

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.