through street or planned through street as approved by the Planning Commission and Board of County Commissioners. For residential subdivision with lots having an area greater than 0.34 acre, the cul-de-sacs shall not exceed one thousand (1,000) feet in length, for the other subdivisions with smaller lots, a maximum length shall not exceed five hundred (500) feet, as measured from the entrance to the center of the cul-de-sac shall have a minimum radius at the property line of not less than fifty (50) feet.

502.09 Intersections

- a) Streets shall be designed to intersect at right angles as permitted by topography or other limiting factors.

- b) Street intersections shall be as nearly at right angles as possible, and no intersection shall be at an angle of less than eighty (<80) degrees. Detailed designs of intersections may be required. Street jogs with centerline offsets of less than one hundred fifty (150) feet shall not be permitted.

- c) Sight Distance Triangles shall be considered and maintained in accordance with the Zoning Ordinances.
- d) No more than two (2) streets shall intersect at any one point.

502.10 Street Grades

- a) The minimum street grade for all streets shall be five tenths percent (0.5%) and the maximum street grade shall not exceed the following:

<u>Street Type</u>	<u>Grade</u>
Primary Arterial	5%
Secondary Arterial	7%
Local Residential	10%

- b) The maximum driveway grade, from the street right-of-way to the building line shall not exceed fourteen percent (14%).
- c) If the algebraic difference between two intersecting grades is greater than five tenths percent (0.5%), the change in grade shall be connected by vertical curves and designed for safe stopping sight distances as determined by the County Engineer.
- d) The grade of a residential street when intersecting an arterial street shall not exceed three percent (3%) within a distance of fifty (50) feet measured from the radius points. The maximum grade of residential streets at intersections shall be four percent (4%) within a distance of fifty (50) feet measured from the radius points.
- e) Street grades shall be established in such a manner to avoid excessive grading or removal of tree growth, and shall otherwise be in accordance with these engineering design requirements.
- f) In those cases where topography or other physical features dictate, a modification of required street grades may be approved by the County Engineer.

502.11 Paving Materials and Street Design

A geotechnical report is required to determine the subgrade treatment requirements and to evaluate the pavement section requirements. The minimum compaction of the subgrade and base shall be ninety five percent (95%) standard proctor density. The

subgrade shall have a minimum Plasticity Index (P.I.) Index less than ten (P.I.<10) or be modified as approved by the County.

The street cross-section shall meet the minimum requirements shown in the Standard Drawings. An alternate paving section may be required, or would be considered upon request, based on a geotechnical engineering report of representative areas in the subdivision.

503 Street Drainage and Storm Sewer Criteria

503.01 General

For the one-hundred (100) year frequency storm with curb and gutter streets:

- a) Arterial Streets – shall have two driving lanes of traffic open and clear of water.
- b) Collector Streets – shall have one driving lane open and clear of water.
- c) Residential Streets – the depth of flow shall not exceed curb height and may spread to the crown of the street.

Where no curb exists, storm water encroachment from the one hundred (100) year storm shall not extend past the street right-of-way or adjacent drainage easement.

503.02 Paving Sump Locations

The water depth shall not extend twelve (12) inches above the top of the grate for the one hundred (100) year frequency storm. But in no case shall the one hundred (100) year flow extend past the right-of-way or adjacent drainage easement.

Where sump locations are used, a permanent overflow route shall be contained in a dedicated drainage easement providing an emergency bypass in case of blockage or overflow of the sump inlets.

503.03 Underground Storm Sewers

- a) The plans shall show the systems in plan and profile view. The plans must include flow-lines, pipe size and material, existing and proposed grade, pipe slope, energy grade line, hydraulic grade line, discharge and velocity for each segment of pipe.

- b) Storm sewers shall be constructed from reinforced concrete pipe (RCP), high-density polyethylene (HDPE) or coated metal alloy as approved by the County Engineer. HDPE shall have a minimum of twenty four (24) inches of cover under streets.
- c) The minimum storm sewer size shall be eighteen (18) inches diameter.
- d) No storm sewer pipe shall be installed downstream having a diameter smaller than the storm sewer pipe it is receiving water from.
- e) The maximum inlet spacing shall be five hundred (500) feet.
- f) Storm sewer construction shall meet the latest edition of Oklahoma Department of Transportation (ODOT) specifications subject to the approval of the County Engineer.

Structures (manholes, inlets, etc.) must be of concrete construction; masonry shall not be allowed. HDPE may be proposed for a project and is subject to approval by the County Engineer.

504 Culverts and Borrow Ditches

504.01 Roadway Culverts

Material shall be smooth steel pipe, reinforced concrete pipe (RCP), reinforced concrete box (RCB) or High Density Polyethylene (HDPE). HDPE culverts may be used if there is at least twenty four (24) inches of cover.

All culverts shall have ODOT Standard Sloped Concrete End Sections or ODOT Standard Headwalls. Alternative headwalls and/or end sections must be submitted as part of the construction plans, reviewed, and approved by the County prior to installation. All roadway culverts shall be a minimum of eighteen (18) inch diameter. Energy dissipaters shall be provided as required.

The minimum design frequency storm for all culverts shall be the one hundred (100) year storm.

504.02 Driveway Culverts

Culverts shall consist of smooth steel pipes, RCP, or corrugated metal pipe (CGMP). Driveway culverts may be HDPE or PVC only with at least twelve (12) inches of cover or

if the driveway is concrete and is at least four (4) inches thick. All driveway culverts shall have ODOT Standard Slope Concrete End Sections. Alternative headwalls and/or end sections must be submitted as part of the construction plans, reviewed, and approved by the County prior to installation. Headwalls or sloped concrete end sections are NOT required if the culvert pipe is RCP or smooth steel pipe having sufficient wall thickness that prevents collapsing.

504.03 Borrow Ditches

Borrow ditches shall meet the following standards:

- a) Be a minimum of two (2) feet in depth measured from the top of the street subgrade to the bottom of the ditch.
- b) The velocity of the water in the ditch shall not exceed six (6) feet per second, if the velocity of the water in the ditch exceeds six (6) feet per second, the ditch shall be lined with concrete or other such materials to prevent erosion.
- c) Unlined ditches shall utilize the appropriate erosion and sediment control measures per these subdivision regulations.
- d) Where a private drive crosses a borrow ditch, the subdivider's engineer shall determine the minimum required diameter of the culvert which shall be shown on the face of the Preliminary Plat and recorded on the face of the Final Plat drawing. A minimum of a twelve (12) inch diameter culvert pipe shall be required for each such drive.
- e) Borrow ditches shall have a minimum fore-slope and back-slope of 3:1, shall be backfilled with a minimum of four (4) inches of topsoil, seeded or slab sodded. At a minimum, the bottom of the bar ditch must be contained in the right-of-way dedication.

505 Drainage Design Requirements

505.01 General

- a) The storm water drainage system shall be designed to receive and pass the runoff from a one hundred (100) year frequency rainstorm within dedicated easements or public right-of-way under full urbanization. The entire flow shall be contained in an approved storm water drainage system. The storm water

drainage system shall consist of street flow, storm sewers, ditches, channels, drainage ways and detention facilities.

- b) The building pad elevation on every lot shall be minimum of two (2) feet above the one hundred (100) year floodplain elevation or the flood elevation due to any localized drainage or localized flooding. This elevation shall be the minimum elevation for the finished floor of any structure on the lot and this elevation shall be noted and labeled on each lot on the face of the subdivision drainage plans.
- c) Floodplain development must be in accordance with the Floodplain Development Permit as issued by the Floodplain Manager and required by the Zoning Regulations.
- d) The development shall not increase the one hundred (100) year flood plain elevation or modify the existing flood plain boundaries that exist on the latest publication of the Flood Insurance Rate Map (FIRM) unless the appropriate map revisions/amendments are approved by FEMA (e.g. Letter of Map Revision LOMR, or Letter of Map Amendment, LOMA). The subdivider shall have full responsibility for obtaining any such map revisions/amendments.
- e) The runoff rate and velocity from any development shall not exceed the predevelopment conditions which shall be demonstrated by analyzing the runoff from the year, five (5) year, ten (10) year, twenty-five (25) year, fifty (50) year and the one hundred (100) year rainfall frequency events. The post development runoff shall incorporate detention facilities and drainage patterns in the calculations.
- f) The development shall not adversely impact adjacent properties in the modification of drainage patterns to and from adjacent properties. Protection of unprotected or adjacent property from incremental flows, changes in drainage patterns or point discharges shall be provided. Such flows shall not be directed across unprotected or adjacent properties unless the appropriate easements and proper storm water drainage systems are provided to convey flows to an adequate drainage conveyance system as approved by the County Engineer.

505.02 Construction in the Regulatory Floodplain

- a) Any construction in the floodplain shall not increase the base flood elevation in the regulatory floodplain.

- b) The one hundred (100) year Base Flood Elevation (BFE) must be determined through backwater analysis. HEC-RAS or other FEMA approved model shall be utilized for the backwater analysis.
- c) The simulation results shall be submitted to the County to document the BFE and demonstrate the project has no adverse impact.
- d) Any floodplain modifications shall require approval by the County and the appropriate FIRM modifications by FEMA.

505.03 Storm water Runoff Calculations

Approved methods of storm water runoff analysis are shown in Table 505.03-1. Methods of analysis other than the ones listed here may be utilized with the approval by the County Engineer.

Table 505.03-1 Approved Methods of Hydrologic Analysis

Method of Analysis	Application		Minimum Drainage Area	Maximum Drainage Area
	Peak Q	Volume Calculations		
Rational Method	Yes	No	~0	200
NRCS (SCS) Method	Yes	Yes	~0	2000

A. Rational Method

Rational Method may be used to determine required design flows for culverts or channels with drainage areas less than the maximum drainage area allowed in Section 505.03.

The recommended ranges of C values are shown in Table 505.03-2. Coefficient values selected from the range available shall be consistent with the urbanized percent imperviousness (i.e. minimum percent imperviousness requires minimum runoff coefficient value). Also, for flat slopes and permeable soils, use the lower values. For steep slopes and impermeable soils use the higher values.

Table 505.03-2 Runoff Coefficients

Land Use of Surface Characteristic	Percent Impervious	Runoff Coefficients
BUSINESS		
Commercial Areas	70 to 95	0.70 to 0.95
Neighborhood Areas	60 to 80	0.60 to 0.80
RESIDENTIAL		
Single Family	35 to 50	0.30 to 0.50
Multi-Unit (detached)	45 to 55	0.40 to 0.60
Multi-Unit (attached)	65 to 75	0.60 to 0.75
½ Acres or larger lot	30 to 45	0.25 to 0.40
Apartments	65 to 75	0.50 to 0.70
INDUSTRIAL		
Light Uses	70 to 80	0.50 to 0.80
Heavy Uses	80 to 90	0.60 to 0.90
PARKS, CEMETERIES	4 to 8	0.10 to 0.25
PLAYGROUNDS	40 to 60	0.50 to 0.60
RAILROAD YARDS	35 to 45	0.20 to 0.35
UNDEVELOPED AREAS		
Cultivated	30 to 70	0.35 to 0.60
Pasture	20 to 60	0.25 to 0.50
Woodland	5 to 40	0.10 to 0.40
Offsite flow analysis (land use not defined)	35 to 55	0.45 to 0.65
STREETS:		
Paved	90 to 100	0.80 to 0.90
Gravel	50 to 70	0.55 to 0.65
DRIVES AND WALKS	90 to 100	0.80 to 0.90
ROOFS	85 to 95	0.80 to 0.90
LAWNS		
Sandy Soils	5 to 10	0.10 to 0.20
Clayey Soils	10 to 30	0.13 to 0.35

The intensity (I) is the average rainfall rate in inches per hour for the period of maximum rainfall of a given frequency having duration equal to the time of concentration.

B. NRCS (SCS) Unit Hydrograph Method

All drainage areas over sixty (60) acres and calculations for detention volume require a hydrograph method to determine peak runoff rates. Other hydrograph techniques can be utilized upon approval from the County Engineer.

The Natural Resources Conservation Service (NRCS), formerly the Soil Conservation Service (SCS) method is presented in detail in Section 4 of the *U.S. Department of Agriculture Soil Conservation Service Engineering Handbook and Model Drainage Manual*, American Association of State Highway and Transportation Officials, 1991. The SCS computer program TR-20 or the U. S Army Corps of Engineers computer program HEC-HMS are acceptable ways of utilizing the SCS methodology.

The NRCS/SCS publication Technical Release 55 (TR-55) *Urban Hydrology for Small Watersheds* should be used to establish the required precipitation runoff and time parameters. This includes the NRCS/SCS Runoff Curve Number and the Time of Concentration and Lag Time calculations.

Rainfall data to be used for projects in Wagoner County is listed in Table 505.03-4. This data was compiled from the *U.S. Weather Bureau Technical Paper No. 40 and Hydro-35*.

Table 505.03-4 Wagoner County Rainfall Data

DURATION	Frequency (Return Period)						
	1-Year	2-Year	5-Year	10-Year	50-Year	100-Year	500-Year
5-Minute	0.40	0.48	0.56	0.62	0.79	0.86	1.01
10-Minute	0.71	0.84	0.99	1.11	1.41	1.54	1.83
15-Minute	0.84	1.01	1.20	1.34	1.70	1.86	2.23
30-Minute	1.14	1.40	1.73	1.96	2.55	2.81	3.39
1-Hour	1.44	1.81	2.28	2.60	3.44	3.80	4.58
2-Hour	1.70	2.13	2.80	3.30	4.44	5.00	6.12
3-Hour	1.87	2.28	3.13	3.63	4.83	5.43	6.60
6-Hour	2.19	2.71	3.64	4.30	5.71	6.40	7.80
12-Hour	2.63	3.23	4.31	5.10	6.71	7.55	9.20
24-Hour	3.00	3.75	5.15	5.88	7.78	8.75	10.68

506 Storm Water Detention Facilities

506.01 General

The runoff from any development shall not exceed the pre-development condition which shall be demonstrated by analyzing the runoff from the five (5) year, ten (10) year, twenty-five (25) year, fifty (50) year and the one hundred (100) year rainfall frequency events.

The pre-development condition is the runoff pattern, rate, and velocity prior to the construction of the development. The pre-development curve number is generally less than the post development curve number. Soil covers that produce a curve number that is higher in the pre-development condition must be approved by the County Engineer. The post-development condition with detention is the runoff pattern, rate, and velocity after construction of the development, which includes incorporating any storm water detention facilities into the development.

506.02 Storm Water Detention Report

The report shall be submitted to the County to explain and support how each item in these Criteria are met. The report shall be formatted to sequentially answer each Criteria item. Any deviation from the Criteria shall be noted on the plans and explained in the report.

All calculations for detention facilities shall be submitted for review by the County. Submittals shall include hydrographs, outflow rate and velocity, and stage-discharge relationship through the facility. Detention facilities may be located in the regulatory floodplain as approved by the floodplain administrator.

506.03 Hydrologic Analysis Criteria

- a) Precipitation – The total cumulative precipitation may be incrementally arranged using the NRCS Type II Rainfall Distribution Pattern.
- b) Infiltration/Excess Runoff – The excess precipitation/runoff will be calculated using the NRCS Curve Number Technique as described in the NRCS TR-55 Publication.
- c) Hydrograph Construction – The Hydrograph may be constructed using the NRCS Unit Hydrograph Method. Other methods may be utilized as approved by the County Engineer.

- d) Routing – Flows through detention ponds, both existing and proposed, should be routed using level pool or Modified Puls routing. Channel routing should generally be accomplished with Lag Routing or Kinematic Wave Routing. If there is sufficient floodplain storage to warrant, a diffusive routing technique may be utilized upon approval of the County Engineer.
- e) Simulation – The Hydrologic Model must be simulated for a twenty four (24) hour storm duration event. The maximum time step is five (5) minutes or thirty percent (30%) of the shortest lag time in the model, whichever is less.

506.04 Additional Detention for Downstream Development

- a) Additional detention storage, in excess of the required storage for the development, can be provided to satisfy the detention requirements for a tract of land downstream of the detention facility.
- b) This detention will be allowed provided the detention facility is constructed prior to the development of the downstream tract.
- c) A map showing the specified tract of land included in the detention facility volume shall be submitted. This shall be clearly documented in the Storm Water Detention Report.

506.05 Access to Detention Facilities

An access way, a minimum of fifteen (15) feet wide, shall be provided to and into all detention facilities from a public right-of-way. Access may be provided by frontage on a right-of-way or by an access easement to the detention facility. The access road shall have a maximum grade of fifteen percent (15%).

506.06 Slope and Depth Requirements for Detention Facilities

- a) Side slopes on detention facilities shall not be steeper than four to one (4:1), horizontal run to vertical rise.
- b) The bottom slope of a dry detention facility shall have a minimum slope of one percent (1%) across grass surfaces and a minimum slope of five tenths percent (0.5%) across paved surfaces.
- c) The standing water depth of the permanent pool of a wet detention facility shall be a minimum of four (4) feet deep.

506.07 Outlet Structure

All detention facilities shall have a defined spillway. The spillway shall be designed to pass the five hundred (500) year flood event with a minimum of one (1) foot of freeboard.

The plan shall show the spillway elevation, the one hundred (100) year and five hundred (500) year water surface elevation, and the minimum top of embankment.

506.08 Energy Dissipaters

Energy dissipation devices shall be installed at the outlet of the detention facility, and shall be detailed in the plans.

506.09 Erosion Protection and Sediment Control

All disturbed earth surfaces, including the detention facility, shall require the appropriate soil stabilization, erosion and sediment control methods in accordance with these subdivision regulations. These methods shall provide for the establishment or re-establishment of permanent vegetation on the detention facility.

506.10 Maintenance

Maintenance of the detention facility shall remain with the owner of the property as required by these subdivision regulations. The covenants shall explicitly state who shall be responsible to maintain detention facilities. Wagoner County will not maintain any detention facilities.

507 Open Channel Design Criteria

507.01 General

Channels shall be designed in accordance with sound engineering principles. The design water surface elevation shall be contained in the channel bank section. All open channels shall be provided with a minimum of one (1) foot of freeboard above normal depth from a one hundred (100) year frequency rainstorm.

507.02 Lined Channels

- a) All engineered channels shall be lined. The lining may be grass, riprap, concrete, or other erosion resistant materials.
- b) Trapezoidal channels shall have a minimum bottom width of two (2) feet. For sodded or grass lined sections the side slopes shall not be steeper than 4:1. For concrete or rock lined sections a side slope of 2:1 is acceptable.

- c) Rectangular channels require approval of the County Engineer. All rectangular channels will be concrete lined and may be stipulated to be fully enclosed.
- d) Low flow or “trickle” channels will be provided when required, to control erosion, and at the request of the County Engineer.
- e) Concrete channels shall have a minimum longitudinal slope of two tenths percent (0.2%), and grass lined channels shall have a minimum longitudinal slope of five tenths percent (0.5%). The minimum velocity to avoid sedimentation must be considered as part of channel slope design. Concrete channels must maintain a minimum velocity of two and five tenths (2.5) feet per second.
- f) The velocity of the water in the channel shall not exceed six (6) feet per second. If the velocity of the water in the ditch exceeds six (6) feet per second, the channel shall be lined with concrete or other such materials to prevent erosion.
- g) Proper erosion and sediment control methods shall be used for all disturbed areas in accordance with these subdivision regulations. These methods shall provide for the establishment of permanent vegetation.

507.03 Manning’s Friction Factor Values

Manning’s equation for the calculations of channel characteristics is acceptable. The friction factor (N) utilized for channel design is summarized in Table 507.03-1 for natural channels and Table 507.03-2 for lined channels. The source for this table is *Open Channel Hydraulics*, by V.T Chow, circa 1959.

For lined channels a high end value should be used for capacity determination. To estimate flow velocity, a low end Manning’s Value should be utilized. Additionally, the future growth, vegetation and natural maturation process of the channel should be anticipated.

Table 507.03-1 Manning's Fiction Factor for Natural Streams – Main Channels

Type of Channel and Description	Minimum	Normal	Maximum
Natural Streams			
1. Main Channels			
a. Clean, straight, full, no rifts or deep pools	0.025	0.030	0.033
b. Same as above, but more stones and weeds	0.030	0.035	0.040
c. Clean, winding, some pools and shoals	0.033	0.040	0.045
d. Same as above, but some weeds and stones	0.035	0.045	0.050
e. Same as above, lower stages, more ineffective slopes and sections	0.040	0.048	0.055
f. Same as "d" but more stones	0.045	0.050	0.060
g. Sluggish reaches, weedy, deep pools	0.050	0.070	0.080
h. Very weedy reaches, deep pools, or floodways with heavy stands of timber and brush	0.070	0.100	0.150

Table 507.03-2 Manning's Friction Factor for Natural Streams – Floodplains

2. Flood Plains			
a. Pasture no brush			
1. Short grass	0.025	0.030	0.035
2. High grass	0.030	0.035	0.050
b. Cultivated areas			
1. No crop	0.020	0.030	0.040
2. Mature row crops	0.025	0.035	0.045
3. Mature field crops	0.030	0.040	0.050
c. Brush			
1. Scattered brush, heavy weeds	0.035	0.050	0.070
2. Light brush and trees	0.040	0.060	0.080
3. Medium to dense brush	0.070	0.100	0.160
d. Trees			
1. Cleared land with tree stumps, no sprouts	0.030	0.040	0.050
2. Heavy stand of timber, few down trees, Little undergrowth, flow below branches	0.080	0.100	0.120
3. Same as above, but with flow into branches	0.100	0.120	0.160
4. Dense willows, summer, straight	0.110	0.150	0.200

Table 507.03-3 Manning's Friction Factor for Lined Channels

Type of Channel and Description	Minimum	Normal	Maximum
Lined or Built-Up Channels			
1. Concrete			
a. Trowel Finish	0.011	0.013	0.015
b. Float Finish	0.013	0.015	0.016
c. Finished, with gravel bottom	0.015	0.017	0.020
d. Unfinished	0.014	0.017	0.020
e. Gunite, good section	0.016	0.019	0.023
f. Gunite, wavy section	0.018	0.022	0.025
g. On good excavated rock	0.017	0.020	
h. On irregular excavated rock	0.022	0.027	
2. Concrete bottom float finished with sides of:			
a. Dressed stone in mortar	0.015	0.017	0.020
b. Random stone in mortar	0.017	0.020	0.024
c. Cement rubble masonry, plastered	0.016	0.020	0.024
d. Cement rubble masonry	0.020	0.025	0.030
e. Dry rubble on riprap	0.020	0.030	0.035

507.04 Natural Channels

Natural channels shall be privately maintained and contained in a drainage easement or reserve area.

508 Erosion Protection and Sediment Control

508.01 General

In order to minimize erosion and sedimentation damage to properties, drainage facilities, or other improvements, the subdivider shall provide appropriate soil stabilization and sediment control measures.

These measures shall allow for permanent vegetation to become established and shall prevent sediment deposition on adjacent properties or within the storm water drainage system.

The subdivider shall be responsible to install and maintain all soil stabilization; erosion control and sedimentation control measures and shall remove and dispose of any deposited sediment or repair erosion damage as required by the County.

Building permits for a portion or the entirety of a subdivision may be suspended for the enforcement and correction of erosion and sediment control measures including revegetation.

The subdivider is responsible for all applicable storm water discharge and wetlands permitting.

508.02 Storm Water Pollution Prevention Plan

The Storm Water Pollution Prevention Plan (SWP3) and report shall be included in the submission of the construction plans. The Report shall include a copy of the Notice of Intent and General Permit OKR10 – “*Stormwater Discharges from Construction Activities within the State of Oklahoma*” as issued by the Oklahoma Department of Environmental Quality. Additionally, the report should address all aspects of pollution control as outlined in the OKR10 document. The specific soil stabilization, erosion control and sediment control methods to be utilized are interdependent and shall be approved by the County Engineer on a project-specific basis.

508.03 Soil Stabilization Methods

Approved methods include sod placement, seeding, hydromulching, hydroseeding, geotextiles, erosion control blankets/mats or other methods as approved by the County Engineer.

508.04 Sediment Control Methods

Approved methods include silt fence, sediment basin/trap, check dam, fiber rolls, gravel/sand bags, straw bale barriers, stabilized construction entrances, truck washdown areas or other methods as approved by the County Engineer.

508.05 Clean Water Act 404 Permits

Applicants are responsible to contact the U.S. Army Corps of Engineers regarding Section 404 of the Clean Waters Act.

509 Water Supply and Fire Protection

509.01 General

Water supply systems shall be approved by ODEQ and the water provider. Where applicable, water systems should meet the requirements of ODEQ standards for “systems that provide fire protection”. Proposed residential and commercial plats should address fire protection for the proposed development.

510 Sewage and Wastewater Disposal

510.01 General

Sewage and wastewater disposal systems shall be approved by ODEQ and the utility provider as applicable.

Private and individual on-site disposal systems must be approved by ODEQ.

Section 600 Requirements for Improvements

601 Installation, Inspection and Testing of Improvements

601.01 General

Following the approval of the final construction plans, and prior to the final plat approval, the subdivider shall complete all required improvements in a manner satisfactory to the County, and said improvements shall be free and clear of all liens, claims, and encumbrances.

601.02 Construction of Improvements

All construction shall be in accordance with the details provided in the construction plans, with the Wagoner County Standards and Specifications and with the Oklahoma Department of Transportation Standard Details and Specifications.

Should any deviations be encountered in the “as built” conditions or other basis of the approved design, modifications and reconstruction may be required.

601.03 Inspection of Improvements

All roadways, drainage and other County improvements are subject to inspection during construction at any time. The contractor shall be responsible to provide adequate notification to the County Inspector to allow for inspection of the improvements. Failure to provide adequate notice for inspection or failure to meet the Standards in these Subdivision Regulations may result in rejection of the improvements by the County and the owner / developer may be subject to a fee in accordance with section 113.

Installation of all utility crossings across County roadways shall be coordinated with and inspected by a County Inspector prior to acceptance of the roadway.

601.04 Material Testing Requirements

The roadway contractor is responsible for testing costs and shall provide the County with compaction test results and Plasticity Index (P.I.) testing and locations to be determined by the County Road Foreman and/or County Engineer. The contractor shall utilize an approved testing lab and coordinate all testing. A copy of the approved testing lab list may be obtained from the County Engineer’s office.

- a) All roadways shall be compacted to a minimum of ninety five percent (95%) standard proctor density I.A.W. ASTM-D698.

- b) Sub-grade shall be constructed of material with a P.I. of less than ten (10). Sub-grade with a P.I. greater than ten (10) shall be modified with lime or in accordance with the project's geotechnical report, refer to section 502.11 Paving Materials and Street Design. Sub-grade shall be inspected, have acceptable P.I. results, and accepted density reports submitted and approved by the County prior to placement of any base or sub-base materials.
- c) Base and sub-base materials shall have acceptable P.I. and compaction testing results prior to the placement of further paving materials.
- d) Other material testing may be required as determined by the County Engineer.
- e) Testing frequency shall meet the following at a minimum, or as directed by the County Engineer, County Inspector, and/or the County Road Foreman:
 - i. Compaction – One (1) every two hundred (200) linear feet of street for sub-grade and aggregate base. Fill and trench backfill shall have compaction testing per specifications or as required by inspector to ensure compaction greater than (>) ninety five percent (95%) standard proctor density.
 - ii. Plasticity Index (P.I.) – Test shall be conducted at locations not separated by a distance greater than five hundred (500) feet, or as required by inspector for sub-grade to ensure P.I. is less than ten (10).
 - iii. Asphalt – Minimum of three (3) cut cored specimens of placed materials to determine final thickness and density testing. Target density is ninety four percent (94%) of Maximum Theoretical Specific Gravity and the acceptable density range is eighty eight point one to ninety seven percent (88.1% - 97%). Temperature of asphalt may be required to be monitored to insure conformance with specification requirement.

602 Maintenance Guarantee

Prior to acceptance of the subdivision improvements by the Board of County Commissioners, the subdivider shall obtain a maintenance surety for the improvements. The guarantee shall cover roadway improvements (including but not limited to sub-grade, sub-base, base, surface material, borrow ditches, roadway culverts and end treatments), detention and drainage facilities.

The surety shall be in the form of the following:

- a) A maintenance bond, based on T-bills, from a surety bonding company authorized to do business in the State of Oklahoma.
- b) Upon approval by the District Attorney and Board of County Commissioners, an irrevocable letter of credit from a financial institution regulated by the State Banking Department or United States Treasury Department.

The maintenance guarantee shall be effective on the date of acceptance of the improvements by the County in the amount of fifty percent (50%) of the actual cost of the roadway improvements (including but not limited to sub-grade, sub-base, base, surface material, borrow ditches, culverts and end treatments), detention and drainage facilities. The duration of the bond shall be for a period not less than three (3) years.

603 Completion and Acceptance of Public Improvements

At such time as the subdivider has completed the installation and construction of all required public utilities and improvements, the subdivider may apply for acceptance of all such improvements by the County or appropriate utility provider.

The individual or legal entity responsible for causing a public improvement to be constructed shall make written request through the Planning Department of all such public improvements to be accepted by the County. Upon receipt of such notice, the Planning Department, Engineering Department and the County Commissioners or their designee shall make a final inspection to determine whether or not the work is completed in compliance with the approved plans and specifications.

Upon receipt of the written recommendations and findings of the Planning Department and Engineering Department, the Board of County Commissioners may accept such improvements upon the finding that said improvements meet the requirements of these Regulations and all other conditions of approval have been satisfied (submission of maintenance bonds, etc.)

604 Maintenance of Improvements

Public improvements to be maintained by the County must be accepted as required by these subdivision regulations.

When the subdivision contains sewers, sewage treatment plants, water supply systems, park areas or other physical facilities necessary or desirable for the welfare of the area or that are of common use or benefit which are not or cannot be satisfactorily maintained by any existing public agency, provision shall be made by trust agreement made a part of the deed restrictions, acceptable to any agency having jurisdiction over the location and improvements of such facilities, for the proper and continuous maintenance and supervision of such facilities.

All lots, reserve areas and detention facilities shall be maintained (mowing and necessary maintenance) by the Subdivider of the respective subdivision. A Homeowners Association shall be formed to assume the maintenance responsibilities of the public detention facilities, reserve and common areas at a later date. Grass height within said facilities shall not exceed twenty-four (24) inches and/or shall be mowed every four (4) weeks. Non compliance shall be considered a violation of the Wagoner County Ordinances and shall be checked by Code Enforcement.

605 Time Limits

All improvements shall be completed and the final plat approved within a period of time not to exceed two (2) years from the date of approval of the preliminary plat by the Board of County Commissioners. The Board of County Commissioners shall have the power to extend that deadline one year when necessary, and where the subdivider can present valid reason for such extension.

606 Vacated Plats

Vacation of the plat as provided by Oklahoma State Statutes shall remove the obligation to construct such improvements.

607 Building Permits

607.01 Plat Completion Requirement

Building permits shall not be issued for a plat until all improvements have been approved and accepted by the County.

607.02 Residential Building Permit Requirements

Permit applications shall meet the requirements of the Planning Director's office and shall include a site plan with:

- a) Location of all easements and existing utilities.
- b) Set-back lines.
- c) 100 year flood plain boundaries (if located on or adjacent to the property).
- d) Location and elevations of proposed and existing structures.
- e) Property drainage patterns
- f) Proposed driveway material, location, dimensions and radii with culvert information (if applicable).
- g) Sidewalk location if streets are curb and gutter.

The Planning Director may require additional items or waive individual items of these site requirements as applicable.

607.03 Commercial and Industrial Building Permit Requirements

Permit applications shall meet the requirements of the Planning Director's office and shall include a site plan and the following information:

- a) Property zoning information, land coverage, setback and parking requirements.
- b) Grading plan with existing and proposed drainage patterns.
- c) The one hundred (100) year floodplain boundaries (if applicable).
- d) Drainage report including documentation showing no net increase in post development flow rate and no adverse impact to adjacent properties.
- e) Location of all easements, existing utilities, pipelines and other relevant property information.
- f) Location and elevation of structure(s), existing and proposed.
- g) Fire lane locations.

- h) Copy of Notice of Intent.
- i) Proposed fence and screening fence location(s).
- j) Sidewalk location if streets are curb and gutter.
- k) Location of proposed business signs.
- l) Storm Water Pollution Prevention Plan (SWP3).
- m) Any additional information required by the Planning Director.

Documentation should be provided for the reason(s) any items are not included.

Section 700 Definitions and References

701 Definitions

For the purpose of these regulations, the words below shall be used hereafter defined.

Abutting: For the purposes of providing notice, abutting shall mean contiguous or separated there from only by a non-arterial street.

Access Easement: A privately owned strip of land, dedicated as an easement, to provide vehicular access to the public right-of-way. Access easements shall not be named.

Alley: A minor right-of-way dedicated for public use which gives a secondary or inferior means of vehicular access to the back or side properties otherwise abutting a street, and which may be used for public utility purposes but is not intended for general traffic circulation.

All-weather Material: A hard surface, dust-free material capable during ordinary use of withstanding normal weather conditions without substantial deterioration. Gravel, or screenings alone, without the use of a petroleum or cement binder, does not meet the definition of an all-weather dust-free material.

As-built Plans: See "Record Drawings".

Blocks: A tract of land bounded by streets, or by a combination of streets and public parks, cemeteries, a railroad right-of-way, shoreline of a waterway, or boundary line of a subdivision, county or municipality.

Board or Board of County Commissioners: The Board of County Commissioners of Wagoner County, Oklahoma.

Collector Street: A public street intended to move traffic from local streets to arterial streets.

Comprehensive Plan: A master plan for the physical development of the County prepared and adopted by the Planning Commission and approved by the Board of County Commissioners pursuant to applicable state statutes and subsequent amendments thereto, and includes any part of such plan.

Deed of Dedication: Each final plat submitted to the County for approval shall carry a deed of dedication consisting of all of the following, but no limited to; a designation of the subdivision name as an addition to Wagoner County, a legal description of the tract to be subdivided, dedication of right-of-way and easements, provisions and protections as desired by suppliers shall be defined for electric, telephone, natural gas and cable television services, supplier of water and sanitary sewer services shall be stated as necessary and provisions and protections as desired by said suppliers shall be defined, all drainage ways and reserve areas shall be defined and dedicated to appropriate ownership, driveway culvert types shall be defined and finish floors and culvert sizes shall be described as depicted on the plat. The Deed of Dedication can not be changed

by the Developer, Subdivider or Home Owners Association without re-platting or amending the deed of the subject property.

Easement: Authorization to use and access a defined area of a property for a specific purpose; with the property owner generally utilizing and maintaining said area subject to the easement area remaining unencumbered for the specified easement use.

Engineering Department: Shall mean the Engineering Department of the Wagoner County.

Engineering Design Criteria: The criteria for engineering design and construction of infrastructure and other improvements related to the development of subdivisions adopted and included in these Subdivision Regulations and the Standard Drawings; and any additions thereto.

Flood or Flooding: A general and temporary condition of partial or complete inundation of normally dry land areas from: the overflow of inland or tidal waters; or the unusual and rapid accumulation or runoff of surface waters from any source.

Floodplain or Flood-Prone Area: Any land area susceptible to being inundated by water from any source. See "Flood or Flooding".

Frontage: The linear measurement of a lot boundary which abuts a public street.

Governing Body: The Board of County Commissioners of Wagoner County, Oklahoma.

Grade: The slope of a road, street or other public way, specified in percent (%) of vertical to horizontal measurements.

Half-Mile-Line: The north-south or east-west line, which bisects a one square mile section of land.

Health Department: The County-County Health Department of Wagoner County, Oklahoma, or the Oklahoma Department of Environmental Quality (ODEQ).

Jurisdiction: See "Territorial Jurisdiction."

Lot, Double Frontage: A lot which runs through a block from street to street and has frontage on two (2) or more streets, as distinguished from a corner lot.

Lot, Flag: A square parcel of land (flag) that is accessible only by a very long narrow strip leading from a main right of way (pole).

Lot, Key: A lot having a side lot line abutting the rear lot line of another lot.

Lot, Lot of Record: A lot which is part of a subdivision, the plat of which has been recorded in the office of the County Clerk of Wagoner County or a parcel of land, the deed of which is recorded in the office of the County Clerk of Wagoner County. Such lot shall have a frontage on an improved public street or on an approved private street.

Lot, Reverse Frontage: A corner lot of such size and shape that a building erected on it might logically be designed to face on either adjoining street, thus causing it to rear on the side lot line of an abutting lot.

Lot, Split: Any division of land into parcels, tracts, lots, or sites greater than ten acres with no alterations to streets, highways, right-of-way, or public utility easements (OS Title 19 Section 866.12-13).

Major Street: See “Street, Major”.

Major Street Plan: The part of the Comprehensive Plan which relates to major streets and highways.

Minor Street: See “Street, Minor”.

Open Space: Space on the ground, which is not built upon or otherwise improved to an impervious state (such as for buildings, drives or walkways) and which is maintained for active or passive recreational or buffer type uses.

Planned Unit Development (PUD): A discretionary type of development for a tract of land under single ownership or control, based upon an approved development plan and Sketch Plat permitting flexibility of principal land uses, lot sizes and accessory uses not otherwise available under conventional zoning and the related development standards.

Planning Commission or Commission: The Wagoner County Planning Commission.

Plat, Final: A map or chart of land subdivision prepared in accordance with these Subdivision Regulations in a form suitable for filing in the office of the County Clerk, including necessary affidavits, dedications, and acceptances, and containing a complete engineering description including references to field markers sufficient to locate on the ground all streets, alleys, blocks, lots, and other elements of the subdivision.

Plat, Preliminary: A map or chart of a proposed land subdivision prepared in accordance with these Subdivision Regulations showing the concept, character, and general details of the proposed development.

Plat, Sketch: A map or sketch of a proposed land division prepared after a pre-application conference in accordance with these Subdivision Regulations showing the general layout of streets and reservations of land, street improvements, drainage, water and sewerage, floodplains, the availability of existing utilities and other related information.

Quarter-Mile Line: A north-south or east-west line that bisects the north, south, east or west half of the section.

Record Drawings: The drawings as issued for construction on which the subdivider's engineer, upon completion of the work, has shown changes due to addenda or change orders and other information which said engineer considers significant based on record

documents furnished by the contractor and/or inspector to said engineer and which were annotated by the contractor to show changes made during construction.

Restrictive Covenants: An agreement of public record that restricts the use or occupancy of real property and sets forth a formal binding agreement that runs with such land and binds future land owners, his or her successors, or assigns to such agreements.

Right-Of-Way: A public or private strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electrical and communication services, oil or gas pipeline, water main, sanitary or storm sewer main, or for other special uses. The usage of the term "right of way" for the purposes of other than the platting of land shall mean that every right of way thereafter established and shown on the final plat is to be separate 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. Right of Way intended for streets, crosswalks, water mains, sanitary sewers, storm drains, or otherwise involving construction or maintenance by a public agency shall be dedicated to the public use by the maker of the plat on which such right of way is established. All such dedications are subject to the final approval by the County.

Roadway: See "Street".

Registered Engineer: A professional engineer registered and licensed to practice in the State of Oklahoma.

Registered Land Surveyor: A land surveyor registered and licensed to practice in the State of Oklahoma.

Required Improvement: An improvement required by the Planning Commission in accordance with these Subdivision Regulations as a condition for approval of the plat.

Reserve Area: An area or part of a plat identified on the face of the plat and set aside for park land, storm water detention or similar purposes which are specified on the face of the plat. The title ownership and responsibility for maintenance of Reserve Areas shall remain with the Subdivider until or unless conveyed to a homeowners association or accepted by the governing body. The Subdivider or owner shall grant to the governing body perpetual easements for drainage, utilities and other public purposes as specified in the covenants or deeds of dedication. If a Reserve Area falls within a right of way (e.g. Entrance Island), the Reserve Area must be contained in a roadway easement. The governing body shall have no liability for any damage to any private improvements occasioned by the maintenance or reconstruction of utilities or infrastructure located in the Reserve Area.

Reserve Strip: A strip of land typically created to by the owner to be privately retained to prevent, restrict or otherwise control access to public utilities or streets. Such strips are not permitted under these Subdivision Regulations.

Secretary: The Secretary of the Planning Commission being the designee of the Planning Commission or the Director.

Setback: The distance, existing or planned, between a building and the nearest property line or a street right of way.

Standard Specification for Construction: The specifications acting in conjunction with the Design Criteria adopted by the County for regulating the nature, extent, dimensions, construction, and financing of improvements in subdivisions. Where the County has elected to exercise extraterritorial subdivision jurisdiction, such specifications shall include a map showing the extent of such jurisdiction. These Specifications may also be referred to as the Construction Standards.

Street: Any public or private right-of-way, highway, road, land, square, court, or way set aside as a permanent right-of-way for street purposes that is 50' or more in width.

Street, Arterial: A thoroughfare designated on the Major Street Plan that carries a significant portion of interurban vehicle traffic at moderate speeds with some traffic stops. See also "Street, Primary/Major Arterial", "Street Secondary/Minor Arterial", "Street/Minor Arterial Alternative," or "Street, Collector" in this section.

Street, Border: A street located adjacent to a railroad, drainage way, park, open space area or limited access highway.

Street, Collector: A thoroughfare designated on the Major Street Plan that is intended to move traffic from minor streets to arterial streets, including the principal entrance and circulation street or streets of a development.

Street, Commercial Collector/Industrial Collector: A category of traffic way that provides circulation to and from commercial and industrial areas to connect to major streets or highways.

Street, Commercial Business District: A category of traffic way that provides circulation within the Central Business District.

Street, Commercial/Industrial: A category of traffic way that provides circulation within commercial and industrial areas.

Street, Cul-de-sac: A minor street with only one outlet and having a terminus for the safe and convenient reversal of traffic movement including all emergency and service vehicles.

Street, Frontage or Service: A minor street auxiliary to and located on the side of a major street for service to abutting properties and adjacent areas and for control of access.

Street, Major: Highways, Arterials (primary/principal and secondary/minor), and Collector streets shown on the Major Street Plan.

Street, Minor (Local): Any traffic way of limited length not classified on the Major Street Plan that provides direct access to abutting tracts of land and access to more heavily

traveled streets, and that is designed in such a manner to discourage its use by through traffic.

Street, Primary/Principal Arterial: A thoroughfare designated on the Major Street Plan that carries a significant portion of interurban vehicular traffic at a moderate rate of speed.

Street, Secondary/Minor Arterial: A thoroughfare designated on the Major Street Plan that carries a significant portion of interurban vehicular traffic having some traffic stops.

Street, Through: A street with access in two directions to a primary or secondary arterial street; or such access existing in one direction and a planned access in a second direction as approved by the Planning Commission and Board of County Commissioners.

Subdivider (or Developer): Any person, firm, partnership, corporation, or other entity, acting as a unit, subdividing or proposing to subdivide land as herein defined.

Subdividing: The dividing of land into two (2) or more lots, parcels, tracts, or areas, any one (1) of which when divided has an area of less than ten (10) acres, or any dividing of land involving the vacating or dedicating of right of way or the alignment of an existing or proposed street or highway or public utility easement, or the re-subdividing of land heretofore divided into lots, sites, or parcels, whether such dividing or re-subdividing is by means of a map or plat or metes-and-bounds descriptions.

Subdivision: A tract of land that has been subdivided or is proposed to be subdivided.

Subdivision Regulations: The Subdivision Regulations of Wagoner County.

Territorial Jurisdiction: The area within which the Planning Commission has jurisdiction over the subdividing of land, as provided by 19 O.S., Section 866, as amended. Said area consists of those parts of Wagoner County for which the Planning Commission has adopted a Comprehensive Plan (including a Major Street Plan), and/or zoning districts and classifications.

Way: Any street, avenue, parkway, highway, boulevard, road or alley reserved and/or dedicated for public or private use chiefly by vehicular or pedestrian traffic.

801 Subdivision Approval Procedure Flowchart

Contact the County Engineer's Office

802 Conceptual Plan Checklist

No.	Description	Notes
1.	The location and proposed width of each proposed street and right of way, sidewalk and pedestrian way.	
2.	The location, size, dimensions and points of access as applicable for existing streets.	
3.	The paving section and street drainage of borrow ditches or curb and gutter.	
4.	The location and size of all proposed easements.	
5.	Proposed water and sanitary sewer layout if applicable.	
6.	Preliminary Drainage Plan.	
7.	Preliminary Culvert Locations.	
8.	The locations for proposed detention facilities.	

803 Preliminary Plat Checklist

No.	Descriptions	Notes
1.	____ Copies of Preliminary Plat: Application and fee, ____ Copies of Conceptual Plans	
2.	Prepared by a Licensed Professional Land Surveyor.	
3.	Scale: Not more than 1"=100' or 1"=200' for large areas.	
4.	Name of the subdivision prefaced by "Preliminary Plat."	
5.	Name and address of owner(s), land surveyor, planner, engineer & abutting property owners.	
6.	Date of preparation of plat, north arrow and scale (written and graphic presentation).	
7.	Key or location map showing the location of subdivisions within the mile section.	
8.	An accurate legal description of the property.	
9.	A listing of service providers.	
10.	A listing of property zoning, setback, lot area and width requirement.	
11.	Locations and dimensions of all boundary lines of the proposed subdivision to the nearest one-hundredth foot including property lines, City limits or County lines.	
12.	Names of adjacent subdivisions and the names, locations, and widths of all existing streets, easements, drainage ways, and other public ways on & adjacent to the property.	
13.	Names, locations and widths of all proposed streets and all right of way dedications as required by street classification.	
14.	Location and width of easements for existing utilities on or adjacent to the property and any required setbacks.	
15.	Location of every oil or gas well, either existing active or inactive wells, plugged or unplugged abandoned wells, as shown by the records of the Oklahoma Corporation Commission and by such other records as may be on file with the Planning Department, or any planned future well sites.	

16.	Locations and widths of easements of all oil, gas, and petroleum products pipelines and any required setbacks.	
17.	Location and description of all existing structures, water bodies and watercourses.	
18.	Areas subject to flooding based upon the regulatory flood and the FIRM panel map number.	
19.	Location and dimension of all proposed streets, drainage ways, detention facilities, pedestrian ways, bike paths, parks, playgrounds, public ways, or other public or private reservations.	
20.	All proposed lots consecutively numbered, their dimensions, and building setback lines shall be shown on the plat for each residential single-family lot; blocks are consecutively numbered.	
21.	A topographic map of the subdivided area with contour lines having a maximum of two (2) foot contour intervals based on United States Coastal and Geodetic Survey datum.	
22.	A summary of the total acres platted, the number of lots and blocks, the number of reserve areas and other pertinent information to summarize the proposed development.	
23.	Preliminary Deed of Dedication for right of ways and easements; subdivision covenants.	
24.	Language shall be included on the face of the preliminary plat specifying "Acknowledgements" by the owner, surveyor, and engineer that the plat has been prepared in accordance with all of the regulations and requirements of Wagoner County.	

804 Final Plat Checklist

No.	Description	Notes
1.	_____ Copies of Final Plat: Application and Fee	
2.	Complies with Preliminary Plat and Preliminary Plat Checklist as applicable.	
3.	Name of the subdivision prefaced by "Final Plat."	
4.	Electronic file in accordance with the requirements of Wagoner County and reproducible Mylar. Remaining copies in blue or black line on a good grade of paper. Marginal line around the entire sheet one (1) inch from the edge of the sheet, with no plat lines, lettering, signatures, and seals within the marginal area.	
5.	Release letters from each applicable utility that the easement and utility extension requirements have been met. Utilities may include water, sewer, gas, telephone and cable respectively as available to the subdivision.	
6.	Third-order survey accuracy for vertical and horizontal survey datum and: 1. Traverse data for the plat, including the coordinates of subdivision boundary with the error of closure; 2. The computation of all distances, angles, and courses that are shown on the final plat; 3. All stakes, monuments or other evidence found on the ground in use to determine the boundaries of the plat.	
7.	The name and address of the owner(s) of land to be divided, the name and address of the subdivider if other than the owner, and the name and address of the land surveyor and engineer.	
8.	Date of preparation of the plat, north arrow and scale (written and graphic presentation);	
9.	Key or location map showing the location of subdivisions within the mile section;	
10.	An accurate legal description of the property;	
11.	Total acres and total number of lots in the subdivision;	
12.	Names of all adjacent subdivisions and the names, locations, and widths of all existing and proposed streets, easements, drainage ways, and other public ways, adjacent to the property;	
13.	Boundary of the subdivided area, block boundary, street, and other right of way lines with distances, angles, and/or bearings. Subdivisions boundary shall be tied to a section corner in the mile section. Where these lines follow a curve, the central angle, the radius,	

		points of curvature, length of curve, chord bearing, chord length, and length of intermediate tangents shall be shown.	
	14.	The accurate dimensions of all property to be offered for dedication for public use, and all property reserved for the common use of the property owners within the subdivision with purpose indicated;	
	15.	The dimensions of all lots and lot lines, and the bearings of those lot lines not parallel or perpendicular to the street right of way line;	
	16.	All easements shall be clearly identified, and if already on record, the recorded reference of such easements; the width of the easement with sufficient ties to locate it definitely with respect to the subdivision must also be shown;	
	17.	Easements that serve the area being platted located outside of the boundaries of the plat and recorded reference.	
	18.	The location of every oil or gas well, either existing active or inactive wells, plugged or unplugged abandoned wells, as shown by the records of the Oklahoma Corporation Commission and by such other records as may be on file with the Planning Department and the location of any planned future well sites.	
	19.	All proposed lots consecutively numbered, their dimensions, and building setback lines, and street addresses on plat for each residential single-family lot with the following notation: Caveat/Disclaimer: Addresses shown on this plat are accurate at the time the plat was filed. Addresses are subject to change and should never be relied on in place of the legal description.	
	20.	Certification by the owner's licensed land surveyor who prepared the plat as to the accuracy of the survey and of the plat, and that the monuments and benchmarks are accurate as to location shown, which shall state that he or she has fully complied with the requirements of these Regulations and the subdivision laws of the State of Oklahoma governing surveying, dividing and mapping of land, that the plat is a correct representation of all of the exterior boundaries of the land surveyed and the subdivision of it, and that the plat represents a survey made by such surveyor	
	21.	Certification by the DEQ that the subdivision conforms to the applicable health regulations as may be required.	
	22.	Certification by the appropriate authority that the subdivision conforms to all applicable regulations concerning public water supply and sanitary sewer facilities.	

23.	Certification signed and acknowledged by all parties having any title interest in the land subdivided, consenting to the preparation and recording of the plat as submitted.	
24.	The owner shall further acknowledge that all streets have been graded, base material applied and surfaces paved in accordance with the Subdivision Regulations of the County to include, where applicable, curbs and gutters, street name signs in place, visual screens, utilities and street lights installed, and all drainage and detention facilities constructed in accordance with the approved plans on file with the Engineering Department, all at the owner's expense and in compliance with the requirements of the County.	
25.	Current certification by a bonded abstractor, attorney or title insurance company of the last grantees of record owning the entire interest in the property being subdivided plus holders of mortgages and liens filed of record.	
26.	The consent of all owners of the subject property to the platting of the property, and Certificate of notice as to the platting of the property to the holders off mortgages and liens.	
27.	Current certification from the Corporation Commission of the State of Oklahoma setting forth the status of oil and gas activity on said property.	
28.	Provision for the developer to be responsible for all maintenance of all common areas and any detention areas, park areas, entry features, sidewalks, etc.; requirement for the formation of a homeowners or other owners association which shall be responsible for the maintenance of all common areas when association has been established.	
29.	Language on the face of the final plat specifying "Acknowledgements" by the owner, surveyor, and engineer that the plat has been prepared in accordance with the regulations and requirements of Wagoner County.	

805 Board of County Commissioners Certification Checklist

No.	Description	Notes
1	Electronic Copies of Final Plat and Covenants	
2	Utility Release Letters	
3	Roadway Release Letter	
4	Abstractor Ownership Affidavit	
5	Record Drawings	
6	Maintenance Bond	
7	Certifications on Face of Plat	
8	Deed of Dedication	

806 Construction Plan Checklist

No.	Description	Notes
1	Contains the design and utility information included in the conceptual plans as applicable unless modified during the review process.	
2	Certification by the licensed professional engineer licensed to practice in the State of Oklahoma that the design of the required improvements is, or will be in conformance with the standards, requirements, and provisions of the applicable agency or department and these Regulations;	
3	Applicable engineering reports are submitted to include Drainage Report, Storm Water Pollution Prevention Plan (SWPPP) & Report and Paving/Geotechnical Report.	
4	Existing and proposed ground profiles shall be shown along the centerline of each proposed street, with proposed grades and proposed elevations at a minimum of fifty (50) foot intervals.	
5	Cross-section of each proposed street, bicycle path, pedestrian way and sidewalk showing the type and width of pavement.	
6	Plan of the proposed water distribution system shall show pipe sizes and the location of valves and fire hydrants	
7	Drainage plan showing all existing and proposed storm sewer, manholes, catch basins, retention or detention facilities, watercourses, culverts, and other drainage structures within the tract, or adjacent thereto, with pipe sizes and grades.	
8	The drainage plan shall show the design calculations for all proposed borrow ditch sections, and shall show the following: type of culverts, minimum slope of culverts, type of end sections, capacity calculations and erosion protections (e.g., rock rip rap)	
9	If curb and gutter streets are utilized, design calculations for inlets, storms sewer, channels and street flow shall be provided.	
10	Grading plans shall show, at a minimum, existing contours, minimum finished floor elevations, driveway culvert sizes for each lot, drainage flow directional arrows, and proposed contours as applicable (e.g., proposed swales and detention ponds).	
11	A typical plan set shall include, but not limited to, a Cover, Preliminary Plat, Drainage Area Map and Grading Plan, Roadway Plan, Special Culverts, Storm Water Pollution Prevention Plan sheet, and standard detail sheets.	

807 Site Plan Checklist

No.	Description	Notes
1	Application, fees submitted, plans submitted (3 copies)	
2	Right of way, easements and property lines	
3	Zoning: land coverage, set backs	
4	Existing structures and features	
5	Grading Plan, drainage patterns (within property, to and from adjacent properties)	
6	Proposed plan: driveway, access, circulation pattern	
7	Parking requirements	
8	Drainage Report	
9	Existing flood plain	
10	Erosion Control Plan	
11	Notice of Intent	
12	Access to water	
13	Wastewater & Sewage Disposal, ODEQ Approval	
14	Fencing, screening fence requirement	
15	Business sign location	

808 Lot Split Checklist

No.	Description	Notes
1	Application, fees and adequate number of plans submitted.	
2	The lots front on an existing street. Refer to Section 402c	
3	The lot split does not contain more than three (3) total lots including the lots to be split and any remaining tract. A ten (10) acre tract may be split into no more than a total of three (3) lots including any previous lot splits affecting that tract.	
4	The lot split does not involve a new street or alley. There is no closing or vacation of a street, alley, setback line, access control or easement.	
5	The lot split would not result in significant increases in service requirements or will not interfere with any existing service levels.	
6	A substandard sized lot or non-conforming lot will not be created.	
7	All of the lots shall be of sufficient area to properly accommodate a suitable sewage disposal system as approved by ODEQ if one is required.	
8	There is adequate easement access by utility companies unless appropriate easements are dedicated as approved by those respective companies.	

809 Participant Certifications
County Road Foreman Inspection Block

COUNTY ROAD FOREMAN INSPECTION			
		INSPECTION DATE:	SIGNATURE:
1.	SUB-GRADE & GRADING		
2.	CULVERTS AND HEADWALLS		
3.	UTILITY X-INGS & LOAD TEST		
4.	SUB-BASE AGGREGATE BASE		
<p>NOTE: THE ABOVE ITEMS OF WORK SHALL BE COMPLETED IN CONSECUTIVE ORDER AND EACH ITEM OF WORK MUST BE COMPLETED, INSPECTED, APPROVED, AND "SIGNED OFF ON" BY THE COUNTY INSPECTOR PRIOR TO PROCEEDING TO THE NEXT ITEM OF WORK. FAILURE TO RECEIVE COUNTY SEQUENTIAL APPROVAL OF THESE ITEMS OF WORK SHALL RESULT IN NON-ACCEPTANCE BY WAGONER COUNTY OF ALL ROADWAY IMPROVEMENTS.</p>			

Owner's Certificate and Dedication

Example Owner's Certificate and Dedication

We, the undersigned, do hereby certify that we are the owners of and the only persons having any right, title or interest in the land shown on the Plat of: _____ and that the plat represents a correct survey of the above described property made with our consent, and that we hereby dedicate to the public use all streets as shown on the plat, that the easements as shown on the plat are created for the installation and maintenance of public utilities; that we hereby guarantee a clear title to all lands so dedicated from ourselves, our heirs, or assigns forever and have caused the same to be released from all encumbrances so the title is clear, except as shown in the abstracters certificate.

RESTRICTIONS (if any)

In witness thereof, _____ NAMES _____, being the owners of _____ Plat Name _____, hereby approves the foregoing Deed of Dedication.

This _____ day of _____, 20____.

Signature

ACKNOWLEDGEMENT

Surveyor's Certificate

Example Surveyor's Certificate

I, _____ Name _____, a duly licensed land surveyor in the State of Oklahoma, hereby certify that I have carefully and accurately surveyed, subdivided and platted the tract of land described above, and that said plat designated herein as Plat Name, a subdivision in Wagoner County, State of Oklahoma, is a true and correct representation of said survey.

Witness my hand and seal this _____ day of _____, 20_.

Signature and SEAL

ACKNOWLEDGEMENT

County Treasurer's Certificate

Example County Treasurer's Certificate

I, _____ Name _____, County Treasurer of Wagoner County, Oklahoma, hereby certify that I have examined the records pertaining to ad valorem taxes on the tract described in the accompanying plat and find that all the ad valorem taxes have been paid to and including 20__.

Dated this _____ day of _____, 20_____.

Signature

Planning Commission Certificate

Example Planning Commission Approval

I, _____ Name _____, Chairman/Secretary of Wagoner County, Oklahoma Planning Commission, hereby certify that the Commission approved the plat of _____ Plat Name _____ on the _____ day of _____, 20_.

Chairman – Planning Commission

Board of County Commissioner Certificate

Example of Acceptance of Dedication by Board of County Commissioners

Be it resolved the Board of County Commissioners of Wagoner County, Oklahoma, that the dedication shown on the attached plat of Plat Name is hereby accepted and that the Board will assume maintenance of dedicated public roads providing all construction requirements are fulfilled prior to their acceptance of dedicated roads by the Board of County Commissioners. The County Commissioners shall have adequate assurance by the developer that the roads will be built according to the requirements. Those assurances shall include bonds, letters of credit or other items approved by the Board of County Commissioners. The Board shall sign the plat and note on the plat that "roads will be maintained by the County".

Approved by the Board of County Commissioners of Wagoner County, Oklahoma this _____ day of _____, 20_____.

Chairman
Board of County Commissioner

County Clerk

County Clerk Certificate

Example of County Clerk Certificate

The County Clerk of Wagoner County, Oklahoma, does hereby now certify that the Plat of Survey for the subdivision known as _____ has been filed into the Wagoner County records.

County Clerk

Section 900 Permits and Inspection Fees

901 Building Permits

The County issues building permits for the following construction activity:

A. New Construction

Building Permit Fee- \$175 for the first 1,000 sq.ft. plus \$4 per 100 sq.ft. over the first 1,000 sq.ft.
Construction Inspection Fee - \$150 (full package)

B. Remodeling – Room Additions

Building Permit Fee- \$50 for the first 1,000 sq.ft. plus \$4 per 100 sq.ft. over the first 1,000 sq.ft.
Construction Inspection Fee – Individual Inspection Permits as required.

C. Mobile Home Installation

Building Permit Fee- \$75
Construction Inspection Fees - \$40 natural gas or propane installation
\$40 electric inspection
\$25 foundation footing inspection

D. Out Buildings – Including storage buildings, detached garages, and pole barns

These structures are not intended for residential occupancy.

Building Permit Fee- \$75
Construction Inspection Fees - \$40 natural gas or propane installation*
\$40 electric inspection*
\$40 plumbing inspection*
\$25 framing inspection
\$25 foundation footing inspection

E. Swimming Pools

Above Ground Pools - Permit & Inspection Fee - \$50 (One Visit)

In-Ground Pools - Permit & Inspection Fee - \$140 (Two Visit)

902 Individual Permits

Individual permits for Natural Gas or Propane and Electric installation will be issued for \$50.
This included the cost for the initial inspection.

* - As required based on the scope of construction.

903 Re-Inspections

A fee of \$35 is charged of all re-inspections of each Red Tag issued during a previous inspection.

904 Commercial Permits

Commercial building permits are issued on a case-by-case basis and are based on the actual scope of the construction. Permit fees will be quoted upon request.

905 Working Without a Permit – TIMES TWO Provision

The Permitting office will enforce a TIMES TWO provision for the issuance of permits “after the fact” meaning that any project that has begun site work without first consulting the County and receiving an approval to start work will be charged the cost of the permit being issued times two.

906 Waiver of Permit and Inspection Fees

Individual permit and or inspection fees may be waived for Hardship. These will be presented on a case-by-case basis by the District’s Commissioner where the permits is located and must be approved by unanimous consent of the full Board.

* - As required based on the scope of construction.