



SUBDIVISION REGULATIONS

Planning Department

Adopted by the Oklahoma City Planning Commission
January 13, 2005

THE CITY OF OKLAHOMA CITY

City Council

Mick Cornett, Mayor

Gary Marrs	Jerry Foshee
Sam Bowman	Ann Simank
Larry McAtee	Willa Johnson

Planning Commission

Kevin George, Chairperson

J. Michael Hensley	Bob Bright
Janis S. Powers	James M. Williams
Jim Allen	Nick L. Gales
George T. Washington	John Yoeckel

Development Regulations and Urban Development Committees

Carter Foree	David Yost
Wendell Steward	Gene Moore
Bryan Coon	Dennis Box
Paul Odom III	Nancy McNayr
Tim Johnson	Eric Groves
Terri Akers	Helen Pape
Kay Morgan	John Williams
Carol Schiel	Pat Yonikas
Richard McKown	Steve McCaleb
Jim Parrack	Mark Ruffin
Harrison Levy	Karen Collier
Eric Offen	Aaron Adel
Debora Morey	Janie Deupree

City Manager

James D. Couch

Planning Director

John Dugan

Assistant Municipal Counselor

Daniel T. Brummitt

Thanks to the assistance of all contributing City Staff,
with special thanks to Bob and Rhonda

ARTICLE 1	GENERAL PROVISIONS	PAGE
1.1	Title	1
1.2	Policy	1
1.3	Purposes	1
1.4	Authority	2
1.5	Jurisdiction	2
	1.5.1 General Application	
	1.5.2 General Prohibition	
	1.5.3 Issuance of Building Permit or Certificate of Occupancy	
1.6	Enactment	3
1.7	Interpretation, Conflict and Severability	4
	1.7.1 Interpretation	
	1.7.2 Conflict With Public and Private Provisions	
	1.7.3 Severability	
1.8	Saving Provision	4
1.9	Reservations and Repeals	4
1.10	Amendments to Subdivision Regulations	4
1.11	Enforcement	5
	1.11.1 General	
	1.11.2 Civil Enforcement	
ARTICLE 2	LANGUAGE AND DEFINITIONS	
2.1	General Rules of Construction	6
2.2	Definitions	6
ARTICLE 3	SUBDIVISION APPLICATION PROCEDURE AND APPROVAL PROCESS	
3.1	Administrative Bodies and Officials	20
	3.1.1 City Council	
	3.1.2 Planning Commission	
	3.1.3 Planning Director	
	3.1.4 Public Works Director	
	3.1.5 Water/Wastewater Director	
3.2	Subdivision Review Process	23
	3.2.1 Purpose of the Subdivision Review Process	
	3.2.2 Subdivision Review Process Required	
	3.2.3 Subdivision Review Process Optional	
	3.2.4 Subdivision Review Process Procedure	
3.3	General Subdivision Procedure	24
	3.3.1 Classification of Subdivisions	
	3.3.2 Official Submission and Approval Dates	
	3.3.3 Platting Required	
3.4	Deed Approval	26
	3.4.1 Classification as Deed Approval	
	3.4.2 Classification as Deed Approval Not Construed to Waive Requirements	
	3.4.3 Deed Approval Procedure	
	3.4.4 Delegation of Authority for Administrative Approval of Deeds	
	3.4.5 Staff Guidelines Regarding Improvements	
	3.4.6 Force of Approval	

3.5	Minor Subdivision	31
3.5.1	Classification as Minor Subdivision	
3.5.2	Classification as Minor Subdivision Not Construed to Waive Requirements	
3.5.3	Minor Subdivision Procedure	
3.6	Major Subdivision	35
3.6.1	Classification as Major Subdivision	
3.6.2	Major Subdivision Procedure	
3.7	Five-Acre Rural Subdivision	41
3.7.1	Classification as Five-Acre Rural Subdivision	
3.7.2	Classification as Five-Acre Rural Subdivision Not Construed to Waive Requirements	
3.7.3	Five-Acre Rural Subdivision Procedure	
3.8	Conditions of Plat Approval	43
3.9	Re-subdivision of Land	43
3.9.1	Procedure for Re-subdivision	
3.9.2	Procedure for Subdivisions Where Future Re-subdivision Is Indicated	
3.9.3	Procedure for Subdivision/Re-subdivision When Zoning Changes	
3.10	Nullification and Vacation of Plats	44
3.10.1	Procedure for Unrecorded Plat	
3.10.2	Procedure for Recorded Plat Vacated With Approval From City Council	
3.10.3	Procedure for Recorded Plat Vacated By Court Order	
3.11	Variances	45
3.11.1	General	
3.11.2	Conditions	
3.11.3	Procedures	
3.11.4	Required Vote	

ARTICLE 4 ASSURANCE FOR COMPLETION AND MAINTENANCE OF IMPROVEMENTS

4.1	General	47
4.2	Improvements and Subdivision Improvement Agreement	47
4.2.1	Completion of Improvements	
4.2.2	Subdivision Improvement Agreement and Guarantee	
4.2.3	Time Period for Completion of Improvements	
4.2.4	Temporary Improvements	
4.2.5	Costs of Improvements	
4.2.6	Governmental Units	
4.2.7	Failure to Complete Improvements	
4.2.8	Acceptance of Dedication Offers	
4.3	Inspection of Improvements	50
4.3.1	General Procedure and Fees	
4.3.2	Release or Reduction of Security	
4.4	Maintenance of Improvements	51
4.5	Deferral or Waiver of Required Improvements	51
4.5.1	Deferral or Waiver of Improvements	
4.5.2	Completion of Deferred Improvements	
4.6	Assurance of Certificates of Occupancy	51

ARTICLE 5 REQUIREMENTS FOR IMPROVEMENTS, RESERVATIONS AND DESIGN

5.1	General Improvements	52
5.1.1	Conformance to Applicable Rules and Regulations	
5.1.2	Adequate Public Facilities	
5.1.3	Self-Imposed Restrictions	

5.1.4	Plats Straddling Municipal Boundaries	
5.1.5	Monuments	
5.1.6	Character of the Land	
5.1.7	Subdivision Name	
5.1.8	Street Names	
5.1.9	Street Designation	
5.1.10	Property Owners Association	
5.2	Lot Improvements	56
5.2.1	Lot Arrangement	
5.2.2	Lot Dimensions	
5.2.3	Lot Drainage	
5.2.4	Through Lots	
5.2.5	Platted Building Lines	
5.2.6	Proximity to Railroads and Limited Access Highways	
5.2.7	Access From Arterial Streets	
5.2.8	Access Points	
5.3	Streets and Roads	62
5.3.1	General Requirements	
5.3.2	Design Standards	
5.3.3	Road Dedications and Reservations	
5.4	Private Roads	72
5.4.1	Private Roads in Rural Areas	
5.4.2	Private Roads in Urban Areas	
5.5	Drainage and Storm Sewers	79
5.5.1	General Requirements	
5.5.2	Design Requirements	
5.5.3	Drainage Easements	
5.6	Water Facilities	80
5.6.1	General Requirements	
5.6.2	Water Supply for Rural Subdivisions	
5.6.3	Water Supply for Urban Subdivisions	
5.7	Sewer Facilities	82
5.7.1	General Requirements	
5.7.2	Sewage Disposal for Rural Subdivisions	
5.7.3	Sewage Disposal for Urban Subdivisions	
5.8	Utilities and Sidewalks	83
5.8.1	Utilities	
5.8.2	Sidewalks	
5.9	Public Uses	86
5.9.1	Recreation Sites	
5.9.2	School Sites	
5.9.3	Libraries, Community Centers, Highways and Other Public Facility Sites	
5.9.4	Plat to Provide for Public Uses	
5.9.5	Notice to Property Owner	
5.9.6	Duration of Land Reservation	
5.10	Rural Subdivisions	88
5.10.1	General Requirements	
5.10.2	Streets and Roads	
5.10.3	Drainage and Storm Sewers	
5.10.4	Water Supply	
5.10.5	Sewage Disposal	
5.10.6	Soil Core Test Requirement in the Garber-Wellington Aquifer Recharge Area	

5.11	Reserved for future use	95
5.12	Open Space in Residential Areas	95
5.12.1	Open Space and Density in Rural Residential Developments	
5.12.2	Open Space Requirement for Urban Residential Developments	
 ARTICLE 6. SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED.		
6.1	Plat of Survey	96
6.1.1	Submission of Plat of Survey	
6.1.2	General	
6.1.3	Features	
6.2	Sketch Plat	96
6.2.1	Submission of Sketch Plat	
6.2.2	General	
6.2.3	Subdivision Name	
6.2.4	Property Description	
6.2.5	Property Ownership and Legal Status	
6.2.6	Features	
6.3	Preliminary Plat	98
6.3.1	Submission of Preliminary Plat	
6.3.2	General	
6.3.3	Subdivision Name	
6.3.4	Property Description	
6.3.5	Property Ownership and Legal Status	
6.3.6	Features	
6.3.7	Preliminary Engineering Design	
6.3.8	Statistical Report	
6.4	Construction Plans	103
6.4.1	Submission of Construction Plans	
6.4.2	General	
6.4.3	Features	
6.5	Final Plat	105
6.5.1	Submission of Final Plat	
6.5.2	General	
6.5.3	Features	

ARTICLE 1. GENERAL PROVISIONS**1.1. TITLE**

These regulations shall hereafter be known, cited and referred to as The City of Oklahoma City Subdivision Regulations.

1.2 POLICY

The following policies are hereby declared by the City of Oklahoma City:

- 1.2.1** The subdivision of land and its subsequent development shall be subject to the City's control, pursuant to the Comprehensive Plan, for the orderly, planned, efficient and economical development of the City.
- 1.2.2** Land shall not be subdivided unless it can be used safely for building purposes without danger to health or peril from fire, flood or other menace.
- 1.2.3** Land shall not be subdivided until adequate public facilities and improvements exist and proper provisions have been made for necessary road improvements, storm drainage, water, sewerage, capital improvements and other improvements.
- 1.2.4** Existing and proposed public improvements shall conform to the intent of and be properly related to the policies of the Comprehensive Plan and Capital Improvements Program of the City.
- 1.2.5** These regulations shall supplement and facilitate the enforcement of the provisions and standards contained in the Planning and Zoning Code; Buildings and Building Regulations; Housing and Property Maintenance Code; Drainage and Flood Control; Oklahoma City Municipal Code and the Comprehensive Plan and Capital Improvements Program of the City.

1.3 PURPOSES

These regulations are adopted to regulate and control the subdivision of land within the City of Oklahoma City for the following purposes:

- 1.3.1** To protect and provide for the public health, safety and general welfare of the City.
- 1.3.2** To guide the future growth and development of the City in accordance with the Comprehensive Plan.
- 1.3.3** To provide for adequate light, air and privacy, to secure safety from fire, flood and other danger, and to prevent overcrowding of the land and undue concentration of population.
- 1.3.4** To protect the character and the social and economic stability of all parts of the City.
- 1.3.5** To promote infill development in existing neighborhoods and nonresidential areas with adequate public facilities.
- 1.3.6** To assure proper urban form and open space separation of developed areas, and to protect environmentally critically areas and areas premature for development.

- 1.3.7** To protect and conserve the value of land throughout the City and the value of buildings and improvements upon the land, and to minimize the conflicts among the uses of land and buildings.
- 1.3.8** To guide public and private policy and action in providing adequate and efficient transportation systems, sanitary and storm sewers, schools, parks, playgrounds, recreation, and other public requirements and facilities.
- 1.3.9** To provide the most beneficial relationship between the uses of land and of buildings and the circulation of traffic throughout the City, particularly avoiding congestion in streets and on highways and creating pedestrian circulation appropriate to the various uses of land and buildings, and to provide for the proper location and width of streets and of building lines.
- 1.3.10** To establish reasonable standards of design and procedures for subdivisions and re-subdivisions in order to further the orderly layout and use of land, and to ensure proper legal descriptions and monumenting of subdivided land.
- 1.3.11** To ensure that public facilities are available and will have sufficient capacity to serve the proposed subdivision.
- 1.3.12** To prevent the pollution of air, streams and ponds; to assure the adequacy of drainage facilities; to safeguard the water table; and to encourage the wise use and management of natural resources throughout the City in order to preserve the integrity, stability and beauty of the community and the value of the land.
- 1.3.13** To provide for open spaces by encouraging the most efficient design and layout of the land, including the use of average density in providing for minimum width and area of lots, while preserving the density of development as established in the Planning and Zoning Code, and the Comprehensive Plan.

1.4 AUTHORITY

The Oklahoma City Planning Commission does hereby exercise the powers enumerated within this document pursuant to its authority vested in O.S. §11-47-114, as amended, as well as other applicable statutes, ordinances or regulations of the City of Oklahoma City and the State of Oklahoma.

1.5 JURISDICTION

1.5.1 General Application. These regulations shall apply to all subdivisions of land into two (2) or more lots, tracts or parcels, as defined in Section 2.2, located within the corporate limits of Oklahoma City.

A. These regulations and standards shall apply to:

1. The division of land into two (2) or more lots, tracts or parcels.
2. The re-division of previously platted land into lots, tracts or parcels.
3. The dedication, closing or reservation of any public easements.

4. The dedication or closing of any street.

B. These regulations shall not apply to:

- 1 Land that has been legally subdivided prior to the effective date of these regulations, except as provided herein. However, the re-division or combination of previously platted land into lots, tracts or parcels shall be subject to these regulations.
2. The sale of land by metes and bounds in tracts of more than five (5) acres in size, unless said tracts are part of a rural subdivision which includes the establishment of one (1) or more private roadways.

1.5.2 General Prohibition. Except for deed approval, no land shall be subdivided or sold, leased, transferred or developed within the corporate limits of Oklahoma City until each of the following conditions has occurred in accordance with these regulations:

- A.** The sub divider or his agent has submitted a preliminary plat and/or a final plat of the subdivision to the Planning Staff for review by the Planning Commission; and
- B.** The sub divider or his agent has obtained approval of the preliminary plat and/or final plat from the Planning Commission; and
- C.** The sub divider or his agent has recorded the approved plat in the office of the appropriate County Clerk.
- D.** The developer of a rural subdivision, where tracts exceed five (5) acres in size and include one (1) or more private roadway(s), has submitted a plat of survey for review and approval by the staff of the Planning Department in accordance with these regulations.

1.5.3 Issuance of Building Permit or Certificate of Occupancy. No building permit or certificate of occupancy shall be issued for any parcel or plat of land created by subdivision after the effective date of, and not in conformity with, the provisions of these regulations, and no excavation of land or construction of any public or private improvements shall take place or be commenced, except in conformity with these regulations.

1.6 ENACTMENT

In order that land may be subdivided in accordance with these policies and purposes, these Subdivision Regulations are hereby adopted and made effective as of **February 18, 2005**. All applications for subdivision approval, including final plats, pending on the effective date of these regulations shall be reviewed under these regulations; except that these regulations will not apply if preliminary plat approval was obtained prior to the effective date of these regulations and the sub divider has constructed subdivision improvements prior to submission of the final plat as required by the City unless the Planning Commission determines on the record that application of these regulations is necessary to avoid a substantial risk of injury to public health, safety and general welfare.

1.7 INTERPRETATION, CONFLICT AND SEVERABILITY

1.7.1 Interpretation. In their interpretation and application, the provisions of these regulations shall be held to be the minimum requirements for the promotion of the public health, safety and general welfare, and shall be construed to achieve the purposes for which these regulations were adopted.

1.7.2 Conflict With Public and Private Provisions.

A. Public Provisions. The regulations are not intended to interfere with, abrogate or annul any other ordinance, rule, regulation, statute or other provision of law. Where any provision of these regulations imposes restrictions different from those imposed by any other provision of these regulations or any other ordinance, rule, regulation, statute or other provision of law, the provision that is more restrictive or imposes higher standards shall control.

B. Private Provisions. These regulations are not intended to abrogate any easement, covenant, or any other private agreement or restriction, provided that where the provisions of these regulations are more restrictive or impose higher standards or regulations than such easement, covenant, or other private agreement or restriction, the requirements of these regulations shall govern.

1.7.3 Severability. If any part or provision of these regulations or the application thereof is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined to the part, provision or application directly involved in the controversy in which the judgment shall be rendered and it shall not affect or impair the validity of the remainder of these regulations or the application thereof. The Planning Commission hereby declares that it would have enacted the remainder of these regulations even without any such part, provision or application which is judged to be invalid.

1.8 SAVING PROVISION

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

1.9 RESERVATIONS AND REPEALS

Upon the adoption of these regulations, the City of Oklahoma City Subdivision Regulations adopted October 25, 1979, as amended, are hereby repealed, except as expressly retained herein.

1.10 AMENDMENTS TO SUBDIVISION REGULATIONS

For the purpose of protecting the public health, safety and general welfare, the Planning Commission may, from time to time, amend these regulations. Public hearings on all proposed amendments shall be held by the Planning Commission in the manner prescribed by law.

1.11 ENFORCEMENT

1.11.1 General.

- A.** The Planning Director shall assist the Planning Commission in enforcing these regulations and shall notify the Municipal Counselor of any violations or lack of compliance herewith.
- B.** No owner, or agent of the owner, of any parcel of land five acres or less shall transfer or sell any part of the parcel before a final plat or deed approval has been approved by the Planning Commission in accordance with the provisions of these regulations and filed with the appropriate County Clerk.
- C.** The subdivision of any lot or any parcel of land for the purpose of sale, transfer, lease or development with the intent of evading these regulations is prohibited. All such described subdivisions are subject to the requirements contained in these regulations.
- D.** No building permit shall be issued for the construction of any building or structure located on a lot or plat subdivided or sold in violation of these regulations, nor shall the City have any obligation to issue certificates of occupancy or to extend utility services to any parcel created in violation of these regulations.
- E.** The City may enforce any provision set forth in a final plat though such provision may be more restrictive than the provisions of these regulations.

1.11.2 Civil Enforcement. Appropriate actions and proceedings may be taken by law or in equity to prevent any violation of these regulations, to prevent unlawful construction, to recover damages, to restrain, correct or abate a violation, and to prevent illegal occupancy of a building, structure or premises.

ARTICLE 2. LANGUAGE AND DEFINITIONS

2.1 GENERAL RULES OF CONSTRUCTION

The language set forth in the text of these regulations shall be interpreted in accordance with the following rules of construction:

- 2.1.1 Tense and Form.** Words used or defined in one (1) tense or form shall include other tenses or derivative forms.
- 2.1.2 Number.** Words in the singular number shall include the plural number, and words in the plural number shall include the singular number.
- 2.1.3 Gender.** The masculine gender shall include the feminine and neuter. The feminine gender shall include the masculine and neuter. The neuter gender shall include the masculine and feminine.
- 2.1.4 Person.** The word “person” includes individuals, firms, partnerships, joint ventures, trusts, trustees, estates, corporations, associations, and any other similar entities.
- 2.1.5 Building.** The word “building” includes the word “structure” and shall be construed as if followed by the words “or a part thereof.”
- 2.1.6 Used or Occupied.** The words “used” or “occupied,” as applied to any land or building, include the words “intended, arranged or designed to be used or occupied.”
- 2.1.7 Shall and May.** The words “shall,” “must” and “will” are mandatory in nature and establish an obligation or duty to comply with the particular provision. The word “may” is permissive.
- 2.1.8 Herein and Regulations.** The word “herein” means “in these regulations,” and the word “regulations” means “these regulations.”
- 2.1.9 Undefined Terms.** Any words not defined in this Article, but defined in the Planning and Zoning Code, shall conform to the definition used in the Planning and Zoning Code. Any words not defined in this Article or in the Planning and Zoning Code, shall conform to standard American-English usage.
- 2.1.10 Examples and Lists.** Examples and lists shall not be considered to be all-inclusive unless the content clearly states to the contrary.

2.2 DEFINITIONS

For the purposes of these regulations, the following terms shall have the following meanings:

A

Access: A means of vehicular or pedestrian approach, entry to or exit from property.

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

Amenity: Aesthetic or other characteristics of a development that increase its desirability to a community or its marketability to the public.

Applicant: The owner of land proposed to be subdivided or the owner's representative who shall have express written authority to act on behalf of the owner. Consent shall be required from the legal owner of the premises for all applications for subdivision review.

As-Built Drawings: Engineering documents drawn to scale showing the constructed dimensions and materials of all required improvements. An as-built drawing differs from design drawings and construction drawings which are design-oriented documents prepared prior to construction rather than a depiction of what has actually been constructed.

B

Base Flood: The flood having a one percent (1%) chance of being equaled or exceeded in any given year.

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

Bond, Surety: Any form of a surety bond in an amount and form satisfactory to the City Council to assure the completion of specified improvements within a subdivision.

Buffer: A strip of land with a fence, wall or landscaping that provides a visual barrier between uses.

Building: A structure entirely separated from any other structure by space or by walls in which there are no communicating doors or windows, or similar openings, and having a roof supported by walls or columns for the shelter, support, or enclosure of persons, animals, chattels or movable property of any kind.

Bulk Standards: Specifications in the Planning and Zoning Code, that provide minimum building setbacks, and maximum building height, building coverage and floor area ratio requirements.

C

Central Sewer System: A community sewer system comprised of a collection system and a centralized treatment and disposal facility or a system of transport to a public wastewater disposal system.

Certificate of Occupancy: Official certification that permits the use of a building in accordance with the approved plans and specifications, and certifies compliance with the provisions of law for the use and occupancy of the building in its several parts, together with any special stipulations or conditions of the Building Permit.

City: The City of Oklahoma City, Oklahoma.

City Council: The governing or legislative authority of the City of Oklahoma City.

City Department: Any and all departments of the City of Oklahoma City.

City Manager: The chief administrative official of the City of Oklahoma City.

Commission: See “Planning Commission.”

Compatibility: The characteristics of different uses or activities that permit them to be located near each other in harmony and without conflict.

Comprehensive Plan: An official document, or parts thereof, consisting of maps, charts and textual material, that constitutes a policy guide to decisions about the physical and economic development of the City of Oklahoma City, as adopted and amended by the Planning Commission.

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

Covenant: A private legal restriction on the use of land, contained in the deed to the property or otherwise formally recorded.

D

Dedication: The transfer in ownership of a parcel of land, right-of-way or improvement to the City of Oklahoma City or other public entity without compensation.

Deed: A legal document that states a conveyance of title to real property.

Deed Approval: A subdivision of land into no more than three (3) lots, tracts or parcels. Said subdivision shall include all processes related to the conveyance of title by: deed described by metes and bounds; deed described by reference to an unapproved plat; and/ or deed resulting from the adjustment of lot lines in an approved plat.

Density: The average number of housing units per parcel of land generally expressed as “dwelling units per acre.”

Develop: To erect any structure or to install any improvements on a tract of land, or to undertake any activity (such as grading) in preparation therefore.

Developer: The legal or beneficial owner of land proposed to be subdivided or the owner’s representative who is responsible for any undertaking that requires review and/or approval under these regulations. See “Sub divider.”

Director: The Planning Director, Public Works Director or Water/Wastewater Director, as the context dictates.

E

Easement: A partial interest or right in real property for certain specified purposes by a person who does not have fee simple title to said property.

Escrow Account: A deposit of cash or other approved securities either with the City of Oklahoma City or with an approved bank or other financial institution to assure the completion of specified improvements within a subdivision.

Expressway: A divided facility which augments the freeway system by giving preference to through traffic with partial access control ranging from limited median and at-grade crossings to grade separations at major intersections.

F

Flood Prone Areas: A land area adjoining a river, stream, watercourse or lake that is subject to City, State or Federal development regulations because of its potential for flooding.

Floodway: The channel of a river, or other watercourse, and the adjacent land areas that are required in order to carry and discharge a flood of a given magnitude.

Floodway, Regulatory: The channel of a river, or other watercourse, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot (1') above the base flood.

Freeway: A continuous system designed to give preference to through traffic by providing grade-separated connections with selected arterials only, and by prohibiting crossings at-grade or direct private driveway connections.

Frontage: Property on one (1) side of a street or place measured along the line of the street or place.

G

Grade:

- A. The slope of a road, street or other public way, specified in percentage (%) terms.
- B. The average elevation at ground level of the buildable area (i.e., the area conforming to all zoning setback requirements) of a lot, tract or parcel of land.

H

Health, Safety or General Welfare: The purpose for which municipalities may adopt and enforce land use regulations for the prevention of harm or promotion of public benefit to the community; commonly referred to as the police power.

I

Improvement: Any street, curb and gutter, sidewalk, drainage ditch, sewer, catch basin, water main, streetlight, newly planted tree, off-street parking area, or other facility necessary for a subdivision or development.

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

Improvement, Temporary: An improvement built and maintained by a sub divider during construction of the subdivision and prior to release of the performance bond.

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

Intensity: The degree to which land is used, referring to levels of concentration or activity in uses, expressed in dwelling units per acre or lot coverage.

Intersection: The point at which two (2) or more public or private rights-of-way (generally streets, roads, driveways, etc.) meet.

J

K

L

Landlocked: A lot, tract or parcel of land surrounded or bounded on all sides by other lots, tracts or parcels of land and lacking frontage on or access to an approved street.

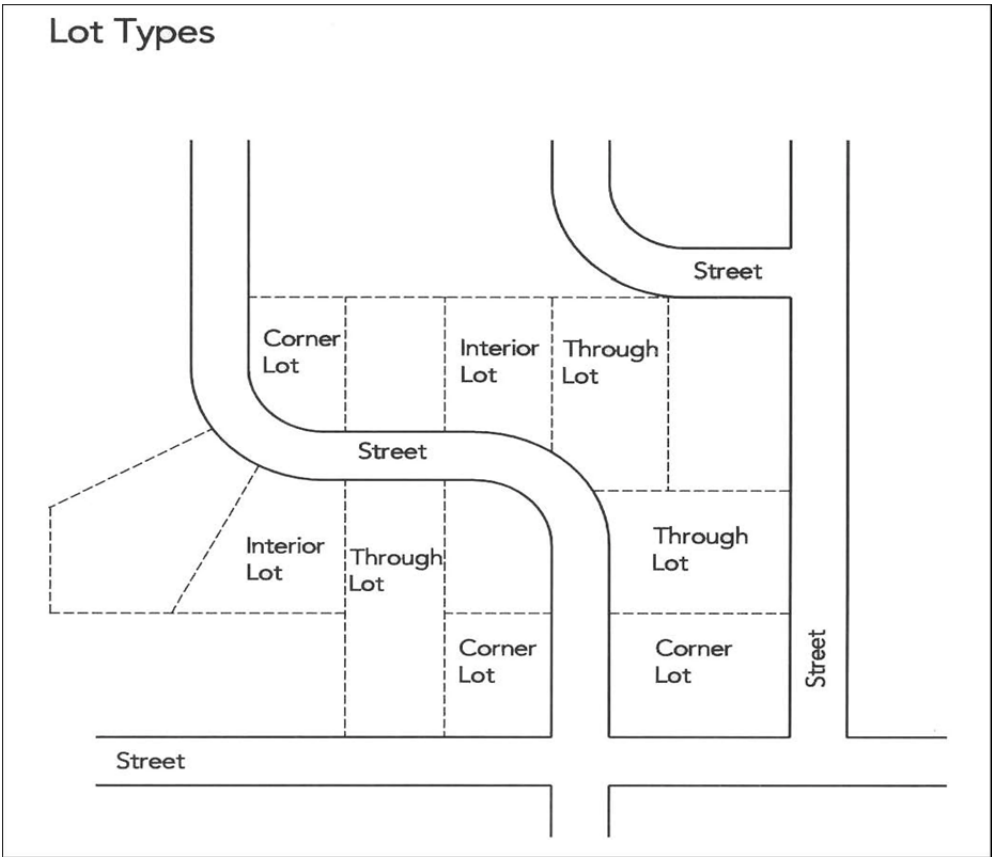
Landscaping: The improvement of a lot, tract or parcel of land with the purpose of meeting specific criteria regarding uses of outside space. Landscaping may include grass, shrubs, trees, flowerbeds, pedestrian walks, ornamental objects (such as fountains), statuary, and other familiar natural or artificial objects designed and arranged to produce an aesthetically pleasing effect.

Letter of Credit: A letter from a bank, or other reputable creditor, that guarantees to the City Council that, upon the City's request, funds will be provided to the City to complete specified improvements within a required time period.

Limits of No Access: A platted or other specifically defined/illustrated access control restriction adjacent to a street or highway that delineates the limits within which vehicular access is prohibited. The application of "limits of no access" is an access management control measure necessary to preserve or improve the service level and safety of a transportation resource.

Lot: A measured parcel of land having fixed boundaries and designated on a plat of at least sufficient size to meet minimum use regulations and development standards, as are required in the Planning and Zoning Code. Exclusive of right-of-way or street easement. See Figure 6.1.

FIGURE 6.1



Lot Area: The area of a horizontal plane bounded by the front, rear and side lot lines.

Lot, Corner: A lot abutting upon two (2) or more streets at their intersection. See Figure 6.1.

Lot Coverage: The proportion of a lot or site covered or permitted to be covered by principal and accessory building(s) or structure(s).

Lot Depth: The average horizontal distance between the front and rear lot lines, measured within lot boundaries. See Figure 6.2.

Lot Improvement: Any building, structure, place, work of art or other object situated on a lot.

Lot, Interior: A lot whose side lot lines do not abut upon any street. See Figure 6.1.

Lot Line: A line of record bounding a lot, thereby dividing such lot from another lot or from a right-of-way.

Lot Line, Front: Ordinarily that line of a lot which abuts upon the street(s).

Lot Line, Rear: Ordinarily that line of a lot which is opposite and furthest from the front lot line.

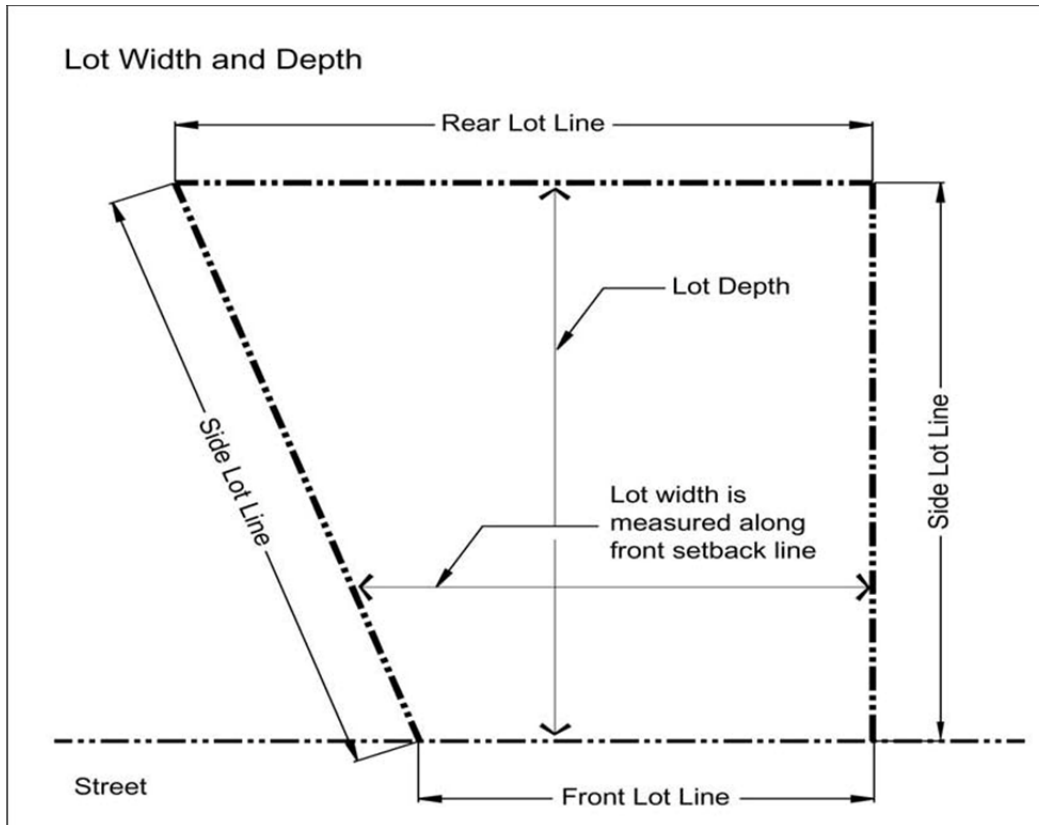
Lot Line, Side: Ordinarily that line of a lot which intersects the front lot line at a right angle.

Lot, Through: A lot having a frontage on two (2) non-intersecting streets, as distinguished from a "Corner Lot." See Figure 6.1.

Lot of Record: A lot which is created by an approved deed or which is a part of a subdivision, the map of which has been filed of record in the office of the appropriate County Clerk.

Lot Width: The mean distance between the side lot lines of a lot measured at right angles to the depth or the same distance measured at the front building line or on a cul-de-sac lot or 90° eyebrow. See Figure 6.2.

FIGURE 6.2



M

Metes and Bounds: A system of describing and identifying land by measures (metes) and direction (bounds) from an identifiable point of reference such as a monument or other marker, the corner of intersecting streets or, in rural areas, a tree or other permanent fixture.

N

Nonconformity: Lots, structures, uses of land and structures, and characteristics of uses which are prohibited under the terms of the Planning and Zoning Code, but which were lawful at the date of enactment of the Planning and Zoning Code, and not otherwise classified as non-complying.

O

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

P

Parcel: A lot, or contiguous group of lots, in single ownership or under single control, and usually considered a unit for purposes of development.

Percolation Test in Soil Boring: Field test conducted and used in judging the suitability of soil for on-site, sub-surface sewage disposal and seepage system.

Planned Unit Development (PUD): A form of development characterized by a unified site design for a number of housing units and/or cluster buildings, and providing common open space, net density increases and/or a mix of building types and land uses.

Planning Commission: The Oklahoma City Planning Commission, unless the context indicates otherwise.

Planning Staff: The staff of the Planning Department of the City of Oklahoma City.

Plat, Final: The map of a subdivision and any accompanying material, as described in these regulations, which conforms to the requirements of the applicable laws of the State and ordinances of the City and County, and which has been approved by the Planning Commission and accepted by the City Council and duly signed and filed of record in the office of the appropriate County Clerk.

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

Plat, Sketch: A sketch or informal plan prepared prior to the preparation of a preliminary plat describing the proposed design of a subdivision to be reviewed during the pre-application review process.

Plot: An indefinite term usually referring to a piece of usable property, often used synonymously with parcel or site, and mistakenly, to mean plat.

Pre-Application Review: A preliminary review of a development proposal between the Developer and the Planning Staff prior to submittal to the Planning Commission and City Council.

Private Access Drive: A lane for traffic maneuver that provides access to lots in a subdivision having a limited number of lots; that extends directly from and connects to an approved street; that may be substandard in certain design respects to a street; and that is privately owned and maintained by the property owners association for the subdivision.

Professional Engineer: An engineer licensed and registered in the State of Oklahoma.

Professional Land Planner or Designer: An individual with formal training in planning, architecture, landscape architecture and/or civil engineering and/or several years experience in land development, subdivision design and/or subdivision review.

Property Owners Association: An association or organization, whether or not incorporated, which operates under and pursuant to recorded covenants or deed restrictions, through which each owner of a portion of a subdivision, be it a lot, parcel site, unit plot, condominium or any other interest, is automatically a member as a condition of ownership, and each such member is subject to a charge or assessment for a prorated share of expense of the association which may become a lien against the lot, parcel, unit, condominium or other interest of the member.

Police Power: Inherent, delegated or authorized legislative power for purposes of regulation to secure health, safety and general welfare.

Public Use: Any area, building or structure held, used or controlled exclusively for public purposes by any department or branch of any government, without reference to the ownership of the building or structure, or of the realty upon which it is situated.

Public Use, Quasi: Any use which is essentially public, in terms of services rendered, although it is under private ownership or control.

Public Utility: A business or service, having an appropriate franchise, which is engaged in regularly supplying the public with some commodity or service which is of public consequence and need, such as electricity, gas, water, or communications.

Public Way: Any street, waterway, viaduct, subway, bridge, waterfront, parkway, playground, square, park, aviation field, alley and/or open space dedicated to public use.

Q

R

Raw Land: Vacant land un-subdivided and not improved by urban services and utilities.

Record Drawing: Reproducible copy of the construction plans.

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

Reserve Strip: A narrow, linear strip of property, usually separating a parcel of land and a roadway, that is characterized by limited depth which will not support development and by preventing access from the roadway to the adjacent parcel of land.

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

Rezoning: An amendment to or change in the zoning of a lot, tract or parcel of land.

Right-of-Way: A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, or for another special use. The usage of the term “right-of-way” for land platting

purposes shall mean that every right-of-way hereafter established and shown on the final plat is to be separate and distinct from the lot, tract or parcel of land adjoining such right-of-way and not included within the dimensions or area of such lot, tract or parcel of land.

Right-of-Way Line: A dividing line between a lot, tract or parcel of land and a contiguous of-way.

Road: See “Street.”

Roadway: That portion of a street which has been designed and improved for the accommodation of vehicular traffic.

S

Security: The surety bond, escrow account or letter of credit provided by the applicant to secure its promises in the subdivision improvement agreement. See “Bond, Surety,” “Escrow Account” and “Letter of Credit.”

Setback: The required distance between every structure and the lot line on the lot on which it is located. See “Yard,” “Yard, Corner Side,” “Yard, Front,” “Yard, Rear” and “Yard, Side.”

Sidewalk: A pedestrianway constructed in compliance with the standards of these regulations, generally abutting or near the curb line of the street.

Sight-Distance: The distance required for a driver to detect an unexpected or otherwise difficult-to-perceive information source or hazard in a roadway environment that may be visually cluttered, recognize the hazard or its threat potential, select an appropriate speed and path and initiate and complete the required safety maneuver safely and efficiently. The sight distances required are based on posted speed limits and are provided in Table 5.1 of these regulations. The definition used is that for decision sight distance as included in “A policy on Geometric Design of Highways and Streets 2001” as published by the American Association of State and Highway Transportation Officials.

Sight-Proof Fence: A solid opaque fence or wall that is a minimum of 6 feet but no more than 8 feet in height, made of wood, masonry, decorative metal, or other suitable material in compliance with the Building Code.

Street. All property dedicated or intended for public or private street purposes, or subject to public easements. Includes any street, avenue, boulevard, road, parkway, viaduct, drive or other roadway.

Street, Approved: A street that has been approved in one of the following manners:

- A. A street that has been dedicated to and accepted by the City.
- B. A street that has been dedicated to and accepted by the County prior to annexation by the City.

- C. A private road that meets private road standards, and the requirements of these regulations.
- D. A street that has been accepted for maintenance by the City, County, State or Federal government.

Street, Collector: Streets which provide access and service to land, circulate traffic between land uses, and collect and distribute traffic between the arterial street system and the local street system.

Street, Cul-De-Sac: A local street with only one (1) outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement.

Street, Local: Streets which penetrate neighborhoods to provide the highest level of access to residents, businesses or other abutting property. Service to through movement is deliberately discouraged.

Street, Major Arterial: A continuous street system which provides for the safe movement of through traffic on at-grade intersection facilities by application of good geometric design and traffic control measures. The system provides a minimum of direct access to abutting property, and should not penetrate identifiable neighborhoods.

Street, Minor Arterial: Streets which augment the major arterial system in those more densely developed areas requiring a closer spacing of arterial facilities. Minor arterials should not penetrate identifiable neighborhoods, but may provide slightly greater direct access to abutting property than major arterials.

Street Width: The shortest distance between the lines delineating the right-of-way of a street.

Structure: Anything constructed or erected, the use of which requires permanent location on the ground or which is attached to something having a permanent location on the ground. This includes, but is not limited to, main and accessory buildings, advertising signs, billboards, poster panels, fences, walls, sidewalks, driveways and parking areas.

Subdivider: Any person(s):

- A. Who has an interest in land and causes it, directly or indirectly, to be divided into a subdivision.
- B. Who, directly or indirectly, sells, leases or develops, or offers to sell, lease or develop, or advertises for sale, lease or development, any interest, lot, parcel, site, unit or plat in a subdivision.
- C. Who engages directly or through an agent in the business of selling, leasing or developing, or offering for sale, lease or development, a subdivision or any interest, lot, parcel, site, unit or plat in a subdivision.
- D. Who is directly or indirectly controlled by, or under direct or indirect common control, with any of the foregoing.

Subdivision:

- A. The division of land into two (2) or more lots, tracts or parcels.

B. The dedication of a road, highway or street through a tract of land regardless of area.

C. Re-subdivisions of land heretofore divided or platted into lots, tracts or parcels.

Subdivision Improvement Security: A surety entered into by the applicant and the City whereby the applicant promises to complete all required public improvements within the subdivision within a specified time period following final plat approval.

Subdivision, Major: A subdivision of land into eleven (11) or more lots, tracts or parcels.

Subdivision, Minor: A subdivision of land into no more than ten (10) lots, tracts or parcels, and is not otherwise classified as a deed approval.

Subdivision, Nonresidential: A subdivision whose intended use is other than residential, such as commercial or industrial.

Subdivision Review Process: An administrative procedure which provides technical review services to the Planning Commission in the administration of these regulations.

Subdivision, Rural: A residential subdivision in the area of the City of Oklahoma City which is not designated by the Comprehensive Plan to receive urban services from the City.

T

Terminus: The end point of a dead-end road.

Topography: The relief features or surface configurations of an area of land.

Tract: A lot. The term “tract” is used interchangeably with the term “lot,” particularly in the context of subdivision, where a “tract” is subdivided into several lots, parcels, sites, units, plots, condominiums, tracts or interests.

U

Usable Open Space: Area intended for common use by occupants or residents of a development, either privately owned and maintained or dedicated to a public agency, normally including swimming pools, recreation courts, patios, open landscaped areas, and green belts with pedestrian walkways and equestrian and bicycle trails, but not including off-street parking and loading areas or driveways.

V

Variance: A procedure by which the Planning Commission may modify or alter the Subdivision Regulations for a specific piece of property.

W

X

Y

Yard: An open space at grade, other than a court or plaza, between a structure and the adjacent lot lines, that is unoccupied and unobstructed by any portion of a structure from the ground upward, except where otherwise specifically provided in the Planning and Zoning Code. In measuring a yard for the purpose of determining the depth of the front yard, rear yard or side yard, the least horizontal distance between the lot line and a building or structure shall be used.

Yard, Corner Side: A side yard on a corner lot which abuts a street.

Yard, Front:

- A. An open area facing and abutting a street and extending across the front of the lot between the side lot lines and having a minimum horizontal depth measured from the street equal to the depth of the minimum front yard specified for the district in which the lot is located. The required front yard line represents the line in front of which no building or structure may be erected, other than steps, unenclosed porches, canopies, marquees, and carports as permitted in the Planning and Zoning Code.
- B. In commercial or industrial uses, the front yard shall always be adjacent to an expressway or arterial if the lot abuts such a facility.

Yard, Rear: An open area which extends across the rear of the lot between side lot lines and which has a minimum depth measured from the rear lot line as specified for the zoning district in which the lot is located. Steps, unenclosed porches and unenclosed balconies may extend into the rear yard. On both corner lots and interior lots the rear yard shall in all cases be at the opposite end of the lot from the front yard.

Yard, Side: An open area which extends from the required front yard to the required rear yard and which has a minimum width measured from the side lot line as specified for the zoning district in which the lot is located. Steps may extend into a side yard.

Z

Zoning District: A section of the City designated in the text of the Planning and Zoning Code, and delineated on the Official Zoning Districts Map, for which land use requirements, and building and development standards are prescribed.

ARTICLE 3. SUBDIVISION APPLICATION PROCEDURE AND APPROVAL PROCESS

3.1 ADMINISTRATIVE BODIES AND OFFICIALS

3.1.1 City Council.

A. Establishment.

The City of Oklahoma City has previously established the City Council.

B. Powers and Duties.

In addition to those powers set forth in other sections of the City Code, the City Council shall have the following powers and duties relative to the subdivision of land:

1. To accept subdivision improvement agreements and guarantees.
2. To accept dedication of public street rights-of-way and utility easements.
3. To review and approve street name changes.
4. To review and approve plat and/or partial plat vacations.
5. To review and approve scrivener's errors.

3.1.2 Planning Commission.

A. Establishment.

The City of Oklahoma City has previously established the Planning Commission.

B. Powers and Duties.

In general, the Planning Commission shall have such powers as may be necessary to enable it to fulfill its function, to promote municipal planning, and to carry out the purposes of the State Statutes empowering the Commission to act. Specifically, the Planning Commission shall have the following powers and duties relative to the subdivision of land:

1. To adopt and, from time to time, amend regulations governing the subdivision of land within its jurisdiction.
2. To review and approve variances to these Subdivision Regulations.
3. To review and approve subdivision plats.
4. To review and approve designation of streets as public or private.

5. To review and approve the names of all streets and subdivisions.
6. To review and make recommendations on street name changes.
7. To review and make recommendations on plat and/or partial plat vacations.

3.1.3 Planning Director.

A. Establishment.

The City of Oklahoma City has previously established the position of Planning Director.

B. Powers and Duties.

The Planning Director shall have the following powers and duties:

- 1 Unless specifically stated otherwise, the provisions of these regulations shall be administered and enforced by the Planning Director or his designated representative.
2. In the administration of these regulations, the Planning Director shall be assisted by the following officers, departments, agencies, committees and boards as determined by the Director.
 - (a) Municipal Counselor.
 - (b) Such additional officers, departments, agencies, committees and boards of the City, County, State and Federal governments as shall be specified and referred to under these regulations.
 - (c) Those committees as established by these regulations or as may be created by the Planning Commission.
3. The Planning Director, with the assistance of the Municipal Counselor, shall have all necessary authority to administer and enforce the provisions of these regulations on behalf of the Planning Commission.
4. The Planning Director shall be responsible for the receipt, completeness and substantial compliance review, official acceptance, and maintenance of current and permanent files and records for all applications for subdivision approval.
5. The Planning Director shall have the authority to conduct inspections of proposed subdivisions to determine compliance with these regulations.
6. The Planning Director shall ensure that copies of the Subdivision Regulations are available for public distribution.

7. The Planning Director shall make an annual report to the Planning Commission concerning the status and effectiveness of the Subdivision Regulations, including a list of suggested amendments thereto.
8. The Planning Director shall provide such technical and consultative assistance as may be required by the Planning Commission and the other agencies, committees and boards of the City in the exercise of their duties relating to these regulations.
9. The Planning Director shall perform such other duties and functions as required by these regulations.

3.1.4 Public Works Director.

A. Establishment.

The City of Oklahoma City has previously established the position of Public Works Director.

B. Powers and Duties.

The Public Works Director shall have the following powers and duties:

1. To inspect all required improvements during design and construction and ensure their satisfactory completion.
2. To certify all required improvements have been satisfactorily completed.
3. To accept “as-built” drawings showing the location of all required improvements.
4. To accept maintenance bonds for all public improvements.
5. Review all plats for Drainage Ordinance and other Engineering requirements.

3.1.5 Water/Wastewater Director.

A. Establishment.

The City of Oklahoma City has previously established the position of Water/Wastewater Director.

B. Powers and Duties.

The Water/Wastewater Director shall have the following powers and duties:

1. To require the extension and installation of water mains to serve all subdivided property if such property is reasonably accessible to an existing water main.

2. To waive the construction of water service connections to each lot where the lot(s) is for other than residential development and the size of the connection cannot, therefore, be readily predetermined.
3. To approve all water main construction including all internal distribution lines, water service connections and external boundary lines.
4. To approve the construction of all private water supply systems where an existing water main is not reasonably accessible.
6. To require the extension and installation of sanitary sewer lines to serve all subdivided property if such property is reasonably accessible to an existing sanitary sewer main.
7. To approve the construction of all internal sewage collection systems.
8. To approve the utilization and construction or installation of all central treatment plants or lagoons on a temporary basis where an existing public sewer system is not reasonably accessible or procurable.

3.2 SUBDIVISION REVIEW PROCESS

3.2.1 Purpose of the Subdivision Review Process. The purpose of the subdivision review process is to provide technical support and assistance to the Planning Director in the review and interpretation of issues required by these regulations.

3.2.2 Subdivision Review Process Required. The subdivision review process is mandatory for:

- A. All applications for preliminary plat approval of major subdivisions as classified by this Article.
- B. All applications for final plat approval of minor subdivisions as classified by this Article.
- C. All applications submitted under these regulations whereby the subdivision review process is specifically required.

3.2.3 Subdivision Review Process Optional.

- A. The Planning Director may, at his discretion, submit subdivision applications and other information arising from the administration, interpretation and enforcement of these regulations for review through the subdivision review process, provided the maximum time limits established by these regulations for action on such application is not exceeded.
- B. Any property owner may submit site plans, development plans, subdivision design and other information subject to these regulations for review through the subdivision review

process. All such material and fees shall be submitted under the rules and procedures established by the Planning Director.

3.2.4 Subdivision Review Process Procedure.

- A.** The application for review must be submitted in accordance with the City's published Planning Commission meeting schedule for the Planning Commission meeting at which the application is to be scheduled for public hearing.
- B.** Upon acceptance of the application, the Planning Staff shall transmit the proposal to those departments and agencies participating in the subdivision review process.
- C.** Each participant shall consider all pertinent information and shall provide the Planning Staff with a summary of their findings, comments and recommendations.
- D.** The Planning Staff shall advise the applicant of all findings, comments and recommendations prior to the Planning Commission meeting.
- E.** A staff report summarizing the findings, comments and recommendations shall be entered into the project file and shall then be forwarded to the Planning Commission and the applicant prior to the meeting.

3.3 GENERAL SUBDIVISION PROCEDURE

3.3.1 Classification of Subdivisions.

- A.** Subdivisions shall be classified by the Planning Director as a deed approval, minor subdivision, major subdivision or five-acre rural subdivision in accordance with the provisions of this Article.
- B.** Before any land is subdivided, the owner of the property proposed to be subdivided, or his authorized agent, shall apply for and secure approval of the proposed subdivision in accordance with the following procedures:
 - 1. Deed Approval.**
 - (a)** Administrative review.
 - 2. Minor Subdivision.**
 - (a)** Pre-application review. (optional)
 - (b)** Final plat.
 - (c)** Signing and recording of plat.

3. Major Subdivision.

- (a) Pre-application review. (optional)
- (b) Preliminary plat.
- (c) Final plat.
- (d) Signing and recording of plat.

4. Five-Acre Rural Subdivision.

- (a) Administrative review.
- (b) Signing of plat of survey and recording of private road easement.

3.3.2 Official Submission and Approval Dates. The Planning Commission shall approve or disapprove a subdivision plat within thirty (30) days of submission thereof; otherwise, said plat shall be deemed to be approved and a certificate to that effect shall be issued by the Commission on demand. However, the applicant may waive this requirement and consent to an extension of said period. For the purposes of these regulations, the date of the regular meeting of the Planning Commission in which the public hearing of the subdivision plat is first heard shall constitute the official submittal date of the plat and shall commence the statutory period required for formal approval or disapproval of the plat.

3.3.3 Platting Required. Platting or re-platting may, in certain cases, be required under the following conditions:

- A.** A previously platted lot, tract or parcel or any unplatted lot, tract or parcel is being subdivided into more than three (3) lots.
- B.** The design of a subdivision is significantly altered by the creation or deletion of lots.
- C.** When the dedication of any street is involved.
- D.** When the creation of a private road subdivision is involved and the lots are five (5) acres or less in size.

3.4. DEED APPROVAL

3.4.1 **Classification as Deed Approval.** Subdivision of land shall be classified as a deed approval if:

- A. An existing lot, tract, site or parcel of land is subdivided into no more than three (3) lots, tracts, sites or parcels. Said subdivision shall include all processes related to the conveyance of title by:
 - 1. Deed by metes and bounds description;
 - 2. Deed described by reference to an unapproved plat; and/or
 - 3. Deed resulting from the adjustment of lot lines in an approved plat.
- B. The subdivision does not involve nor include the dedication or abandonment of public rights-of-way and/or easements.
- C. The subdivision can satisfy these regulations and other applicable ordinances and statutes without the construction of streets, water facilities, storm drainage facilities or other improvements, except as necessary to directly serve the created lots and to provide a direct connection to an existing and approved system. It is the intent of this provision to limit this classification to those cases where the improvements required by these regulations have been provided and all such improvement requirements, except for the extension of service to individual lots, have been satisfied.

3.4.2 **Classification as Deed Approval Not Construed to Waive Requirements.** The classification of a subdivision as a deed approval procedure shall not be construed to waive any requirements of these regulations, nor the provisions of any other ordinance or statute pertaining to the property.

3.4.3 **Deed Approval Procedure.** Administrative review and approval of deed approvals is required in accordance with the following procedures:

- A. **Submittal of Application.** Application for deed approval review shall be filed with the Planning Staff. Such application shall consist of the proposed deed with the legal description provided there on, or attached there to as Exhibit for the subject property and, at the discretion of the Planning Staff, a site plan or survey of the subject property. A fee, as set forth in the Oklahoma City Municipal Code shall also accompany the application.
- B. **Subdivision Review Process.** The Planning Staff shall review the application and may submit it for review and comment to other agencies and/or departments, as staff deems necessary. Within ten (10) days of the official date of application, the Planning Staff shall approve or disapprove the application for deed approval and shall notify the applicant of said decision. However, the applicant may waive this requirement and consent to an extension of said period. If the application is not approved by the Planning Staff, the applicant may apply to the Planning Commission for public hearing and action.

3.4.4 Delegation of Authority for Administrative Approval of Deeds. The Planning Staff has the authority to approve deeds either for lot split or metes and bounds approval under the following conditions:

- A. Pre-Existing Deeds.** The property to be conveyed by the deed submitted for review existed in its present configuration prior to its annexation to the City or prior to the May 16, 1947, adoption of the Oklahoma City Subdivision Regulations.
- B. Exempted Deeds.**
1. The configuration of the property to be conveyed was created by a court decree or by an action of other governmental authority. Documentation of such court decree or governmental action shall be required.
 2. The property to be conveyed is bounded on all sides by properties that have previously received deed approvals by the Planning Staff or Planning Commission. Documentation of such deed approvals shall be required.
 3. The deed submitted for review is exempted from the requirements of Planning Commission approval by any provision of State law. Documentation of such exemption shall be required.
 4. The property to be conveyed existed in its present configuration prior to October 27, 1977, and meets the following criteria:
 - (a) It is in compliance with all requirements and regulations of the Drainage and Flood Control Code.
 - (b) It is not landlocked nor does it land lock another lot, tract or parcel of land.
 - (c) All instruments for the dedication of required public rights-of-way and/or easements have been submitted. This shall mean, in cases where private easements are required, that the applicant must submit certified copies of the instrument(s) filed of record with the appropriate County Clerk.
 - (d) The applicant has submitted a written agreement to extend all sanitary sewer lines and water mains, and has agreed that no improvement shall be constructed on the property that would in any way affect the construction of these sanitary sewer lines and water mains until these lines and mains are in place and meet the standards of the Water/Wastewater Director. Where such extensions of sanitary sewer lines and water mains are not reasonable, as determined by applying current professional standards of planning and civil engineering, the applicant may submit written authorization from the State Department of Environmental Quality for the use of a private sanitary sewage treatment facility. In all cases where public sanitary sewer and/or public water facilities are not available and the extension of such facilities is not

required, the deed submitted for approval shall have affixed to its face: "NOT SERVED BY PUBLIC SEWER AND/OR WATER AS OF THIS DATE." In all cases where improvements or the extension of improvements are required, the provisions regarding assurance of completion, as prescribed in Article 4, shall be satisfied.

C. Other Deeds Eligible for Administrative Approval.

1. The property to be conveyed is located within a non-complying subdivision or other area of the City for which specific guidelines governing development and/or redevelopment have been adopted by the Planning Commission. Said property shall be in full compliance with said guidelines. A deed(s) conveying property in subdivisions which are found to be non-complying because of ordinance or regulation changes will be considered to be a pre-existing deed(s) and may be approved administratively so long as the subdivision was in compliance with the ordinances and regulations in force at the time of its creation.
2. The property to be conveyed meets the following criteria:
 - (a) All current Subdivision Regulations are met, including all ordinances and regulations relating to the improvements of streets and the installation of water, sewer and drainage facilities.
 - (b) Properties must front on approved streets, as defined in Section 2.2 or on private access drives whose design and construction meet the specifications of the Public Works Department.
 - (c) All applicable regulations of the Planning and Zoning Code are met, including those regulations concerning non-conforming uses.
 - (d) All applicable regulations of the Drainage and Flood Control Code are met.
 - (e) All applicable regulations of the Health and Sanitation Code are met.
 - (f) No more than three (3) total lots, tracts or parcels, regardless of size, are being created from a presently platted lot, tract or parcel. The three (3) lot limitation shall not apply to the minor subdivision of any nonresidentially zoned platted lot greater than five (5) acres.
 - (g) When any residentially zoned or developed lots, tracts or parcels smaller than one (1) acre are being created from a presently platted lot, tract or parcel the following additional requirements shall apply:
 - (1) In the R-1 Single Family Residential District and the Urban Development Area of the OKC Plan, any lot or lots so created shall not be smaller in lot area or lot width than the average (mean) of both the lots in the same block in the same subdivision as the original, undivided lot, parcel, or tract and the lots in the same subdivision and directly across the street from that block.
 - (2) All lots so created shall front on paved streets meeting the

- (3) All lot(s) so created shall conform to adopted policies of the Oklahoma City Comprehensive Plan, or any Area Plans or Neighborhood Plans as said policies apply to the area in which the lot or lots are to be created.
- (h) Non-residentially zoned or developed lots, tracts or parcels must maintain a minimum frontage/width of 25 feet at the front property line.
- (i) Instruments for the dedication of all necessary public easements are submitted. This shall mean, in cases where public or private easements are required, that the applicant must submit certified copies of the instrument(s) filed of record with the appropriate County Clerk.
- (j) The applicant has submitted a written agreement to extend all sanitary sewer lines and water mains, and has agreed that no improvement shall be constructed on the property that would in any way affect the construction of these sanitary sewer lines and water mains until these lines and mains are in place and meet the standards of the Water/Wastewater Director. Where such extensions of sanitary sewer lines and water mains are not reasonable, as determined by applying current professional standards of planning and civil engineering, the applicant may submit written authorization from the State Department of Environmental Quality for the use of a private sanitary sewer treatment facility. In all cases where public sanitary sewer and/or public water facilities are not available and the extension of such facilities is not required, the deed submitted for approval shall have affixed to its face: "NOT SERVED BY PUBLIC SEWER AND/OR WATER AS OF THIS DATE." In all cases where improvements or the extension of improvements are required, the provisions regarding assurance of completion, as prescribed in Article 4, shall be satisfied.
- (k) Approval of the deed submitted shall not create a substandard lot on adjoining property. The deed submitted may be approved if the substandard lot created on the adjoining property is combined with other property to create a standard lot. Both deeds must be approved simultaneously.

D. Limits of Delegated Authority. No further delegation of the Planning Commission's authority for the approval of lot splits or deed approval is hereby granted or implied. Nothing in this Section shall prevent the applicant from requesting a public hearing before the Planning Commission.

3.4.5 Staff Guidelines Regarding Improvements.

A. Required Improvements. When requests for lot splits or deed approvals are submitted to the Planning Commission, requirements for improvements shall be determined by the Planning Commission.

- B. Paving.** The Public Works Director shall recommend the installation of proper street paving with the approval of all deeds, if that paving does not already exist, except that the Public Works Director may vary that recommendation under the following conditions:
1. A residential lot on an approved private road.
 2. A residential lot on a hard surfaced, but not necessarily curbed, road.
 3. A residential lot on an approved public street.
 4. When it would be impractical to require paving because the property is abutting a street included within an approved street bond program or where such paving can be best accomplished through an assessment district.
- C. Water.** The Water/Wastewater Director shall recommend the extension and installation of water mains to serve all subdivided property if such property is, as determined by applying current professional standards of planning and civil engineering, reasonably accessible to an existing water main. If the subdivided tract is not reasonably accessible to a water main, this recommendation may be waived and a private water well utilized under the following conditions:
1. Proper approval of water well drilling by the State Department of Environmental Quality.
 2. Meet the locational criteria if water well and septic tank are both used.
- D. Sanitary Sewer.** The Water/Wastewater Director shall recommend the extension and installation of sanitary sewer lines to serve all subdivided property if such property is, as determined by applying current professional standards of planning and civil engineering, reasonably accessible to an existing sanitary sewer main. If the subdivided tract is not reasonably accessible to a sanitary sewer main, this recommendation may be waived and a septic system utilized under the following conditions:
1. Satisfactory percolation test results by the State Department of Environmental Quality.
 2. The septic system is proposed for soil which is not classified by the Soil Conservation Service as severe for septic tank filter fields. This may be waived if satisfactory information is provided to the Water/Wastewater Director indicating the inclusion of adequate soils on the property for septic tank filter fields.
 3. The septic system shall be installed and inspected as required by the State Department of Environmental Quality.
 4. Minimum lot sizes shall be as follows:
 - (a) Public water/septic system - 22,500 square feet.

- (b) Private water well/septic system - 35,000 square feet or as otherwise required by “Septic Tank and Subsurface Tile Systems”, Bulletin No. 600, Oklahoma State Department of Health.

3.4.6. Force of Approval. Once the initial deed or any subsequent deed has been approved by the Planning Staff or Planning Commission, such approval relates back to the original lot split and covers all future conveyances using the same legal description. However, no more than three (3) deed approvals or lots splits shall be approved based on the initial deed or any subsequent deed unless such property has been duly conveyed to another person.

3.5 MINOR SUBDIVISION

3.5.1 Classification as Minor Subdivision. Subdivision of land shall be classified as a minor subdivision if an existing lot, tract, site or parcel of land is subdivided into no more than ten (10) lots, tracts, sites or parcels, and is not otherwise classified as a deed approval.

3.5.2 Classification as Minor Subdivision Not Construed to Waive Requirements. The classification of a subdivision as a minor subdivision shall not be construed to waive any requirements of these regulations, including the platting requirements of Section 3.3.3, nor the provisions of any other ordinance or statute pertaining to the property.

3.5.3 Minor Subdivision Procedure.

A. Optional Pre-Application Review Procedure.

1. **Submittal of Sketch Plat.** The applicant may submit a sketch plat to the Planning Staff for review prior to submission of a formal application. Sketch plats prepared for review and discussion shall include those items listed in Section 6.2. Submission of a sketch plat does not constitute a formal minor subdivision application.
2. **Review of Sketch Plat.** The purpose of the sketch plat is to afford the applicant the opportunity to consult early and informally with the Planning Staff before preparation of the final plan and formal application for approval. The sketch plat procedure also affords the Planning Staff the opportunity to give informal guidance to the applicant at a stage when potential differences can be more easily resolved. During the sketch plat procedure, the applicant may discuss with the Planning Staff the procedure for approval of a subdivision plat and the requirements for general layout of streets, reservations of land, street improvements, drainage, sewerage, fire protection and similar matters, as well as the availability of existing services. The Planning Staff may also advise the applicant to discuss the proposed subdivision with those officials who must eventually review those aspects of the subdivision plat within their jurisdiction.

B. Final Plat Review Procedure.**1. Submittal of Application.**

- (a) The Planning Staff shall provide application/log sheet forms for final plat review in accordance with Section 6.5. The applicant shall apply for final plat review in accordance with the Planning Commission meeting schedule which is published annually by the Planning Staff. Applications submitted after the official filing date, or which are not in compliance with the submittal requirements prescribed in Section 6.5, shall not be heard by the Planning Commission.
- (b) A fee, as set forth in the Oklahoma City Municipal Code shall accompany the application.
- (c) The subdivision plat shall be marked with a notation indicating the formal offers of dedication.
- (d) Upon receipt of a complete application and application fee for final plat review, the Planning Staff shall transmit the application and all supporting material to the various City departments involved with the subdivision review process and to appropriate officials or agencies of the City, County, adjoining municipalities or counties, school and special districts, and other official bodies as deemed necessary or as mandated by law, including any review required by regional or State bodies under applicable State or Federal law.

2. Subdivision Review Process. All final plat applications for minor subdivisions shall be reviewed through the subdivision review process set forth in Section 3.2. The application must be submitted in accordance with the City's published Planning Commission meeting schedule for the Planning Commission meeting at which the application is to be scheduled for public hearing. Upon acceptance of the application, the Planning Staff shall transmit the proposal to those departments and agencies participating in the subdivision review process. Each participant shall consider all pertinent information and shall provide the Planning Staff with a summary of their findings, comments and recommendations. The Planning Staff shall advise the applicant of all findings, comments and recommendations prior to the Planning Commission meeting. A staff report summarizing the findings, comments and recommendations shall be entered into the project file and shall then be forwarded to the Planning Commission and the applicant prior to the meeting.

3. Public Hearing. The Planning Commission shall hold a public hearing on the final plat. Notice of the date, time and place of the Planning Commission hearing shall be given in accordance with the Planning and Zoning Code.

4. **Final Approval.**

- (a) The Planning Commission shall, within thirty (30) days after the closing of the public hearing, approve, modify and approve, or disapprove the subdivision application by at least five (5) affirmative votes and, in addition, shall set forth in detail any conditions to which the approval is subject or reasons for disapproval, and may require subdivision bonds to ensure compliance with such conditions. If no action is taken by the Planning Commission within the statutory period required for formal approval or disapproval of the plat, said plat shall be deemed to be approved and a certificate to that effect shall be issued by the Commission on demand. However, the applicant may waive this requirement and consent to an extension of said period.
- (b) One (1) copy of the final plat shall be returned to the applicant with the date of approval noted thereon, and if disapproved, the reasons for the decision shall accompany the plat. The final plat shall comply with the provisions of Article 4 concerning the prescribed timing and assurances for completion of the required improvements. In no event shall a surety bond or other documents be submitted later than one (1) year from the date of the final plat approval. If the one (1) year deadline is not met, a revised engineer's estimate shall be required.
- (c) The effective period of the final approval will expire if the plat contains dedications of public improvements and said improvements are not accepted by the City Council within five (5) years of the date of Planning Commission approval.
- (d) The Planning Commission may, upon application of the subdivider, prior to the end of the original five (5) year period, extend the effective period of the final plat for an additional five (5) years. Application for such extension shall not be considered more than one (1) time. Updated construction estimates and a revised bond or other assurance shall accompany such extension request.
- (e) Compliance with this provision and the provisions for completion of improvements set forth in Article 4 is mandatory. Failure to comply may result in the forfeit of the bond or other instrument of assurance, and nullification or vacation of the final plat or other legal actions as may be necessary. The forfeited monies received for the failure to complete required improvements shall be applied to the completion of the final plat.

5. **Rights and Privileges.** No rights shall accrue to any plat by reason of final approval until the actual signing of the final plat by the Planning Director and by the Mayor, indicating City Council acceptance of the surety bond or other assurance and the dedications and easements. All requirements, conditions or regulations adopted by the Planning Commission applicable to the subdivision or to all subdivisions shall be fulfilled prior to the signing of the final plat.

6. **Administrative Amendment to Final Plat.** Prior to formal acceptance of the dedications contained within the approved final plat by City Council, the Planning Director is authorized to approve administrative amendments to the final plat subject to certain conditions. These conditions are as follows:
- (a) Street or lot layout cannot be substantially altered.
 - (b) Adjusted lot lines do not create substandard lots under the specific zoning district regulations of the property.
 - (c) Residential density is not increased or decreased by more than ten percent (10%).
 - (d) Adjusted utility easements do not substantially change the subdivision layout.
 - (e) Scrivener's errors do not result in substantial changes to the approved final plat.

Should the amendment not meet any of these conditions, then submittal of an amended plat, including all required public hearings, will be required.

7. **Submittal of Final Design as a Digital Drawing File.** A digital drawing file of the final design shall be submitted by the applicant no later than fifteen (15) days from the date of City Council's acceptance and dedication of the subdivision to the public. Information contained in the digital drawing file shall be in accordance with Section 6.5 and shall be identical to that shown on the drawing to be filed with the appropriate County Clerk.

C. Acceptance of Dedications and Final Plats.

The City Council shall accept the dedications of public improvements within a final plat in accordance with the following:

1. Acceptance of plat dedications by City Council.

- (a) Submittal of a surety bond or other assurance as provided in accordance with Article 4 of the Subdivision Regulations; or
- (b) Installation of required improvements in accordance with Article 4.
- (c) The final plat must reflect all Planning Commission requests.

2. Recording of Plat.

- (a) Prior to the signing of the final plat, the applicant shall submit to the Planning Director one (1) copy of the final plat on reproducible mylar or other acceptable reproducible material.
- (b) The Planning Director will sign the one (1) reproducible copy of the final plat and said items shall be returned to the applicant.
- (c) It shall be the responsibility of the applicant to file the plat with the appropriate County Clerk within one year of the acceptance of City Council. The applicant shall return one (1) certified copy of the reproducible mylar (or a digital version of it), together with book and page number, to the Planning Director within said one year.
- (d) If the applicant does not file the plat with the appropriate County Clerk within one year of the acceptance of City Council, final approval of said plat shall be null and void.

D. Dismissal of Plats. All plats which have been indefinitely continued by the Planning Commission and/or applicant in excess of one (1) year will be dismissed. Any further subdivision action on property of dismissed cases will require resubmittal and include any necessary required public hearings. The Planning Staff will notify the applicant of the affected plat thirty (30) days prior to the dismissal.

3.6 MAJOR SUBDIVISION

3.6.1 Classification as Major Subdivision. All subdivision of land not satisfying the criteria and definitions set forth in Sections 3.4 and 3.5 shall be classified as a major subdivision. This shall include all subdivision of land into eleven (11) or more lots, tracts, sites or parcels.

3.6.2 Major Subdivision Procedure.

A. Optional Pre-Application Review Procedure.

1. **Submittal of Sketch Plat.** The applicant may submit a sketch plat to the Planning Staff for review prior to submission of a formal application. Sketch plats prepared for review and discussion shall include those items listed in Section 6.2. Submission of a sketch plat does not constitute a formal major subdivision application.
2. **Review of Sketch Plat.** The purpose of the sketch plat is to afford the applicant the opportunity to consult early and informally with the Planning Staff before preparation of the preliminary plat and formal application for approval. The sketch plat procedure also affords the Planning Staff the opportunity to give informal guidance to the applicant at a stage when potential differences can be more easily resolved. During the sketch plat procedure, the applicant may discuss

with the Planning Staff the procedure for approval of a subdivision plat and the requirements for general layout of streets, reservations of land, street improvements, drainage, sewerage, fire protection and similar matters, as well as the availability of existing services. The Planning Staff may also advise the applicant to discuss the proposed subdivision with those officials who must eventually review those aspects of the subdivision plat within their jurisdiction.

B. Preliminary Plat Review Procedure.

1. Submittal of Application.

- (a) The Planning Staff shall provide application/log sheet forms for preliminary plat review in accordance with Section 6.3. The applicant shall apply for preliminary plat review in accordance with the Planning Commission meeting schedule which is published annually by the Planning Staff. Applications submitted after the official filing time and/or date, or which are not in compliance with the submittal requirements prescribed in Section 6.3, shall not be set for hearing by the Planning Commission until all required information has been submitted.
- (b) A fee, as set forth in the Oklahoma City Municipal Code, shall accompany the application.
- (c) Upon receipt of a complete application and application fee for preliminary plat review, the Planning Staff shall transmit the application and all supporting material to the various City departments involved with the subdivision review process and to appropriate officials or agencies of the City, County, adjoining municipalities or counties, school and special districts, and other official bodies as deemed necessary or as mandated by law, including any review required by regional or State bodies under applicable State or Federal law.

- 2. Subdivision Review Process.** All preliminary plat applications for major subdivisions shall be reviewed through the subdivision review process set forth in Section 3.2. The application must be submitted in accordance with the City's published Planning Commission meeting schedule for the Planning Commission meeting at which the application is to be scheduled for public hearing. Upon acceptance of the application, the Planning Staff shall transmit the proposal to those departments and agencies participating in the subdivision review process. Each participant shall consider all pertinent information and shall provide the Planning Staff with a summary of their findings, comments and recommendations. The Planning Staff shall meet with the applicant to advise him, verbally, of all findings, comments and recommendations prior to the Planning Commission meeting. A staff report summarizing the findings, comments and recommendations shall be entered into the project file and shall then be forwarded to the Planning Commission.

3. **Public Hearing.** The Planning Commission shall hold a public hearing on the preliminary plat. Notice of the date, time and place of the Planning Commission hearing shall be given in accordance with the Planning and Zoning Code.
4. **Preliminary Plat Approval.** The Planning Commission shall review the preliminary plat and supporting material, any recommendations from officials and/or agencies, and testimony and exhibits submitted at the public hearing and shall then advise the applicant of any required changes and/or additions. The Commission shall approve, conditionally approve or disapprove the preliminary plat within thirty (30) days after the date of the public hearing at which preliminary plat was considered. One (1) copy of the proposed preliminary plat and the Commission's decision shall be returned to the applicant with the date of approval, conditional approval or disapproval. The Commission may grant conditional approval pending a determination of acceptance by the City Council or other appropriate governmental body concerning a preliminary plat proposing land or easements for dedication to schools, parks or other public uses, or the Commission may continue the application, with the applicant's consent, until said approval of the proposed dedication is obtained.
5. **Effective Period of Preliminary Approval.** The approval of a preliminary plat shall be effective for a period of five (5) years. Approval of a final plat must be obtained from the Planning Commission within the five (5) year period. Any plat not receiving final approval within said five (5) year period shall be null and void, and the developer shall be required to resubmit a new plat for preliminary approval subject to all new zoning restrictions and Subdivision Regulations.
6. Approval of the first and each subsequent final plat shall automatically validate the remainder of the preliminary plat for an additional five (5) years. The Planning Commission may, upon application of the subdivider, extend the effective period of the preliminary plat for five (5) additional years. Application for such extension shall not be considered more than one (1) time.
7. Zoning Regulations. Every plat shall conform to existing zoning and Subdivision Regulations applicable at the time of preliminary plat approval.
8. **Administrative Amendment to Preliminary Plat.** Prior to submittal for final plat approval, the Planning Director is authorized to approve administrative amendments to the preliminary plat subject to certain conditions. These conditions are as follows:
 - (a) Street or lot layout cannot be substantially altered.
 - (b) Adjusted lot lines do not create substandard lots under the specific zoning district regulations of the property.
 - (c) Residential density is not increased or decreased by more than ten percent (10%).

- (d) Adjusted utility easements do not substantially change the subdivision layout.
- (e) Common open space should not be reduced by more than 5%.

Should the amendment not meet any of these conditions, then the preliminary plat must be resubmitted.

C. Final Plat Review Procedure.

1. Submittal of Application.

- (a) The Planning Staff shall provide application/log sheet forms for final plat review in accordance with Section 6.5. The applicant shall apply for final plat review in accordance with the Planning Commission meeting schedule which is published annually by the Planning Staff. Applications submitted after the official filing time and/or date, or which are not in compliance with the submittal requirements prescribed in Section 6.5, or which are not in substantial compliance with the approved preliminary plat, or for which construction plans have not been submitted, or which are not in compliance with the submittal requirements prescribed in Section 6.3, shall not be set for hearing by the Planning Commission until all required information has been submitted and shall not be heard by the Planning Commission.
- (b) A fee, as set forth in the Oklahoma City Municipal Code, shall accompany the application.
- (c) The subdivision plat shall be marked with a notation indicating the formal offers of dedication.
- (d) Upon receipt of a complete application and application fee for final plat review, the Planning Staff shall transmit the application and all supporting material to the various City departments involved with the subdivision review process and to appropriate officials or agencies of the City, County, adjoining municipalities or counties, school and special districts, and other official bodies as deemed necessary or as mandated by law, including any review required by regional or State bodies under applicable State or Federal law.

2. Subdivision Review Process. The Planning Staff shall review the final plat for compliance with the approved preliminary plat. If the final plat is not in substantial compliance with the approved preliminary plat, the applicant must submit a new preliminary plat.

3. Public Hearing. The Planning Commission shall hold a public hearing on the final plat. Notice requirements shall be the same as for preliminary plat review, as prescribed in Section 3.6.2 B.3.

4. Final Approval.

- (a) The Planning Commission shall, within thirty (30) days after the closing of the public hearing, approve, modify and approve, or disapprove the subdivision application by at least five (5) affirmative votes and, in addition, shall set forth in detail any conditions to which the approval is subject or reasons for disapproval, and may require subdivision bonds to ensure compliance with such conditions. If no action is taken by the Planning Commission within the statutory period required for formal approval or disapproval of the plat, said plat shall be deemed to be approved and a certificate to that effect shall be issued by the Commission on demand. However, the applicant may waive this requirement and consent to an extension of said period.
- (b) One (1) copy of the final plat shall be returned to the applicant with the date of approval noted thereon, and if disapproved, the reasons for the decision shall accompany the plat. The final plat shall comply with the provisions of Article 4 concerning the prescribed timing and assurances for completion of the required improvements. In no event shall a surety bond or other documents be submitted later than one (1) year from the date of the final plat approval. If the one (1) year deadline is not met, a revised engineer's estimate shall be required.
- (c) The effective period of the final approval will expire if the plat contains dedications of public improvements and said improvements are not accepted by the City Council within five (5) years of the date of Planning Commission approval.
- (d) The Planning Commission may, upon application of the subdivider, prior to the end of the original five (5) year period, extend the effective period of the final plat for an additional five (5) years. Application for such extension shall not be considered more than one (1) time. Updated construction estimates and a revised bond or other assurance shall accompany such extension request.
- (e) Compliance with this provision and the provisions for completion of improvements set forth in Article 4 is mandatory. Failure to comply may result in the forfeit of the bond or other instrument of assurance, and nullification or vacation of the final plat or other legal actions as may be necessary. The forfeited monies received for the failure to complete required improvements shall be applied to the completion of the final plat.

- 5. Rights and Privileges.** No rights shall accrue to any plat by reason of preliminary or final approval until the actual signing of the final plat by the Planning Director and by the Mayor, indicating City Council acceptance of the surety bond or other assurance and the dedications and easements. All requirements, conditions, or regulations adopted by the Planning Commission

applicable to the subdivision or to all subdivisions shall be fulfilled prior to the signing of the final plat.

- 6. Administrative Amendment to Final Plat.** Prior to formal acceptance of the dedications contained within the approved final plat by City Council, the Planning Director is authorized to approve administrative amendments to the final plat subject to certain conditions. These conditions are as follows:

- (a) Street or lot layout cannot be substantially altered.
- (b) Adjusted lot lines do not create substandard lots under the specific zoning district regulations of the property.
- (c) Residential density is not increased or decreased by more than ten percent (10%).
- (d) Adjusted utility easements do not substantially change the subdivision layout.
- (e) Scrivener's errors do not result in substantial changes to the approved preliminary plat.

Should the amendment not meet any of these conditions, then submittal of a revised final plat, including all required public hearings, will be required.

- 7. Submittal of Final Design as a Digital Drawing File.** A digital drawing file of the final design shall be submitted by the applicant no later than fifteen (15) days from the date of City Council's acceptance and dedication of the subdivision to the public. Information contained in the digital drawing file shall be in accordance with Section 6.5 and shall be identical to that shown on the drawing to be filed with the appropriate County Clerk.

D. Signing and Recording of Subdivision Plat.

1. Signing of Plat.

- (a) When a surety bond or other assurance is required, the Planning Director shall endorse approval on the plat after the assurance has been approved by the City Council, and all the conditions of the final approval pertaining to the plat have been satisfied.
- (b) When installation of improvements is required, the Planning Director shall endorse approval on the plat after all conditions of the final approval have been satisfied and all improvements have been completed and accepted. There shall be written evidence that the required public facilities have been installed in a manner satisfactory to the City as shown by a certificate signed by the Public Works Director.

2. **Recording of Plat.**

- (a) Prior to the signing of the final plat, the applicant shall submit to the Planning Director one (1) copy of the final plat on reproducible mylar or other acceptable reproducible material.
- (b) The Planning Director will sign the one (1) reproducible copy of the final plat and said items shall be returned to the applicant.
- (c) It shall be the responsibility of the applicant to file the plat with the appropriate County Clerk within one hundred twenty (120) calendar days of the date of the signature. The applicant shall return one (1) certified copy of the reproducible mylar (or a digital version of it), together with book and page number, to the Planning Director within said one hundred twenty (120) day period.
- (d) If the applicant does not file the plat with the appropriate County Clerk within one hundred twenty (120) days of the date of the signature, final approval of said plat shall be null and void.

E. Dismissal of Plats. All plats, both preliminary and final, which have been indefinitely continued by the Planning Commission and/or applicant in excess of one (1) year will be dismissed. Any further subdivision action on property of dismissed cases will require resubmittal and include any necessary required public hearings. The Planning Staff will notify the applicant of the affected plat thirty (30) days prior to the dismissal.

3.7 **FIVE-ACRE RURAL SUBDIVISION**

3.7.1 Classification as Five-Acre Rural Subdivision. A five-acre rural subdivision consists of a tract or tracts of land of more than five (5) acres, described by metes and bounds, and which derives access from one (1) or more public or private roadway easements.

3.7.2 Classification as Five-Acre Rural Subdivision Not Construed to Waive Requirements. The classification of a subdivision as a five-acre rural subdivision shall not be construed to waive any requirements of these regulations, nor the provisions of any other ordinance or statute pertaining to the property.

3.7.3 Five-Acre Rural Subdivision Procedure. Administrative review and approval of five-acre rural subdivisions is required in accordance with the following procedures:

A. Submittal of Application.

- 1. Application for a five-acre rural subdivision shall consist of:
 - (a) A letter of request for approval from the developer, including the developer's name, address and phone number and the name of the surveyor or engineer authorized to subdivide the property.

- (b) The plat of survey, which shall include those items listed in Section 6.1.
 - (c) The public or private road easement or easements, including the legal description of each private road and the name of the private road. Public or private roadway easements shall be included in the calculations. An example of the accepted type of private road easement shall be provided by planning staff.
 - (d) A fee, as set forth in the Oklahoma City Municipal Code, shall accompany the application.
2. Upon receipt of the required documents and fee for review of the five-acre rural subdivision, the Planning Staff shall transmit the documents in accordance with the review procedure established in Paragraph B. below.
- B. Review Procedure.** The five-acre rural subdivision shall be reviewed and approved by the staff for development, drainage, traffic and other issues that may be deemed necessary prior to administrative approval.
1. The Planning Staff, within thirty (30) days from date of its first submittal, shall notify the developer of a five-acre rural subdivision of any changes or additional information that may be required.
 2. Any changes required must be done prior to the official administrative approval of the five-acre rural subdivision.
 3. Addresses of the proposed tracts shall be provided by the Planning Staff and noted on the plat of survey.
- C. Design Standards.** Design standards for five-acre rural subdivisions shall conform with those standards established in Section 5.10, except as noted below:
1. Five-acre rural subdivisions shall be permitted within areas zoned AA Agricultural, R-A Single-Family Rural Residential, R-1 Single Family Residential, within Planned Unit Developments, and within the Garber-Wellington Aquifer Recharge Area, as provided in Section 5.10.
 2. Minimum private roadway easement width shall be sixty (60) feet.
 3. Minimum tract width is established by the applicable zoning district. Building setback lines are not established or approved as part of the five-acre rural subdivision process.

4. Road Standards
 - A. Street(s) must meet the private or public rural roadway typical section, lots one acre or greater in size, D-100-102, Oklahoma City Public Works Engineering Division.

D. Approval and Signing of Plat of Survey.

1. After review of the five-acre rural subdivision, the developer shall provide the Planning Staff an original of the plat of survey with all corrections made as required from the appropriate city departments.
2. The official approval of a five-acre rural subdivision shall be placed on the face of the plat of survey and shall be in the form of a stamp with the notation "Approved as Authorized by the Oklahoma City Planning Commission this ____ day of _____, 2__". The stamp shall also consist of the signature of the Planning Director.
3. After administrative review, all private easements must be filed of record in the office of the appropriate County Clerk prior to the official administrative approval of the five-acre rural subdivision. Copies of the recorded private road easement shall be provided to Planning Staff. Public utility easements are not a part of the approval process for five-acre rural subdivisions.
4. Copies of the officially approved five-acre rural subdivision shall be made by the Planning Staff and distributed to the appropriate departments, agencies and utility companies. The original plat of survey shall be returned to the developer.

3.8 CONDITIONS OF PLAT APPROVAL

Regulation of the subdivision of land and the attachment of reasonable conditions to land subdivision is an exercise of valid police power delegated by the State to the City of Oklahoma City. The developer has the duty to comply with reasonable conditions of approval by the Planning Commission for design, dedication, improvement and restrictive use of the land so as to conform with the physical and economical development of the City and to the public health, safety and general welfare of the future property owners in the subdivision and of the community at-large.

3.9 RESUBDIVISION OF LAND

3.9.1 Procedure for Resubdivision. For any change in a map of an approved or recorded subdivision plat, said change shall be reviewed by the Planning Commission with regard to the provisions of these regulations.

3.9.2 Procedure for Subdivisions Where Future Resubdivision Is Indicated. Whenever a parcel of land is subdivided and the subdivision plat shows one (1) or more lots containing more than one (1) acre of land, and where there are indications that such lot(s) may eventually be resubdivided into smaller building sites, the Planning Commission may require that said parcel of land allow

for the future opening of streets and utilities by requiring provisional easements that would become effective at the time the parcel in question is resubdivided.

3.9.3 Procedure for Subdivision/Resubdivision When Zoning Changes. For the purpose of providing a proper arrangement of streets and assuring the adequacy of open spaces for traffic, utilities and access of emergency vehicles commensurate with the intensification of land use customarily incidental to a change of zoning, a subdivision requirement is established. Appropriate platting, replatting, deed approval or site plan review shall be completed prior to the issuance of a building permit.

3.10 NULLIFICATION AND VACATION OF PLATS

3.10.1 Procedure for Unrecorded Plat.

- A.** The owner of any plat, or any part of any plat, may nullify or void the same by application at any time prior to the recordation of said plat, by a written instrument, a copy of which shall be attached to said plat declaring it to be null or void.
- B.** The Planning Commission shall approve such written instrument in the same manner as platting or subdivision. The City Council shall also review and approve such written instrument if public easements were accepted by the City Council.
- C.** The applicant shall execute and acknowledge such written instrument and submit it for review and recommendation by the Planning Commission and for approval by the City Council. It shall be the responsibility of the applicant to record such written instrument with the appropriate County Clerk. Upon being duly recorded or filed with the City Clerk, said instrument shall operate to destroy the force and effect of the approval of the plat so nullified, and to divest all public rights in the streets, alleys and public grounds and all dedications or easements laid out or described in said plat.

3.10.2 Procedure for Recorded Plat Vacated With Approval From City Council.

- A.** At the request of the owner, the City Council shall, at its discretion, nullify and vacate a duly approved and recorded plat, or any part of any plat, in accordance with the O.S. §11-42-101 et seq., as amended. The owner shall apply for nullification and vacation of said plat, by a written instrument, a copy of which shall be attached to said plat declaring it to be null or void.
- B.** To qualify for nullification and vacation with approval from the City Council, the plat must meet the following requirements:
 - 1. None of the lots in said plat have been sold.
 - 2. Where any of the lots have been sold, the owners of sixty percent (60%) of the lots in the plat and all owners in the area to be vacated shall approve, in writing, the proposed nullification and vacation of said plat. This written approval shall accompany the application for nullification and vacation.

3 The request for nullification and vacation is in accordance with O.S. §11-42-101 et seq., as amended.

- C. The applicant shall execute and acknowledge such written instrument and submit it for review and recommendation by the Planning Commission and for approval by the City Council. It shall be the responsibility of the applicant to record such written instrument with the appropriate County Clerk. Upon being duly recorded or filed with the appropriate County Clerk, said instrument shall operate to destroy the force and the effect of the approval of the plat so nullified, and to divest all public rights in the streets, alleys and public grounds and all dedications or easements laid out or described in said plat.

3.10.3 Procedure for Recorded Plat Vacated By Court Order. If the applicant desires to vacate a plat which does not meet the provisions of either Section 3.10.1 or 3.10.2, such vacation requires the approval of a court of competent jurisdiction in the County in which the property is situated. Compliance with O.S. §11-42-101 et seq., as amended, and district court procedure is required.

3.11 VARIANCES

3.11.1 General. Where the Planning Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve variances to these regulations so that substantial justice may be done and the public interest secured, provided that the variance shall not have the effect of nullifying the intent and purposes of these regulations; and further provided that the Planning Commission shall not approve variances unless it shall make findings based upon the evidence presented to it in each specific case that:

- A. The granting of the variance will not be detrimental to the public health, safety or general welfare or injurious to other property;
- B. The conditions upon which the request is based are unique to the property for which the variance is sought and are not applicable generally to other property;
- C. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, the owner would suffer undue hardship, as distinguished from mere inconvenience, if the strict letter of these regulations is carried out; and
- D. The variance will not, in any manner, vary the provisions of the Planning and Zoning Code, or the Comprehensive Plan, except that those documents may be amended in the manner prescribed by law.

3.11.2 Conditions. In approving variances, the Planning Commission may require such conditions as will, in its judgment, substantially secure the purposes described in Section 1.3.

3.11.3 Procedure. A request for a variance to any requirement within these regulations shall be submitted or presented by the subdivider or his designee with the preliminary plat application of a major subdivision or the final plat application of a minor subdivision. The variance shall be incorporated into the final plat(s) with no further action or request for same required in the final plat(s). This provision does not preclude a request for variance on a final plat.

3.11.4 Required Vote. Variances to these regulations shall be granted by an affirmative vote of two-thirds (2/3) of the full Planning Commission.

3.11.5 Appeals. Appeals from any action taken by the Planning Commission may be taken in the manner provided by law.

ARTICLE 4. ASSURANCE FOR COMPLETION AND MAINTENANCE OF IMPROVEMENTS

4.1 GENERAL

Improvements may be installed only in accordance with a final plat that has been approved, or approved on condition, by the Planning Commission. Said improvements must be in accordance with construction plans prepared as prescribed in Section 6.4 and approved by the Public Works Director, and with the provisions of this Article.

4.2 SUBDIVISION IMPROVEMENTS

4.2.1 Completion of Improvements. Prior to acceptance of the dedications within the final plat by the City Council, the subdivider shall complete, in accordance with the approved construction plans, all improvements required by these regulations, as specified on the final plat, approved by the Planning Commission, and as stated in Section 4.2.8 of these regulations.

4.2.2 Subdivision Improvement Guarantee.

A. Completion of Improvements. In lieu of the completion of all public improvements prior to acceptance of the final plat by the City Council, the City may, at its discretion, accept a subdivision improvement guarantee from the developer, whereby the subdivider agrees to complete all improvements required by these regulations and such additional improvements as may be specified by the Planning Commission and approved by the City Council.

C. Security. To secure the construction of the improvements, the subdivider shall provide, subject to acceptance by the City Council, one of the following guarantees:

1. **Surety Bond.** The subdivider shall file a surety bond, issued by an institution licensed by the State of Oklahoma as a surety company, with the City of Oklahoma City, as set forth herein, in the amount of one hundred ten percent (110%) of the estimated cost of completion of the required improvements. A professional engineer shall furnish an estimate of the cost of all required improvements to the Public Works Director, who shall review the estimate in order to determine the adequacy of the bond for ensuring the completion of the required improvements. All dedications, easements and improvements relative to the final plat and to the subdivision bond shall be brought before the City Council for their acceptance. Upon such acceptance, the applicant shall file the final plat with the appropriate County Clerk. The bond shall be released when all improvements are certified as complete by the Public Works Director, accepted by the City Council and a copy of the as-built drawings on linen, or other acceptable reproducible material, prepared by a professional engineer, showing the location of all improvements, is submitted to the Public Works Director.

2. **Escrow Account.** The subdivider shall deposit cash, or other instrument readily convertible into cash at face value, either with the City of Oklahoma City, or in escrow with a bank or savings and loan institution. The use of any instrument other than cash shall be subject to the approval of the City Council. The amount of the deposit shall be equivalent to one hundred ten percent (110%) of the full amount of the cost of completion of the required improvements, as estimated by a professional engineer and approved by the Planning Director. In the case of any escrow account, the subdivider shall file with the City Council an agreement between the financial institution and himself guaranteeing the following:
 - (a) That the funds of said escrow account shall be held in trust until released by the City Council and may not be used or pledged by the subdivider as security in any other matter during that period; and
 - (b) That, in the case of a failure on the part of the subdivider to complete the specified improvements within the required time period, the financial institution shall immediately make the funds in said account available to the City to finance the completion of those improvements.

3. **Letter of Credit.** Subject to the approval of the City Council, the subdivider shall provide a letter of credit from a bank, trust company, or savings and loan institution to the City of Oklahoma City. This letter shall be submitted to the City Council and shall certify the following:
 - (a) That the creditor does guarantee funds equivalent to one hundred ten percent (110%) of the full amount of the cost of completion of the required improvements, as estimated by a professional engineer and approved by the Planning Director.
 - (b) That, in the case of a failure on the part of the subdivider to complete the specified improvements within the required time period, the creditor shall immediately pay to the City such funds as are necessary to finance the completion of those improvements, up to the limit of credit stated in the letter.
 - (c) That this letter of credit may not be withdrawn, or reduced in amount, unless approved by the City Council according to the provisions of Section 4.3.2.

4.2.3 Time Period for Completion of Improvements.

- A. Time Period for Completion.** The period within which all required improvements must be completed shall be specified by the Planning Commission in approving the final plat and shall be incorporated in the subdivision improvement agreement, and shall not in any event exceed two (2) years from date of final acceptance of the subdivision plat or subdivision improvement agreement, whichever is later.
- B. Extension of Completion Date.** The Planning Commission may, upon application of the subdivider and upon proof of hardship, recommend to the City Council extension of the completion date set forth in such subdivision improvement agreement for a maximum period of one (1) additional year. Such extension shall not be granted more than three (3) times and under no circumstances shall the maximum time limit for completion of improvements exceed five (5) years, including approved extensions. Each application for extension shall be accompanied by an updated estimate of construction costs prepared by a professional engineer. A surety bond or other assurance for completion of all required improvements must be filed in the amount equivalent to one hundred ten percent (110%) of the updated estimate of construction costs, as approved by the Planning Director.

4.2.4 Temporary Improvements. The applicant shall build and pay for all costs of temporary improvements required by the Planning Commission and shall maintain those temporary improvements for the period specified by the Planning Commission. Prior to construction of any temporary facility or improvement, the developer shall file with the City a separate subdivision improvement agreement and a surety bond, cash escrow or letter of credit in an appropriate amount for temporary facilities, which agreement and security shall ensure that the temporary facilities will be properly constructed, maintained and removed.

4.2.5 Costs of Improvements. All required improvements shall be made by the applicant, at his expense, without reimbursement by the City or any improvement district therein, except where the City Council may participate in a payback and/or participation policy on certain public improvements.

4.2.6 Governmental Units. Governmental units to which these contract and security provisions apply may file, in lieu of said contract and security, a certified resolution or ordinance from officers or agencies authorized to act in their behalf, agreeing to comply with the provisions of this Article.

4.2.7 Failure to Complete Improvements. Approval shall be deemed to have expired in subdivisions for which no assurances for completion have been posted and the improvements have not been completed within the period specified by the provisions of this Article. In those cases where a surety bond or other instrument has been required and improvements have not been completed within the terms of said surety bond or other instrument, the City Council may declare the bond or other instrument to be in default and require that all the improvements be installed.

4.2.8 Acceptance of Dedication Offers. Acceptance of formal offers of dedication of streets, public areas, easements and parks shall be by resolution of the City Council. The approval of a subdivision plat by the Planning Commission, whether sketch, preliminary or final, shall not be deemed to constitute or imply the acceptance by the City Council of any street, easement or park shown on said plat. The Planning Commission may require the plat be endorsed with appropriate notes to this effect.

4.3 INSPECTION OF IMPROVEMENTS

4.3.1 General Procedure and Fees. The Public Works Director shall provide for inspection of required improvements during construction and ensure their satisfactory completion. The applicant shall cause inspection fees to be paid to the City of Oklahoma City, in accordance with the Oklahoma City Municipal Code. Where the improvements are completed prior to final plat approval, the subdivision plat shall not be signed by the Planning Director unless the inspection fee has been paid at the time of application. These fees shall be due and payable upon demand of the City and no building permits or certificates of occupancy shall be issued until all fees are paid. If the Public Works Director finds upon inspection that any of the required improvements have not been constructed in accordance with the City's construction standards and specifications, the applicant shall be responsible for properly completing the improvements. Whenever the cost of improvements is covered by a surety bond, the applicant and the bonding company shall be individually and jointly liable for completing the improvements according to the City's standards and specifications.

4.3.2 Release or Reduction of Security.

- A. Certificate of Satisfactory Completion.** The City Council will not accept dedication of required improvements, nor release nor reduce the amount of any security posted by the subdivider, until the Public Works Director has submitted a certificate stating that all required improvements have been satisfactorily completed and until: (1) the applicant's engineer or surveyor, registered in the State of Oklahoma, has submitted to the Public Works Director a certified "as-built" survey plat of the subdivision, indicating location, dimensions, materials and other information required by the Public Works Director, illustrating that the layout of the line and grade of all public improvements is in accordance with construction plans for the subdivision; and (2) said improvements have been completed, are ready for dedication to the City Council, and are free and clear of any and all liens and encumbrances. Upon said approval and recommendation, the City Council shall accept the improvements for dedication in accordance with the established procedure.
- B. Reduction of Security.** The amount of any security posted by the subdivider shall be reduced upon actual acceptance of the dedication of public improvements. This reduction shall be based on the ratio that the cost of the public improvement for which dedication was accepted bears to the total cost of public improvements for the subdivision. In no event shall any security be reduced below ten percent (10%) of the principal amount.

4.4 MAINTENANCE OF IMPROVEMENTS

The developer shall be required to maintain all required public improvements on the individual subdivided lots and on streets and sidewalks until acceptance of the easements for said public improvements by the City Council. Upon dedication to and acceptance by the City Council of the easements for said public improvements, maintenance bonds shall be posted and filed with the Public Works Director according to procedures established by the Public Works Director.

4.5 DEFERRAL OR WAIVER OF REQUIRED IMPROVEMENTS

4.5.1 Deferral or Waiver of Improvements. The Planning Commission may defer or waive at the time of final plat approval, subject to appropriate conditions, the provision of any or all such improvements as, in its judgment, are not requisite in the interests of the public health, safety and general welfare, or which are inappropriate because of the inadequacy or lack of connecting facilities. Any determination to defer or waive the provision of any public improvement must be made on the record and the reasons for deferral or waiver also shall be expressly made on the record.

4.5.2 Completion of Deferred Improvements. Whenever it is deemed necessary by the Planning Commission to defer the construction of any improvement required by the approved subdivision plat because of incompatible grades, future planning, inadequate or nonexistent connecting facilities, or for other reasons, the Planning Director may require the applicant to pay his share of the costs of the future improvements to the City prior to the signing of the final plat by the Planning Director, or the applicant may execute a separate subdivision improvement agreement secured by a surety bond, cash escrow or letter of credit guaranteeing completion of the deferred improvements upon demand of the City.

4.6 ISSUANCE OF CERTIFICATES OF OCCUPANCY

4.6.1 Where a surety bond or other instrument is required for a subdivision, no certificate of occupancy for any building in the subdivision, or in any approved phase of such subdivision, shall be issued prior to the completion of the required public improvements, and the dedication to and acceptance by the City Council of those improvements.

4.6.2 Where a surety bond or other instrument is required for public improvements within a subdivision and said public improvements have not been completed and the bond or other instrument has expired, no building permits for any building in the subdivision shall be issued.

ARTICLE 5. REQUIREMENTS FOR IMPROVEMENTS, RESERVATIONS AND DESIGN FOR RESIDENTIAL AND NON-RESIDENTIAL SUBDIVISIONS

5.1 GENERAL IMPROVEMENTS

5.1.1 Conformance to Applicable Rules and Regulations. In addition to the requirements established herein, all subdivision plats shall comply with the following:

- A. The comprehensive planning process is required by Oklahoma statutes. These statutes provide that all land use regulations shall be made in accordance with a comprehensive plan. Pursuant to statute the Planning Commission has adopted the OKC Plan 2000-2020, (“Comprehensive Plan”) which serves as a guide for land use decisions. All preliminary plats and final plats submitted to the Commission shall conform to the applicable provisions of the Comprehensive Plan.
- B. Planning and Zoning Code; Buildings and Building Regulations; Housing and Property Maintenance Code; Drainage and Flood Control; and all other applicable laws of the City and County.
- C. The intent and policies of the Comprehensive Plan and the Capital Improvements Program of the City, including all public facilities as shown by the Comprehensive Plan, as adopted.
- D. Any laws, rules and regulations of the State Department of Environmental Quality and/or appropriate State agencies.
- E. The rules of the State Department of Transportation if the subdivision, or any lot contained therein, abuts a State highway or connecting street.
- F. The standards and regulations adopted by the Planning Director and by all boards, commissions, agencies and officials of the City dealing with subdivision of land.
- G. Subdivisions with controlled access or security gates are prohibited except as provided for private roads in Section 5.4.
- H. Plat approval may be withheld if a subdivision is not in conformity with the above guidelines, and with the policies and purposes as established in Article 1.

5.1.2 Adequate Public Facilities. No preliminary plat for major subdivisions or final plat for minor subdivisions shall be approved unless the Planning Commission determines that public facilities will be adequate to support and service the area of the proposed subdivision. The applicant shall, at the request of the Planning Commission, submit sufficient information and data on the proposed subdivision to demonstrate the expected impact on and use of public facilities by possible uses of said subdivision. Public facilities and services to be examined for adequacy will include necessary road improvements, storm drainage, water, sewerage and capital improvements and other improvements.

5.1.3 Self-Imposed Restrictions. If the owner places restrictions on any of the land contained in the subdivision greater than those required by the Planning and Zoning Code, or these regulations, such restrictive covenants shall be filed of record with the plat of the land thereof. Said restrictions shall not be in conflict with the Planning and Zoning Code or these regulations. Said restrictive covenants are not enforced or regulated by the City.

5.1.4 Plats Straddling Municipal Boundaries. Whenever access to the subdivision is required across land in another local government, the Planning Commission may request assurance from the Municipal Counselor that access is legally established, and from the Public Works Director that the access road is adequately improved, or that the applicant has fully executed a performance bond of sufficient quantity to assure the construction of the access road. Whenever possible, lot lines shall conform to municipal boundary lines.

5.1.5 Monuments. The applicant shall provide for the permanent reference monuments or markers in the subdivision as required below:

A. Temporary Markers. Temporary markers outlining all streets shall be set and maintained in place, by resetting if necessary, until grading of all streets is completed.

B. Permanent Markers. Permanent markers shall be placed at the following locations:

- 1 Each lot corner;
- 2 All subdivision boundaries; and
- 3 The points of beginning and of ending of all curves.

Permanent markers shall be set by a Registered Land Surveyor, licensed as such in the State of Oklahoma.

Benchmarks. Permanent benchmarks shall be set to effectively serve the subdivision by a Registered Land Surveyor, licensed as such in the State of Oklahoma. Said benchmarks shall be based on United States Geological Service (U.S.G.S.) datum, and shall be shown on the digital drawing file as provided in Sections 6.3.2 and 6.5.2.

5.1.6 Character of the Land. Land which is characterized by steep slopes, excessive fill, adverse earth formations, utility easements or other adverse features which will reasonably be harmful to the health, safety and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas, shall not be subdivided or developed until adequate mitigating methods are formulated by the developer and approved by the Planning Commission.

5.1.7 Subdivision Name. The proposed name of the subdivision shall not duplicate nor too closely approximate phonetically the name of any other subdivision within the corporate limits of Oklahoma City or within the affected County Jurisdiction. The Planning Commission shall have final authority to approve the name of the subdivision as part of the subdivision approval process. However, the Planning Director is authorized to approve a change to the name of the subdivision as an administrative amendment to the preliminary and/or final plat. Evidence must be submitted indicating that the construction plans and as-builts on file in the Public Works Department reflect the new name.

5.1.8 Street Names.

A. Street Name Approval. The Planning Commission shall approve the names of all streets as part of the subdivision approval process. The subdivider shall initially propose street names on the face of the preliminary plat for major subdivisions and the final plat for

minor subdivisions. Names shall be sufficiently different in sound and in spelling from other street names in the City so duplication is avoided. A continuance of an existing street shall, wherever possible, bear the same name. East-west streets shall be numbered in accordance with the established pattern throughout the City.

- B. Street Name Change.** The Planning Commission and City Council shall consider applications for changing the name or names of an existing public or private street in accordance with the following requirements:

- 1. Submittal of Applications for a Street Name Change.** An application may be initiated by the Planning Commission or City Council, or by property owners owning more than one-half (1/2) of the total linear frontage of the public or private street sought to be renamed. The application shall be filed with the Planning Staff and consist of the following:

- (a) A petition, plus one (1) copy, containing the written consent of the property owners who own more than one-half (1/2) of the total linear frontage of said street. The petition must state the following; “The undersigned hereby request that _____ (*insert name of street*), an existing (public/private) street within the city limits of Oklahoma City, be designated _____ (*insert proposed name of street*). The street is located _____ (*insert general location of the street*).
- (b) A list of property owners who own property abutting the entire frontage of the portion of the street to be renamed. The list must contain the name, mailing address and full legal description of the affected property owners.
- (c) A filing fee in the amount designated in the Oklahoma City Municipal Code.

- 2. Procedures for Review of Applications for a Street Name Change.**

- (a) The application for street name change shall be reviewed in two (2) public hearings, one (1) before the Planning Commission and one (1) before the City Council.
- (b) Notice of the public hearings by the Planning Commission and City Council shall be mailed by the Planning Staff to each owner of record whose name appears on the furnished list of property owners. The notice of public hearing shall be mailed at least twenty (20) days prior to each hearing.
- (c) The Planning Staff shall send a memo to the appropriate City departments and franchise holders requesting their comments and recommendations on the effects of the street name change.
- (d) The Planning Staff shall investigate the application and submit its comments, along with the comments of other departments and franchise holders, to the Planning Commission. Consideration shall be given as to

whether the application complies with these regulations, the Planning and Zoning Code, and the Comprehensive Plan, and whether the requested street name change would adversely affect the public health, safety or welfare.

- (e) The Planning Commission shall make a recommendation of approval or denial of the application to the City Council. The recommendation by the Planning Commission shall be forwarded by resolution to the City Council.
- (f) After the Planning Commission makes its recommendation, an ordinance establishing the street name change shall be introduced to the City Council and set for final hearing. The City Clerk shall mail written notice to property owners whose names appear on the furnished ownership list twenty (20) days prior to final hearing, and shall give notice to the public by one (1) publication in a newspaper of general circulation in the City fifteen (15) days prior to final hearing.
- (g) The City Council shall either approve or deny the application to the City Council.

5.1.9 Street Designation. The Planning Commission and City Council shall consider applications for changing existing public streets to private streets or private streets to public streets in accordance with the following requirements:

A. Changing Public Streets to Private Streets.

1. The public street or streets in question must be closed through Planning Commission and City Council action as established in the Planning and Zoning Code.
2. The public street or streets must then be vacated through action of the District Court.
3. The instrument of vacation must be submitted to, reviewed and approved by the Planning Department.
4. The final plat must then be processed for City Council acceptance of the dedications of any public utility easements and designation of the private street or streets

B. Changing Private Streets to Public Streets.

1. Certification must be submitted from the applicant's professional engineer stating the private street or streets meet current City paving standards as supported by necessary testing. The certification must consist of a letter addressed to the Planning Director and certified with the engineers' seal by the applicant's professional engineer.

2. The dedication of platted private streets for acceptance by the City of Oklahoma City as public streets shall require that the private street designation within the plat be vacated through Planning Commission and City Council action as established in these regulations or vacated through action of the District Court.

C. Dedicating a Public Street by Separate Instrument. The Planning Commission shall review applications for the dedication of public street rights-of-way in accordance with the following requirements.

1. The application for the dedication available in the office of the Planning Department and three (3) **ORIGINALS** of the easement(s). The legal description of the easement(s) must be on the easement form or included as an attachment. The easement must be an original and not a faxed copy. An example of the easement form is available in the office of the Planning Department.
2. A copy of the deed(s) to the property on which the easement is to be dedicated.
3. If the applicant is not the owner of the property, a copy of a letter of authorization from the owner is required.
3. A filing fee as established in the General Schedule of Fees in the Oklahoma City Municipal Code.
4. A diagram of the proposed easement(s).
5. For new street(s), three (3) sets of construction plans must also be submitted.
6. The proposed street must conform to the design standards established in these regulations for public streets.
7. The easement shall only be forwarded to the City Council for acceptance of the dedication if the street has been constructed in accordance with the City's standards as confirmed by the Public Works Director; or, if a surety is submitted by the applicant in accordance with the standards established in these regulations.

5.1.10 Property Owners Association (POA). For any subdivision utilizing or incorporating private streets, shared parking, common drives, islands or medians within street rights-of-way, and/or any other common areas, a Property Owners Association (POA) shall be established and be responsible for maintenance of said easements and common areas.

5.2 LOT IMPROVEMENTS

5.2.1 Lot Arrangement. In order to secure building permits, all lots shall be arranged to comply with the Planning and Zoning Code; Drainage and Flood Control; and Health Regulations to provide access to buildings on said lots from an approved street, or from a private access drive approved under Section 5.4.2.E, and to avoid any foreseeable natural or man-made difficulties. See Figures 5.1 and 5.2.

5.2.2 Lot Dimensions/Sight Triangle. Lot dimensions shall comply with the minimum standards of the Planning and Zoning Code. Corner lot lines shall be cut with a chord to provide a sight distance triangle with legs of twenty-five (25) feet from the point of intersection of the property

lines along both property lines. Depth and width of properties reserved or laid out for business, commercial or industrial purposes shall be of sufficient size to provide for the off-street parking and loading facilities as required in the Planning and Zoning Code, for the type of use and development contemplated.

- 5.2.3 Lot Drainage.** Lot layouts shall provide positive drainage away from all buildings and individual lot drainage shall reflect the general storm drainage pattern for the area. Drainage design shall comply in all respects to the Drainage and Flood Control Code.
- 5.2.4 Through Lots.** Through lots shall be avoided except where necessary to provide separation of residential development from traffic arterials or to overcome disadvantages of topography and orientation.
- 5.2.5 Platted Building Lines.** Platted building lines contained in an approved final plat that are more restrictive than the setback of the Planning and Zoning Code, shall represent the legal setback lines.
- 5.2.6 Proximity to Railroads and Limited Access Highways.** When the area to be subdivided adjoins or contains a railroad right-of-way or limited access highway, lots which back onto such right-of-way shall have appropriate provisions for buffering and access control.
- 5.2.7 Access from Arterial Streets.** Residential lots shall not, in general, derive access from an arterial street. Where driveway access from an arterial street may be necessary for several adjoining lots, the Planning Commission may require that such lots be served by a combined access drive in order to limit possible traffic hazards. If lots have access on collector or local streets, the Planning Commission may require "Limits of No Access," which shall be placed on the face of the final plat for lots that back or side onto an arterial or section-line road. Driveways shall be designed and arranged so vehicles avoid backing into arterial streets.

FIGURE 5.1

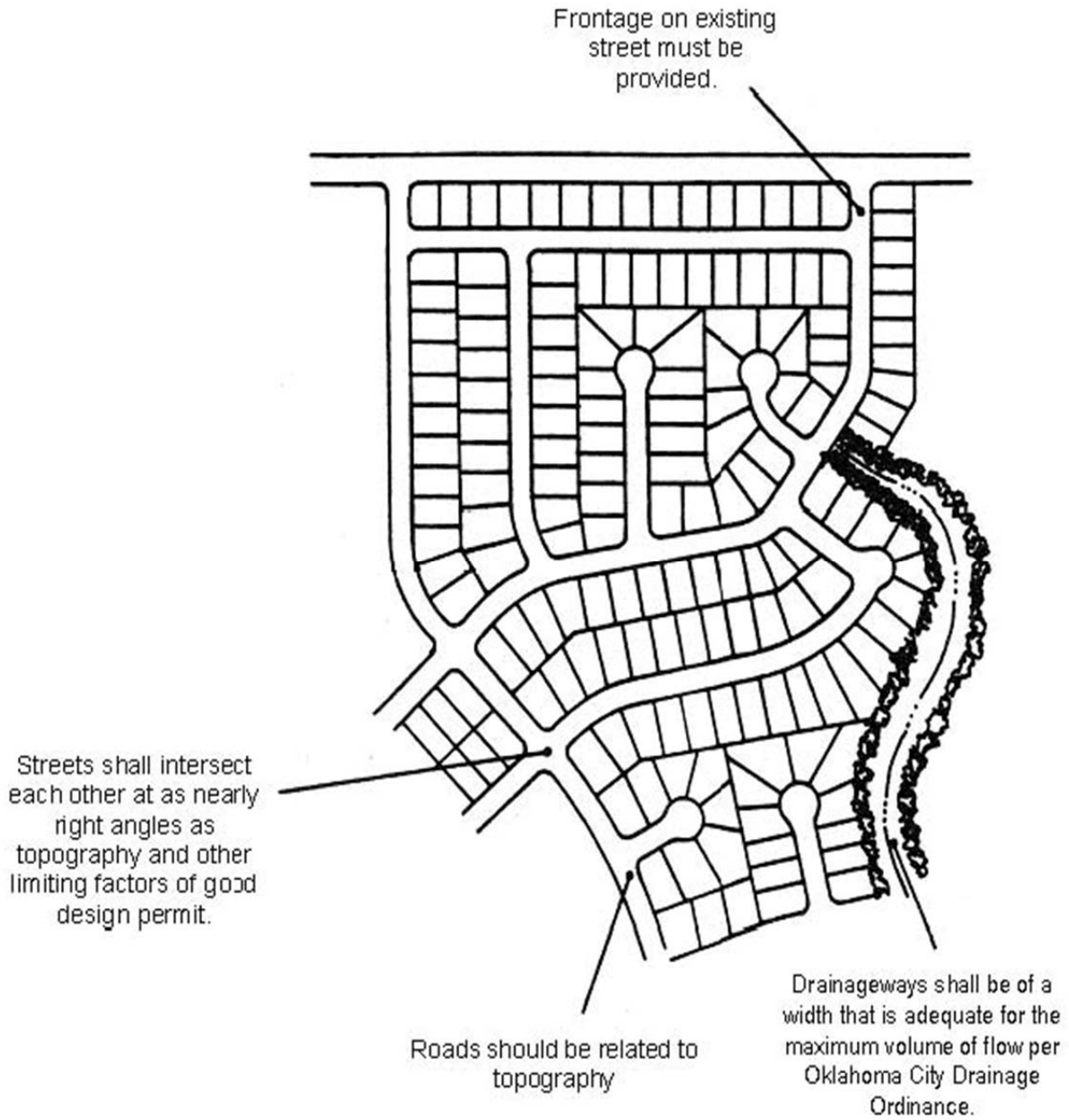
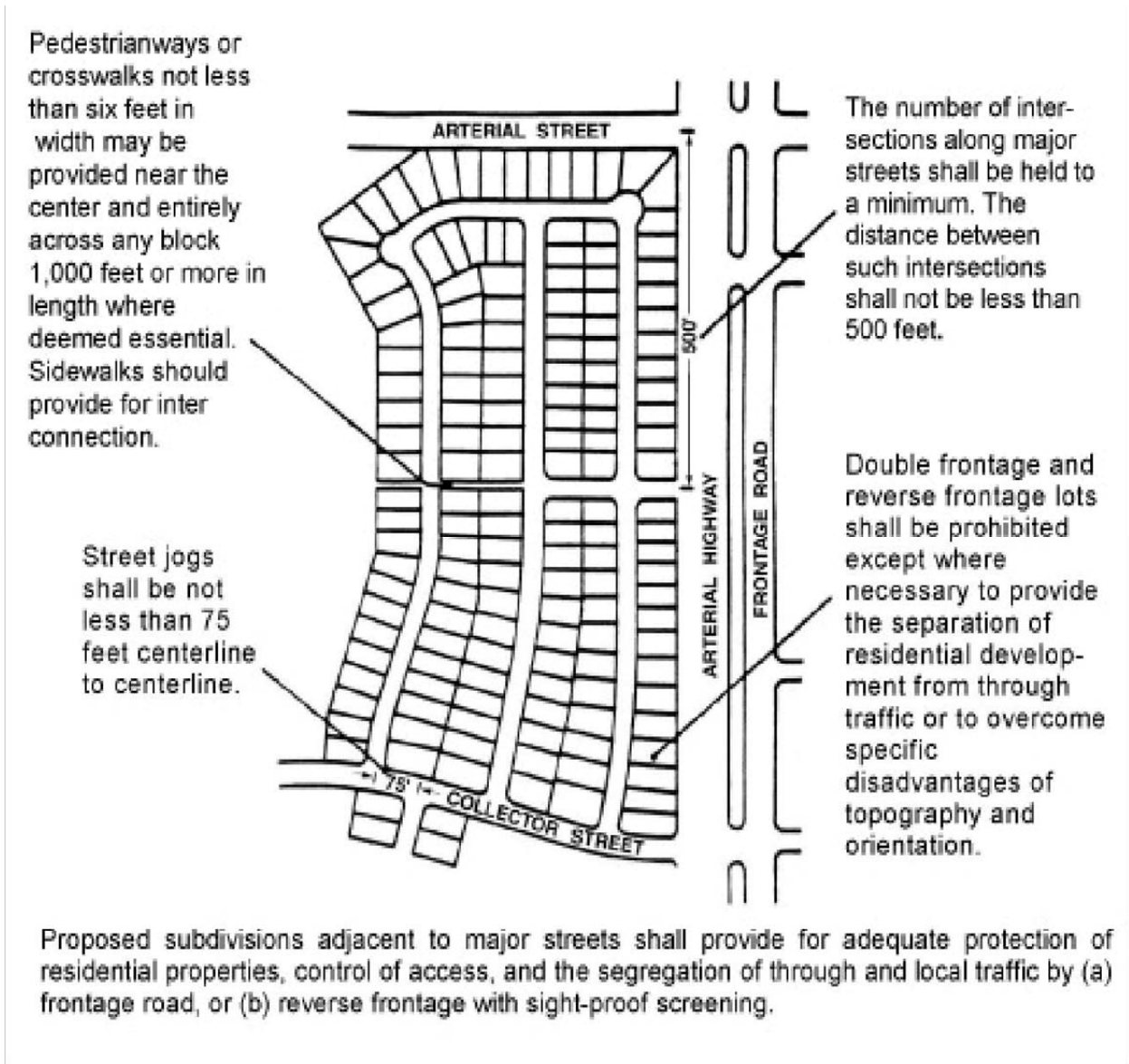


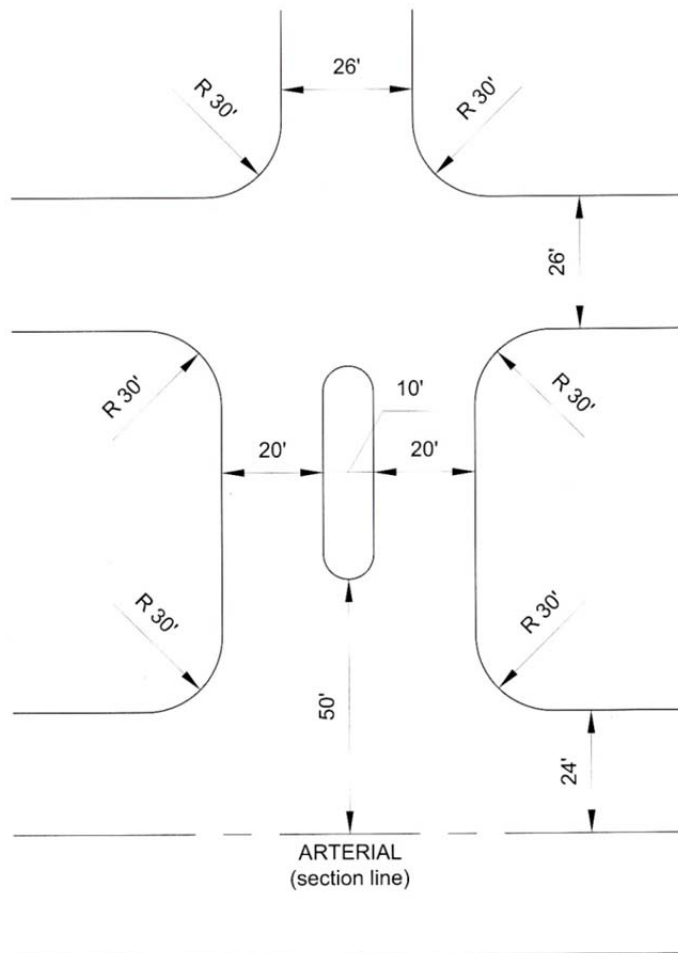
FIGURE 5.2



5.2.8 Access Points. Access shall be provided to each subdivision in accordance with the following design criteria:

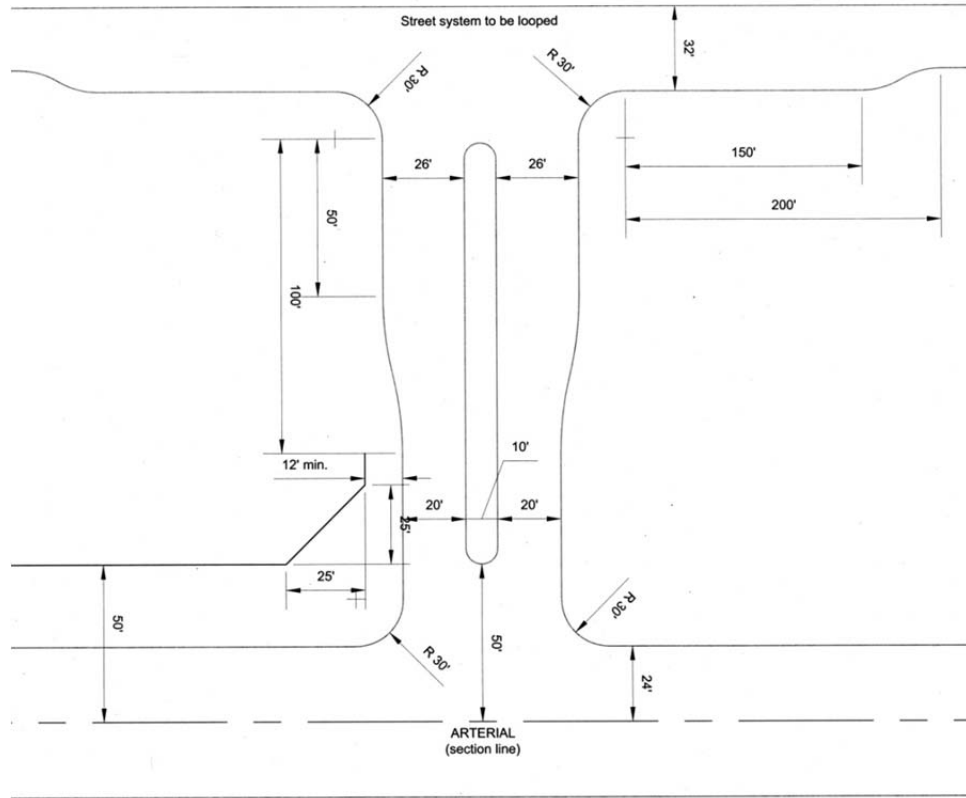
- A.** Subdivisions or areas within a subdivision with thirty (30) or fewer lots may be developed with only one (1) means of access to an existing public or private street. The design of the entrance street shall, at a minimum, comply with the design standards for local residential streets, or the design standards of an approved Planned Unit Development.
- B.** Subdivisions with thirty-one to one hundred (31 – 100) lots that do not provide two (2) separate means of access directly to an arterial street, or indirectly through an existing subdivision, may be developed with only one (1) means of access provided the access street meets one of the two design standards set forth below:
 - 1. Alternate A. The access or entrance street shall be designed with a divided median with the driving lanes on both sides maintaining a minimum paving width of twenty (20) feet from the subdivision entry to the first through-street intersection as shown in Figure 5.3 (below). The access street shall conform to all other design specifications illustrated in Figure 5.3.

FIGURE 5.3



2. Alternate B. The access or entrance street shall be designed with a divided median with the driving lanes on both sides maintaining a minimum paving width of twenty (20) feet from the subdivision entry to its termination in a T intersection as shown in Figure 5.4 (below). A portion of the intersecting street shall maintain a minimum paving width of thirty two (32) feet. The access street shall conform to all other design specifications illustrated in Figure 5.4.

FIGURE 5.4



3. For both Alternates A or B the following additional requirements shall apply:
 - (a) The access or entrance street may extend no more than three hundred (300) feet before two (2) alternate routes through the subdivision are provided. The alternate routes must loop through the subdivision so that access to the entrance street is feasible from both directions. An emergency access road is not required for this design.
 - (b) Limits of no access shall apply to the divided entry streets and notes indicating these limits of no access shall be clearly indicated on the final plat.
 - (c) The developer shall install signs along both sides of the divided entry streets and, for Alternate B, along the portion of the intersecting street with a required minimum paving of thirty two (32) feet, indicating that no parking will be allowed along these street segments.

- C.** Subdivisions with one hundred and one to two hundred (101 to 200) lots may be constructed with a single entrance in accordance with the standards set forth in Section B above, but must have an emergency access road providing alternate means of access constructed in accordance with Oklahoma City Fire Department standards. The single entrance must be designed with a divided median with the driving lanes on both sides maintaining a minimum paving width of twenty (20) feet. The access or entrance street may extend no more than three hundred (300) feet before two (2) alternate routes through the subdivision are provided. The alternate routes must loop through the subdivision so that access to the entrance street is feasible from both directions.
- D.** Subdivisions with more than two hundred (200) lots must be constructed with at least two (2) separate means of access directly to an arterial street, or indirectly through an existing subdivision.
- E.** Variances to these access restrictions for subdivisions may be considered by the Planning Commission if the developer can prove that the property in question cannot comply due to the following conditions:
1. Property frontage is too narrow; or
 2. Site topography restrictions.
- F.** The Planning Commission may consider a street stub into undeveloped property with an alternate emergency access easement as part of a developer's proposal in order to warrant a waiver of the above access restrictions.
- G.** When the first or subsequent phase(s) of a preliminary plat containing one hundred (100) or more lots is submitted, the access or entrance street must be designed in accordance with the criteria established in Paragraph C. above, if the phases do not connect to an alternate access.

5.3 STREETS AND ROADS

5.3.1 General Requirements.

- A. Frontage on Improved Roads.** No subdivision shall be approved unless the area to be subdivided has frontage on and/or permanent access to an existing street.
1. An existing City, County or State highway;
 2. A section-line road; or
 3. A street, excluding an arterial or section-line road, shown upon a plat approved by the Planning Commission and filed of record in the office of the appropriate County Clerk. Such street or highway must have adequate right-of-way and be suitably improved, as required by the rules, regulations, specifications or orders pertaining to road construction or be secured by a performance bond as required under these Subdivision Regulations. Whenever the area to be subdivided uses existing road frontage, such road shall be suitably improved as required herein or payment in lieu of such improvements shall be made according to procedures established by the Public Works Director.
- B. Grading and Improvement Plan.** Roads shall be graded, improved and conform to the local construction standards and specifications. The Public Works Director shall approve road design and specifications in accordance with the construction plans submitted with the final plat.
- C. Classification.** All roads shall be classified as major arterial, minor arterial, collector or local as determined by the Public Works Director. The classification of each road is based on its present and estimated future traffic volume and its relative importance and function within the City.
- D. Topography and Arrangement.**
1. Grades of streets shall conform as closely as possible to the original topography. If possible, all streets shall be arranged to provide building sites at, or above, the grade of the street; otherwise, adequate provisions for drainage must be made. A combination of steep grades and curves shall be avoided. Specific design

standards are found in Section 5.3.2.

2. All streets shall be properly integrated with the existing and proposed system of thoroughfares and dedicated rights-of-way, and shall provide for the integration of future streets.
3. All thoroughfares shall be designed to support special traffic generators, such as population densities; the pattern of existing and proposed land uses; and industries, business districts, shopping centers, schools and churches.
4. Minor or local streets shall be designed to conform as much as possible to the topography; to discourage use by through traffic; to permit efficient drainage and utility systems; and to require the minimum number of streets necessary for convenient and safe access to property.
5. Preliminary plats and minor subdivisions shall be designed to provide interconnection between adjacent tracts, plats and/or parcels. There shall also be at least one (1) connecting street between each quarter section. It is not necessary that the first developer that abuts the quarter section line construct the stub street. Furthermore, subdivisions within each quarter section shall be connected to each other, if only indirectly. An adjoining subdivision may not tie into an existing stub street for its primary entrance unless landlocked. A stub street shall not warrant a wider street than required because of traffic counts for the original tract. A developer has the option, if the stub street is required, to construct the stub street or to grant an easement reserving the minimum right-of-way required for the stub street and not construct it or any related utilities. The developer must build the return for the proposed stub with a connecting curb across the back and add a note to the plat that identifies this area as a street stub and establishes maintenance responsibilities. In the absence of a property owners association, the adjacent landowners will be responsible for maintenance. The length of the stub street shall not exceed the average length of residential lots in the subdivision or a maximum of one hundred and fifty (150) feet. Street stubs exceeding this requirement must be constructed simultaneously with the improvements within the final plat. If and when the adjoining property connects into the stub street, the developer of the adjoining property will be responsible for all costs associated with the construction of said stub street and utilities associated therewith. If a stub street is not required to be connected to the adjacent development on the final plat of said development, such stub street may be closed and/or vacated as provided by law. The Planning Commission shall consider physical barriers, land use incompatibilities, proposed amenities that are under private property owners' control (pools, playgrounds, etc.), existing undeveloped landlocked properties and any potential inappropriate traffic designs to justify a waiver of this requirement.
6. In business and industrial developments, streets and other access ways shall consider the arrangement of building sites, the location of rail facilities, and the provisions of alleys, of truck loading and maneuvering areas, and of walks and parking areas, and shall avoid conflicting movement between the various types of traffic, including pedestrian traffic.

7. Streets that are obviously in alignment with other already existing streets shall bear the names or numbers of said existing streets.
8. The proposed street names shall be checked against duplication of existing street names prior to being approved by the Planning Commission. The Planning Commission shall approve the names of all streets as part of the subdivision approval process. The subdivider shall initially propose street names on the face of the preliminary plat for major subdivisions and the final plat for minor subdivisions. Names shall be sufficiently different in sound and in spelling from other street names in the City so duplication is avoided. A continuance of an existing street shall, wherever possible, bear the same name. East-west streets shall be numbered in accordance with the established pattern throughout the City.

E. Blocks.

1. Blocks shall have sufficient width to provide for two (2) tiers of lots of appropriate depths. Exceptions to this prescribed block width shall be permitted in blocks for commercial and industrial uses, and/or blocks adjacent to major streets, railroads or waterways; provided other applicable provisions of this Article are met.
2. The lengths, depths and shapes of blocks shall be appropriate for the locality and type of development contemplated. Block lengths in residential areas along residential streets shall not exceed fifteen hundred (1,500) feet, except where lots side or back onto arterial streets. Wherever practical, blocks along arterial streets shall not be less than five hundred (500) feet in length. Block length shall be measured from property line to property line along the centerline of the block.
3. The Planning Commission may require the reservation of an easement through long blocks exceeding one thousand (1,000) feet in length to accommodate utilities, drainage facilities or pedestrian traffic. Pedestrian ways or crosswalks, not less than six (6) feet in width, may be required by the Planning Commission through the center of a block, if deemed essential to provide circulation or access to schools, playgrounds, shopping centers, transportation or other community facilities. Blocks designed for commercial or industrial uses shall be of such length and width, as may be determined suitable by the Planning Commission, and conform to the Planning and Zoning Code, and other applicable ordinances.

F. Access to Arterials. Where a residential subdivision borders on or contains an existing or proposed arterial, the Planning Commission may require that access to such streets be limited by one of the following means:

1. No access shall be provided from the individual lots.
2. A series of cul-de-sacs, U-shaped streets or short loops entered from and designed generally at right angles to such a parallel street, with the rear lines of their terminal lots backing onto the arterial.

G. Alleys.

1. Alleys platted in residential or nonresidential developments shall be private, not maintained by the City.
2. If provided, alleys serving residential and nonresidential areas shall be not less than twenty (20) feet in width.
3. Alley intersections and sharp changes in alignment shall be avoided, but where necessary, corners shall be cut off sufficiently to permit safe vehicular movement.
4. Dead-end alleys shall be avoided where possible and shall be extended when abutting properties are developed. If unavoidable, dead-end alleys shall be provided with adequate turnaround facilities at the dead-end, as determined by the Public Works Director.

H. Traffic Management Signs.

1. **Street Name Identification Signs and Traffic Management Signs for Public Streets.** The responsibility for the installation of street name identification signs and traffic management signs in subdivisions where the streets are designated “public” shall be with the City. The City shall be responsible for the acquisition of all street name signs and traffic management signs and for the installation of same.
2. **Street Name Identification Signs and Traffic Management Signs for Private Streets.** The responsibility for the acquisition, installation and maintenance of street name identification signs and traffic management signs in subdivisions where the streets are designated “private” shall be with the developer of the subdivision. The design, method of installation and location of said signs must be in accordance with the City’s standards.
3. **Timing of Installation.** The installation of street name identification signs and traffic management signs whether for subdivisions with “public” or “private” streets must be completed in conjunction with or prior to any building of any structures within said subdivision.

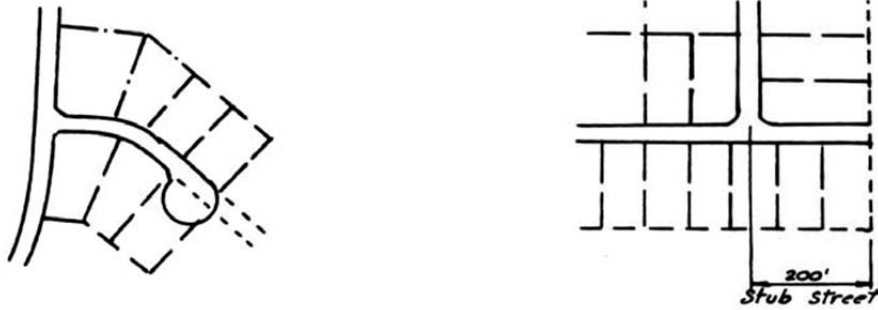
I. Street Lights. Installation of street lights shall be required in accordance with design and specification standards approved by the Public Works Director.

J. Reserve Strips. The creation of reserve strips shall not be permitted adjacent to a proposed or existing public easement or right-of-way in such a manner that it denies access from adjacent property to a public street or easement or public utility easement.

K. Construction of Roads and Dead-End Roads.

1. **Construction of Roads.** The arrangement of streets shall provide for the continuance of local, collector or arterial streets between adjacent properties when such continuation is deemed necessary by the Planning Commission for convenient movement of traffic, for effective fire protection, for efficient

provision of utilities, and where such continuation is in accordance with the Comprehensive Plan and the ACOG Oklahoma City Functional Classification System Map. If the adjacent property is undeveloped and the street must be a dead-end street temporarily, the right-of-way shall be extended to the property line. In the phasing of a final plat, a temporary turnabout may be required for streets in excess of one thousand (1,000) feet. Temporary stub streets shall be permitted up to two hundred (200) feet. The Planning Commission may limit the length of temporary dead-end streets in accordance with the design standards of these regulations.



2. **Permanent Dead-End Roads.** A cul-de-sac turnabout shall be provided at the end of a permanent dead-end street in accordance with City construction standards and specifications. For greater convenience to traffic and more effective police and fire protection, permanent dead-end streets shall, in general, be limited in length according to the design standards of these regulations.
3. **Requirements for Dead-End Roads.** For temporary dead-end streets in excess of one thousand (1,000) feet, the applicant shall post signs stating that said street is a dead-end street as well as provide fire hydrants along the radius. For permanent dead-end streets, the applicant shall be required to post said signs and provide said fire hydrants for streets in excess of six hundred (600) feet.
4. **Half-Street Paving.** Half-street paving shall be required for a proposed development unless one of the following applies:
 - (a) The Public Works Director shall make the determination of the need for and the subsequent design of the improvement.
 - (b) The street involved is scheduled for improvement under City bonds, or County or State programs.
 - (c) Proper grade cannot be established.
 - (d) Half-street paving would not be required for residential plats where the gross allowable density of any lot, tract or parcel abutting an arterial street is less than nine (9) dwelling units per acre.

- (e) Those properties refused access to a street pursuant to the Access Ordinance would be exempted from the half-street paving requirement for that portion of street where access was denied.
- (f) Half-street paving less than two hundred (200) feet in length shall be required only when such paving would connect with existing paving constructed to the City’s standards.
- (g) In those situations in which the residential lots back into the section-line road, the intersection of the section-line road with the local street in the proposed subdivision must be flared. The tapering shall start one hundred (100) feet from the centerline of the local street, then proceed at an angle of forty-five (45) degrees, then proceed towards the local street for both the ingress and egress.
- (h) Half-street paving is required on both street frontages at all street intersections, unless specifically exempted by Paragraphs (a) through (f) above.

5.3.2 Design Standards.

A. General. In order to provide for roads of suitable location and width, and for improvements that accommodate prospective traffic, and to afford satisfactory access for police and fire protection, snow removal, sanitation, and road maintenance equipment, and to coordinate roads that create a convenient system and that avoid undue hardships upon adjoining properties, the design standards set forth in Table 5.1 are hereby required. (Road classification may be indicated on the Comprehensive Plan or the ACOG Oklahoma City Functional Classification System Map; otherwise, it shall be determined by the Planning Commission.

TABLE 5.1

URBAN RESIDENTIAL AND NON-RESIDENTIAL MINIMUM DESIGN STANDARDS FOR STREETS IN OKLAHOMA CITY BY STREET CLASSIFICATION (BASED ON POSTED SPEED LIMITS)

RESIDENTIAL DEVELOPMENT

Street Classification	Right-of-Way Width (feet)	Paving Width (feet)	Maximum Grade (%)
Local (Urban)	50	26 W/CG	8***
Local (Rural)	60	26/24 W/GS**	8
Local Collector	60	32 W/CG	6
Major Collector	60	32 W/CG	6
Rural Arterial	100	24 W/AS	6
Minor Arterial	80	48 W/CG	6
Major Arterial	100	48 W/CG	6
Expressway	150 N/FR	48 W/AS	6
	300 N/FR	48W/AS	6

Freeway	150 N/FR	48 W/AS	3
	300 W/FR	48 W/AS	3

NON-RESIDENTIAL DEVELOPMENT

Street Classification	Right-of-Way Width (feet)	Paving Width (feet)	Maximum Grade (%)	Construction Materials
Local (Urban)	60	26 W/CG*	6	City Standard
Local (Rural)	N/A	N/A	N/A	City Standard
Local Collector	60	32 W/CG	6	City Standard
Major Collector	80	32 W/CG	6	City Standard
Rural Arterial	100	24 W/AS	6	City Standard
Minor Arterial	100	48 W/CG	5	City Standard
Major Arterial	100	48 W/CG	5	City Standard
Expressway	150 N/FR	48 W/AS	5	City and State Standards
	300 W/FR	48 W/AS	5	
Freeway	150 N/FR	48 W/AS	3	State and Federal Standards
	300 W/FR	48 W/AS	3	

W/CG - With Curb and Gutter
 W/GS - With Graded Shoulder
 W/AS - With Asphalt Shoulder

W/FR With Frontage Road
 N/FR - No Frontage Road
 N/A - Not Applicable

- * Local street paving width for industrial development shall be a 32 foot minimum.
- ** Based on minimum lot size as per specifications outlined in the Oklahoma City Subdivision Regulations.
- *** Maximum grade is 6% for high-density development (16-25 du/a).

Minimum Turnaround (in feet)

Local (Urban):	<u>Residential</u>	<u>Non-Residential Business-Industrial</u>
Right-of-Way Diameter	100	120
Pavement	80	100
Center Island Diameter (if required)*	40	50

*If center island is increased, the diameter of the turnaround shall increase proportionally.

Maximum Length of Cul-De-Sac

Permanent: A cul-de-sac shall not exceed seven hundred 700 feet in length, measured from the centerline of the intersecting street to the center of the turnaround. A circular turnaround having a radius of not less than 50 feet at the property line and not less than 42 feet at the face in front of the curb shall be provided.

Temporary: A cul-de-sac shall not exceed 1,500 feet in length in residential districts or 2,640 feet in length in nonresidential districts.

Minimum Radius of Curve* (arc type of curve in feet)

	<u>Residential</u>	<u>Non-Residential Business-Industrial</u>
Local (Urban)	100	100
Local (Rural)	100	100
Local Collector	100	150
Major Collector	100	150
Rural Arterial	300	300
Minor Arterial	300	300
Major Arterial	500	500
Expressway	500	500
Freeway	500	500

Vertical curves - Maximum 0.80% difference in grades per 25 feet of horizontal distance.

*The radius of curve shall be measured along the centerline of said street.

Minimum Intersection Sight Distance (in feet):

<u>Posted Speed</u>	<u>Sight Distance</u>	
	<u>Minimum Required</u>	<u>Desirable</u>
20	220	315
25	235	315
30	315	425
35	385	515
40	480	660
45	620	840
50	750	1,025
55	890	1,230

NOTE: Standard location for measuring sight distance is ten (10) feet away from the curb. At a major intersection, the sight distance triangle shall be created by a chord drawn from a point twenty-five (25) feet from the corner of the intersection.

- B. Road Surfacing and Improvements.** The developer shall install all utilities, shall construct curbs and gutters, and shall surface roadways to the widths prescribed in these regulations. Public Works shall establish type of pavement and specifications. All road pavements, shoulders, drainage improvements and structures, curbs, turnarounds, and sidewalks shall conform to all construction standards and specifications adopted by the Planning Commission or City Council and shall be incorporated into the construction plans required for plat approval.

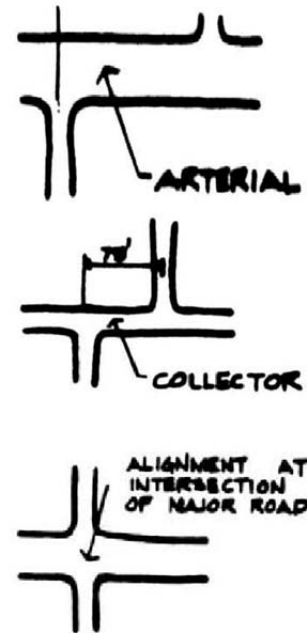
- C. Excess Right-of-Way.** Right-of-way widths in excess of the standards designated in these regulations shall be required whenever additional width is necessary, due to topography, to provide adequate earth slopes. Slopes in excess of three to one (3:1) shall be supported by a retaining wall or other construction method approved by the Public Works Director.

D. Railroads and Limited Access Highways. Railroad rights-of-way and limited access highways that are adjacent to subdivided lands shall be treated as follows:

1. In residential districts, a platted setback line of at least twenty (20) feet in depth, in addition to the required setback, shall be provided adjacent to the railroad right-of-way or limited access highway. A six (6) foot fence shall be erected on all residential lots abutting railroads and limited highways.
2. In districts zoned for business, commercial or industrial uses, the nearest street extending parallel or approximately parallel to the railroad shall, wherever practical, be at a sufficient distance there from to ensure suitable lot depth.
3. Streets parallel to the railroad when intersecting a street that crosses the railroad at grade shall, to the extent practical, be at a distance of at least one hundred fifty (150) feet from the street centerline to the railroad right-of-way. Such distances shall be determined with due consideration to the minimum distance required for future separation of grades by means of appropriate approach gradients.

E. Intersections.

1. Streets shall be designed to intersect at right angles. A proposed intersection of two (2) new streets at an angle of less than ninety (90) degrees is not permitted. An oblique street shall be curved approaching an intersection and shall be at right angles. No more than two (2) streets shall intersect at any one (1) point.
2. Proposed new intersections along an existing street shall, wherever practical, coincide with an existing intersection on the opposite side of said street. Centerline offsets of less than one hundred fifty (150) feet shall not be permitted when intersecting an arterial street, except where the intersected street has separated dual drives without median breaks. Centerline offsets of less than one hundred ten (110) feet shall not be permitted when intersecting local or collector streets. Where any street intersects a major street, its alignment shall be continuous. The intersection of major streets shall be separated in accordance with the access provisions of The Planning and Zoning Code.



3. Minimum curb radius at the intersection of any street shall be at least thirty (30) feet. Alley intersections and abrupt changes in alignment within a block shall have the corners rounded to permit safe vehicular movement in accordance with standard engineering practice.

4. Intersections shall be designed with a minimum grade of four-tenths of one percent (0.40%) and a maximum grade of two percent (2%). In hilly or rolling areas, at the approach to an intersection, it is desirable to provide a leveling area having a maximum grade not greater than two percent (2%); provided, however, the Public Works Director, at his discretion, may waive this requirement, in accordance with good engineering design, during construction plan review.



5. At any street intersection where earth banks or existing vegetation inside any lot corner create a traffic hazard by limiting visibility, the developer shall cut such ground and/or vegetation (including trees) in connection with the grading of the public right-of-way to the extent deemed necessary to provide an adequate sight distance. (See Table 5.1.)



F. Corner Clearance for Driveways. Driveways shall be separated from street intersections by the distance defined in the Table 5.2:

**TABLE 5.2
MINIMUM SEPARATION (IN FEET) BETWEEN DRIVEWAYS
AND STREET INTERSECTIONS**

Location of Driveway:				
<u>Intersecting Street</u>	<u>Expressway Highway</u>	<u>Major Arterial</u>	<u>Minor Arterial</u>	<u>Collector</u>
Freeway	200	200	200	150
Expressway	200	200	200	150
Major Arterial	200	120	120	100
Minor Arterial	200	120	120	90
Collector	150	100	90	60
Local	50	100	70	60

G. Bridges. Bridges of primary benefit to the applicant, as determined by the Planning Commission, shall be constructed at the full expense of the applicant without reimbursement from the City. The sharing of expenses for the construction of bridges not of primary benefit to the applicant, as determined by the Planning Commission, will be fixed by special agreement between the City Council and the applicant. Participation of

the City is subject to the discretion of the City Council and subject to the availability of funds.

5.3.3 Road Dedications and Reservations.

- A. **New Perimeter Streets.** Perimeter half-streets in new subdivisions shall not be permitted. Where an existing half-street or existing street right-of-way is adjacent to a new subdivision, the other half of the street shall be improved and dedicated by the subdivider. The Planning Commission may authorize a new perimeter street where the subdivider improves and dedicates the entire required street right-of-way width within his own subdivision boundaries.
- B. **Widening and Realignment of Existing Roads.** Where a subdivision borders an existing road not constructed to the City's standards or when the Comprehensive Plan or zoning setback regulations indicate plans for realignment or widening of a road that would require use of some of the land in the subdivision, the applicant shall dedicate the additional right-of-way from the centerline. Land reserved for any road purposes shall not be counted in satisfying yard or area requirements of the Planning and Zoning Code. Said land shall be either dedicated to the City in fee simple or as an easement.

5.4 PRIVATE ROADS

5.4.1 Private Roads in Rural Areas.

- A. **Private Roads Allowed.** Pursuant to Oklahoma Statutes, the City will permit the use of private roadways in rural areas for any subdivision located in excess of one-quarter (1/4) mile from public water and sewer systems if such subdivision otherwise complies with all other provisions of these regulations and all other ordinances and regulations of the City. The City shall permit private roads in any approved locations that meet the conditions described below.
- B. **Platted Areas.**
 1. The design and layout of all rural, private road subdivisions shall comply with all provisions of these regulations.
 2. All rural, private road subdivisions with lots that are less than two (2) acres shall comply with RA Single-Family Rural Residential District subdivision standards and specifications for roadway construction with no permitted reduction in the City's standards. For rural, private road subdivisions with lots that are two (2) acres or greater, the design, construction and maintenance of private roadways shall be completed in accordance with the City's paving requirements for private roadways.
 3. If said property is platted and otherwise complies with all provisions of these regulations, there shall be placed on the face of said plat, clearly conspicuous, the following notice: "The streets and drives have not been dedicated to the public, and said streets shall be maintained by the private property owners within the subdivision, but said streets shall always be open or accessible to police, fire and other official vehicles of all City, County, State and Federal agencies."

4. Every deed shall clearly acknowledge: "Said roadway is private and not maintained by the City of Oklahoma City."
5. Prior to the sale of any parcel in said subdivision, a conspicuous sign shall be posted and maintained at all entrances to said subdivision stating: "Private roadway not maintained by the City of Oklahoma City."

C. Unplatted Areas.

1. In areas previously subdivided by metes and bounds description or in areas subdivided in accordance with these regulations, a continuous private roadway easement shall be established connecting all such lots, tracts or parcels to a dedicated public street and such easement placed of record, unless the applicant has an easement of prescription or an easement of necessity which otherwise meets the requirements herein.
2. The design, construction and maintenance of private roadways shall be completed in accordance with the City's paving requirements for private roadways.
3. Every deed shall clearly acknowledge: "Said roadway is private and not maintained by the City Of Oklahoma City."
4. In such areas, a conspicuous sign shall be posted and maintained on all such roadways stating: "Private roadway not maintained by the City of Oklahoma City."

D. General.

1. Property abutting said private roadway must comply with all applicable zoning regulations and other municipal ordinances and regulations.
2. Said private roadway easement shall be at least fifty (50) feet in width for curb and gutter streets and sixty (60) feet in width for rural streets when the property abutting the roadway easement is less than two (2) acres in size. In all other cases, the private roadway easement shall be sixty (60) feet.
3. All applicable building setback lines shall be calculated from said private roadway easements.
4. Said private roadway shall not be dedicated to the public but reserved for future dedications, and, until such future dedication, be the private property of the abutting property owners.
5. Provided that, at any time thereafter, a petition of at least sixty percent (60%) of the property owners in the area to improve and dedicate said street shall bind all said property owners, thereby, to permanently improve said street or roadway in compliance with the requirements for public streets of the City of Oklahoma City. Such costs shall be assessed to property owners.
6. The developer shall comply with all other ordinances and regulations of the City of Oklahoma City relating to the subdivision of land not in conflict herewith.

7. Pavement and utilities shall comply with the following provisions:
 - (a) Plans for pavement and utilities shall be prepared by a professional engineer and in accordance with the laws of the State of Oklahoma and the ordinances of the City of Oklahoma City. The subdivider shall file with the City of Oklahoma City a surety bond, in the form set forth in Article 4, and in the amount of one hundred ten percent (110%) of the estimated construction cost, conditioned that the subdivider, as principal, will faithfully install and complete improvements and utilities in the subdivision within a period not to exceed two (2) years, according to the requirements of approved plans, subdivision rules and regulations, and municipal ordinances, regulations and specifications, and will pay all bills for contractors, improvements and utilities. An extension of this period may be allowed by the City Council. The professional engineer shall furnish the cost of said pavement and utilities to the Public Works Director who shall approve the estimated costs of paving, storm sewers and other drainage facilities, if required, in order that the Planning Commission may determine whether or not the amount of the bond submitted is adequate to ensure the construction of these facilities and to protect the interests of the City and public welfare. All current policies, inspection fees and other normal requirements of the Public Works Department shall apply in full force to ensure the proper construction of said private roadways.
 - (b) In lieu of the provision contained in Paragraph (a) above, the applicant may submit a document prepared by a professional engineer that certifies that all private roads for said development are constructed to the City's standards. The plat or deed shall not be signed and released until certification is received and reviewed by the Public Works Department.
8. Prior to approval of such private roadways, all abutting property owners shall enter into such legal agreement as will assure maintenance and apportion of maintenance costs. Such agreement shall clearly state that the City of Oklahoma City is not responsible for maintenance.
9. Street stubs to serve potential future subdivisions and to improve the overall circulation pattern of the area shall be provided in any location deemed appropriate by the Planning Commission.

5.4.2 Private Roads in Urban Areas.

- A. Private Roads Allowed.** Pursuant to Oklahoma Statutes, the City will permit the use of private roadways in areas designated for urban development by the Comprehensive Plan for any subdivision that complies with all other provisions of these regulations and all other ordinances and regulations of the City. The City shall permit private streets in any approved subdivision which meets the conditions described below. Controlled access or the use of security gates shall be permitted in these subdivisions.

B. Platted Areas.

1. The design and layout of all urban, private road subdivisions shall comply with all provisions of these regulations.
2. All urban, private road subdivisions shall comply with the urban design standards and specifications set forth by the City for roadway construction.
3. Subdivisions with controlled access or security gates which are more than forty (40) acres in size must be adjacent to an arterial street, provide at least one (1) access point to the arterial street, must contain twenty-five percent (25%) useable open space, and must provide several of the following amenities: private park, swimming pool, clubhouse, pedestrian walkways, lake, pond, golf course, gazebos, picnic areas, playground equipment and/or tennis courts. Additions zoned R-A Single-Family Rural Residential District with a net lot size of one (1) acre or greater are excluded from this requirement.
4. Subdivisions with controlled access or security gates which contain forty (40) acres or less shall be designed to allow for the continuation of existing interconnected streets in accordance with Section 5.3.1.D.5. It is the intent that the proposed development not block existing connections. However, the Planning Commission may, by variance, waive the requirement for the connection.
5. If said property is platted and otherwise complies with all provisions of these regulations, there shall be placed on the face of said plat, clearly conspicuous, the following notice: "The streets and drives have not been dedicated to the public, and said streets shall be maintained by the private property owners within the subdivision, but said streets shall always be open to police, fire and other official vehicles of all City, County, State and Federal agencies."
6. Every deed shall clearly acknowledge: "Said roadway is private and not maintained by the City of Oklahoma City."
7. Prior to the sale of any parcel in said subdivision, a conspicuous sign shall be posted and maintained at all entrances to said subdivision stating: "Private roadway not maintained by the City of Oklahoma City."
8. The type of controlled access or security gate for a controlled access subdivision must comply with the following guidelines for gate installation:
 - (a) Single Opening:
 - (1) Minimum twenty (20) foot clearance width from curb face to curb face for one way traffic.
 - (2) Minimum twenty-two (22) foot clearance width from curb face to curb face for two (2)-way traffic.
 - (3) Minimum sixty (60) foot gate setback from curb line to gate face.
 - (4) Drives shall be arranged to provide the ability for a vehicle to turnaround without backing into the street.

- (b) Dual Openings:
 - (1) Minimum fourteen (14) foot clearance width from curb face to curb face on both sides of a median.
 - (2) Minimum forty-five (45) foot obstruction setback from curb line to first obstruction.
 - (3) Minimum sixty (60) foot gate setback from curb line to gate face.
 - (4) Drives shall be arranged to provide the ability for a vehicle to turnaround without backing into the street.
- (c) All gates shall have “Knox” hardware. Or other hardware approved by the Fire Marshall’s Office
- (d) All gates will remain in the open position (unassisted) until gate devise is reset.
- (e) Automatic gates shall have a battery back up.
- (f) Permits for fence and gate installations are required by the Oklahoma City Municipal Code.
- (g) Each gate installation may have additional requirements specific to that location based on approval of Fire Marshall’s Office.

C. Unplatted Areas.

1. In areas previously subdivided by metes and bounds description in accordance with these regulations, a continuous private roadway easement shall be established connecting all such lots, tracts or parcels to a dedicated public street and such easement placed of record, unless the applicant has an easement of prescription or an easement of necessity which otherwise meets the requirements herein.
2. The design, construction and maintenance of private roadways shall be completed in accordance with the City's urban design standards and specifications.
3. Every deed shall clearly acknowledge: “Said roadway is private and not maintained by the City Of Oklahoma City.”
4. In such areas, a conspicuous sign shall be posted and maintained on all such roadways stating: “Private roadway not maintained by the City of Oklahoma City.”

D. General.

1. Property abutting said private roadway must comply with all applicable zoning regulations and other municipal ordinances and regulations.
2. Said private roadway easement shall be at least fifty (50) feet in width for curb and gutter streets and sixty (60) feet in width for local collector streets.
3. All applicable building setback lines shall be calculated from said private roadway easements.

4. Said private roadway shall not be dedicated to the public but reserved for future dedications, and, until such future dedication, be the private property of the abutting property owners.
5. Provided that, at any time thereafter, a petition of at least sixty percent (60%) of the property owners in the area to improve and dedicate said street shall bind all said property owners, thereby, to permanently improve said street or roadway in compliance with the requirements for public streets of the City of Oklahoma City. Such costs shall be assessed to property owners.
6. The developer shall comply with all other ordinances and regulations of the City of Oklahoma City relating to the subdivision of land not in conflict herewith.
7. Pavement and utilities shall comply with the following provisions:
 - (a) Plans for pavement and utilities shall be prepared by a professional engineer and in accordance with the laws of the State of Oklahoma and the ordinances of the City of Oklahoma City. The subdivider shall file with the City of Oklahoma City a surety bond, in the form set forth in Article 4, and in the amount of one hundred ten percent (110%) of the estimated construction cost, conditioned that the subdivider, as principal, will faithfully install and complete improvements and utilities in the subdivision within a period not to exceed two (2) years, according to the requirements of approved plans, subdivision rules and regulations, and municipal ordinances, regulations and specifications, and will pay all bills for contractors, improvements and utilities. An extension of this period may be allowed by the City Council. The professional engineer shall furnish the cost of said pavement and utilities to the Public Works Director who shall approve the estimated costs of paving, storm sewers and other drainage facilities, if required, in order that the Planning Commission may determine whether or not the amount of the bond submitted is adequate to ensure the construction of these facilities and to protect the interests of the City and public welfare. All current policies, inspection fees and other normal requirements of the Public Works Department shall apply in full force to ensure the proper construction of said private roadways.
 - (b) In lieu of the provision contained in Paragraph (a) above, the applicant may submit a document prepared by a professional engineer that certifies that all private roads for said development are constructed to the City's standards. The plat or deed shall not be signed and released until certification is received and reviewed by the Public Works Department.
8. Prior to approval of such private roadways, all abutting property owners shall enter into such legal agreement as will assure maintenance and apportion of maintenance costs. Such agreement shall clearly state that the City of Oklahoma City is not responsible for maintenance.

9. Street stubs to serve potential future subdivisions and to improve the overall circulation pattern of the area shall be provided in any location deemed appropriate by the Planning Commission.

E. Private Access Drives. Private access drives, which are deemed to be “private streets or roadways” as expressed in Section 59-12100.2.A of the Municipal Code, may be utilized to provide access to developments under the following conditions:

1. Plat Designation: Private access drives shall be designated as Common Area/Private Access Drive on plats.
2. Design and Construction. Private access drives shall be designed and constructed to Public Works specifications, which shall include minimum driving lane widths of 20 feet for one-way traffic and 24 feet for two-way traffic.
3. Notice, Maintenance and Accessibility: The provisions for Notice, Maintenance and Accessibility to public and emergency vehicles that apply to Private Streets in this Section shall apply to private access drives.
4. Sidewalks: Sidewalks shall be constructed in conjunction with private access drives in accordance with Public Works requirements.
5. Naming and Addressing. Private access drives shall not be named on plats. Lots fronting or taking access from private access drives shall be addressed off the approved street from which the private access drive extends.
6. Zoning: Private access drives shall not be utilized for access to lots that are zoned for industrial use, or that are permitted to develop under industrial use units by Planned Unit Development or Simplified Planned Unit Development unless the drives are built to industrial street standards.

5.5 DRAINAGE AND STORM SEWERS

5.5.1 General Requirements.

- A.** The Planning Commission shall not approve any plat or subdivision which does not meet the requirements of The, Drainage and Flood Control and which does not provide for adequate drainage within the subdivision.
- B.** Storm drainage facilities, where required, shall be designed by the “Rational Method,” or by other methods approved by the Public Works Director. A copy of design computations shall be submitted with the drainage plans.

5.5.2 Design Requirements.

- A.** The storm drainage system shall be separate and independent of any sanitary sewer system.
- B.** Each lot, site and block within the subdivision shall be adequately drained as prescribed in the Drainage and Flood Control Code. Any use of retaining walls shall be approved by the Public Works Director.
- C.** Each lot or site within the subdivision shall have access to an approved street that is free of excess storm water as per the conditions prescribed in the Drainage and Flood Control Code.
- D.** No subdivision shall be approved which would permit building within a regulatory floodway of any stream or watercourse. The Planning Commission may, when it deems necessary for the health, safety or welfare of the present and future population, prohibit the subdivision of any property that lies within a designated regulatory floodway of any stream or watercourse.
- E.** No lot or site within a subdivision shall derive sole access to an approved street through a regulatory floodway unless such access shall be so designed to remain open under base flood conditions.
- F.** Areas subject to inundation under base flood conditions shall be indicated with the minimum floor elevation of each lot so affected on a certified letter from the Public Works Director. The Planning Commission may, when it deems necessary for the health, safety or welfare of the present and future population, place restrictions on the subdivision, design and use of areas within the regulatory floodway. The Planning Commission shall not approve any subdivision of land within the regulatory floodway of any stream or watercourse unless the applicant demonstrates that the subdivision and all development anticipated therein will comply with the Drainage and Flood Control Code.

5.5.3 Drainage Easements.

- A.** Where a subdivision is traversed by a watercourse, drainage-way, channel or stream, an easement or drainage right-of-way shall be provided and shall substantially conform to the regulatory floodway. In no instance shall said easement or right-of-way be less than fifteen (15) feet in width.
- B.** Where topography or other conditions make the placement of drainage facilities within street rights-of-way impractical, perpetual unobstructed easements shall be provided. Said easements shall be of sufficient width and configuration to accommodate the proposed drainage facilities but shall, in no instance, be less than the fifteen (15) feet in width.

5.6 WATER FACILITIES

5.6.1 General Requirements. The applicant shall provide a water supply and distribution system capable of meeting water use and fire protection requirements in accordance with this Section and other applicable ordinances, standards and/or regulations.

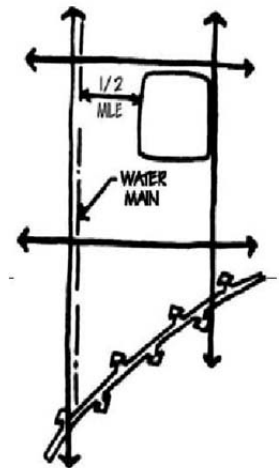
5.6.2 Water Supply for Rural Subdivisions. Subdivisions within a zoning district classified as either AA Agricultural, R-A Single-Family Rural Residential, or Planned Unit Development and not located within the area designated for urban development by the Comprehensive Plan, shall satisfy the provisions of Section 5.10.4 regarding water supply.

5.6.3 Water Supply for Urban Subdivisions.

A. General Requirements. Subdivisions within the area designated for urban development by the Comprehensive Plan shall satisfy the provisions of this Section.

B. Internal Water Distribution System. The subdivider shall, at his expense, provide an internal water distribution system capable of supplying water to each lot within the subdivision, including water service connections to each lot. Where the lot is for other than residential development and the size of the connection cannot, therefore, be readily predetermined, the Water/Wastewater Director shall waive the construction of water service connections to each lot. All such construction must comply with the City's standards and specifications and must be approved by the Water/Wastewater Director in accordance with current water main policy for all internal distribution lines, water service connections and external boundary lines.

C. Public Water Supply is Reasonably Accessible. Where an approved public water supply is reasonably accessible or procurable, the subdivider shall connect with said water supply. For purposes of this Section, a public water supply is considered "reasonably accessible" if an existing or funded water main serves any quarter-section in which the subdivision is wholly or partially located or is within one-half (1/2) mile of any exterior boundary of the subdivision, whichever is the



greater distance. Water supply is considered "procurable" unless the municipality or other public agency owning and maintaining the public water system cannot or will not, by reason of statute, ordinance, regulation or policy, furnish water to the subdivision. All water main construction must conform to the City's standards and specifications and must be approved by the Water/Wastewater Director. The Planning Commission may vary these provisions under special circumstances.

- D. Public Water Supply Is Not Reasonably Accessible.** Where an approved public water supply is not reasonably accessible or procurable, the subdivider may provide a private water supply system. Such systems shall comply with the requirements of the State Board of Health, and shall have sufficient quantity to meet domestic needs and fire protection requirements of the subdivision. The system shall be constructed in accordance with City specifications and must be approved by the Water/Wastewater Director. The Planning Commission may vary these provisions under special circumstances.
- E. Water Wells.** Water wells serving individual lots shall not satisfy the water facility requirements for subdivisions located within the areas designated for urban development by the Comprehensive Plan. The Planning Commission may vary these provisions under special circumstances.
- F. Fire Hydrants.** Fire hydrants shall be required for all urban subdivisions. Fire hydrants shall be located no more than one thousand (1,000) feet apart and no more than six hundred (600) feet from any structure or as approved by the Water/Wastewater Director.

5.6.4 Supplemental Water Supply for Fire Suppression in Subdivisions without Public Water Supply.

- A. General Requirements.** Subdivisions not served by a public water supply shall provide a supplemental water supply and a means to deliver water for fire suppression to every lot in the subdivisions according to the standards set forth in this section.
- B. Water Storage.** In developments with houses smaller than 3,600 square feet, the developer shall provide a supplemental water supply with a minimum storage capacity of 30,000 gallons and capable of delivering 1,000 gallons per minute to fires within the development. For developments with houses 3,600 square feet or larger, the developer shall provide a supplemental water supply with a minimum storage capacity of 45,000 gallons and capable of delivering 1,500 gallons per minute to fires within the development.
- C. Water Distribution System.** The subdivider shall provide at his expense a system of water lines and fire hydrants for distributing water for fire suppression to every lot in subdivisions without public water supply.
- D. Fire Hydrants.** The developer shall install fire hydrants located so that no building or building site in subdivisions not served by a public water supply shall be more than 1,000 feet (305 m) from a fire hydrant connected to a supplemental water supply meeting the standards set forth in 5.6.4.B above. This distance shall be measured along a dedicated street right-of-way with unobstructed line of travel.

E. Residential Sprinkler Systems. The Planning Commission may waive any or all of the requirements of sections A through D above for residential development in subdivisions without public water supply when residential sprinkler systems are required to be installed in all dwellings subject to the following provisions.

1. The following note shall be placed on the final plat—"Automatic fire sprinkler systems shall be installed in all new construction of one- and two-family residential occupancies. The sprinkler system shall be installed in accordance with the current edition of NFPA 13D."
2. The Fire Department shall indicate that the combination of required fire sprinkler systems in all residences plus further requirements as to water storage and fire hydrants as modified from sections A through D are adequate to meet the fire suppression needs for both structure and non-structure fires resulting from the development contemplated in the proposed subdivision.

5.7 SEWER FACILITIES

5.7.1 General Requirements. The applicant shall provide a sewage collection and disposal system in accordance with this Section and other applicable ordinances, standards and/or regulations.

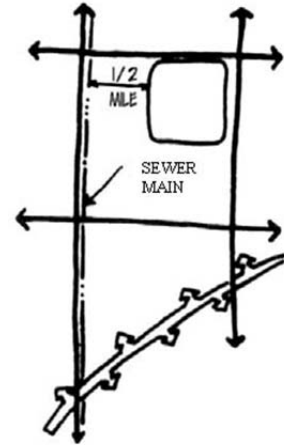
5.7.2 Sewage Disposal for Rural Subdivisions. Subdivisions within a zoning district classified as either AA Agricultural or R-A Single-Family Rural Residential, and not located within the area designated for urban development by the Comprehensive Plan, shall satisfy the provisions of Section 5.10.5 regarding sewage disposal.

5.7.3. Sewage Disposal for Urban Subdivisions.

A. General Requirements. Subdivisions within the area designated for urban development by the Comprehensive Plan shall satisfy the provisions of this Section.

B. Internal Sewage Collection System. The subdivider shall, at his expense, provide an internal sewage collection system available to each lot within the subdivision. All such construction must comply with the City's standards and specifications and must be approved by the Water/Wastewater Director.

- C. **Public Sewer System Is Reasonably Accessible.** Where an approved public sewer system is reasonably accessible or procurable, the subdivider shall connect with said sewer system. For purposes of this Section, a public sewer system is considered "reasonably accessible" if an existing or funded sewer main serves the watershed into which the subdivision naturally drains and is within one-half (1/2) mile of any exterior boundary of the subdivision. Sewer service is considered "procurable" unless the municipality or other public agency owning and maintaining the public sewer system cannot or will not, by reason of statute, ordinance, regulation or policy, accept sewage from the subdivision.



- D. **Public Sewer System Is Not Reasonably Accessible.** Where an approved public sewer system is not reasonably accessible or procurable, a central treatment plant or lagoon may be utilized on a temporary basis, if said treatment system meets all applicable water quality criteria and is constructed or installed in accordance with the City’s standards and specifications and is approved by the Water/Wastewater Director. No such temporary treatment shall be projected to exceed five (5) years as determined by the Water/Wastewater Director. The subdivider shall assume full responsibility for the operation and maintenance of the facility. To satisfy this requirement, the subdivider may:

1. Secure a binding agreement from the City, other local government or other public agency for operation and maintenance of the facility; or
2. Provide for operation and maintenance of the facility by duly constituted Homeowner’s Association or other entity that, in the judgment of the Planning Commission, can be reasonably expected to carry out this responsibility.

- E. **Septic Tanks.** Septic tanks and other sewage disposal systems designed to serve individual lots shall not be construed to satisfy the sewer facility requirements for a subdivision located within the area designated for urban development by the Comprehensive Plan. If an urban development is proposed with septic tanks, a variance will be required.

5.8 UTILITIES AND SIDEWALKS

5.8.1 Utilities.

- A. **Utility Easements.** Where alleys are not provided, public easements of not less than fifteen (15) feet in width shall be provided for storm water conduits and sewers, water, sanitary sewers, and other public utilities. Private or franchise utilities may require easements to a lesser or greater width than those prescribed for public utilities. Utility easements shall be laid out in such a manner that all lots will border on a utility easement.
- B. **Underground Utilities.** Where electrical lines, telephone or television cables, and/or gas mains are to be buried in public easements, all such lines, cables and mains shall be buried in easements lying parallel and adjacent to rear or side yard lot lines. Such lines, cables and

mains shall not be buried in street easements without the approval of the Public Works Director.

C. Separation of Utilities.

1. A minimum horizontal distance of ten (10) feet shall be maintained between parallel water and sanitary sewer lines.
2. Electrical lines, telephone or television cables, and/or gas mains may be buried within the required easement provided that a minimum horizontal separation of four (4) feet is maintained between said lines, cables and mains.
3. Where electrical lines, telephone or television cables, and/or gas mains are buried in a public easement containing public water or sewer mains, said line, cable or main shall be separated from water or sewer mains by a minimum horizontal distance of not less than four (4) feet.

D. Construction of Utilities. Electrical lines, telephone or television cables, and/or gas mains shall not be buried in public easements prior to the installation of required water, sewer and storm water drainage improvements, provided that in all cases the lines having the greatest depth shall be constructed first.

E. Exceptions. The Public Works Director may permit utility tunnels and/or conduits meeting City criteria and specifications.

F. Prior Private Easements. When prior private easements can potentially interfere with a proposed public dedication or easement, the subdivision shall be designed to minimize the number and extent that such prior private easements cross public easements.

G. Reserve Strips. The creation of reserve strips shall not be permitted adjacent to undeveloped property in such a manner that it denies access from adjacent property to public utilities. Utility easements shall extend to the exterior boundary of all plats to facilitate the extension of public utilities to adjacent property.

5.8.2 Sidewalks.

A. Pedestrian Access. The Planning Commission may require, in order to facilitate pedestrian access from roads to schools, parks, playgrounds or other nearby roads, perpetual unobstructed easements at least six (6) feet in width. Easements shall be indicated on the plat.

B. Required Improvements.

1. **Internal Streets.** Sidewalks shall be provided along both sides of all internal streets within new residential developments. Because traffic on cul-de-sac streets is limited, sidewalks on cul-de-sac streets shall be provided as follows:
 - (a) Cul-de-sac streets three hundred (300) feet or less: No sidewalks shall be required.

- (b) Cul-de-sac streets between three hundred one and six hundred (301 – 600) feet: Sidewalks shall be required unless the cul-de-sac is designed with special design features which promote slower traffic speeds.
 - (c) Cul-de-sac streets longer than six hundred (600) feet: Sidewalks shall be required.
 - (d) All cul-de-sac streets shall be measured from the centerline of the intersecting street to the center of the cul-de-sac.
2. **Alternative Plans for internal streets.** The Planning Commission may accept an alternative plan for pedestrian traffic on all applications. The developer shall either demonstrate that sidewalks are not feasible in particular locations due to unusual and difficult terrain obstacles or the developer shall propose a plan that provides a safe and convenient pedestrian network connecting all portions of the development. The sidewalk plan shall be submitted as part of the preliminary plat application.
3. **Arterial Streets.** Sidewalks shall be installed on public streets classified as an arterial.
- (a) All sidewalks shall be constructed in accordance with City specifications.
 - (b) All sidewalks shall be designed and constructed in accordance with the Subchapter II of the American With Disabilities Act, 42 U.S.C. § 12131, et seq, as amended, and the regulations promulgated thereunder (“ADA”).
 - (c) Existing sidewalks shall not be removed except for the purpose of replacement.
 - (d) Fee in Lieu of Sidewalk Improvements.
 - (1) Where arterial right-of-way is designated for programmed capital improvements, and for which the installation of sidewalks would be impractical, the developer may, with the approval of the City Engineer, pay a fee in lieu of sidewalk construction.
 - a. The fee in lieu of shall be accompanied by engineering plans and profiles, drawn to scale, showing the property and the location, dimensions, grades, slopes, rights-of-ways of record and existing utilities of the proposed development.
 - b. The fee in lieu of sidewalk improvements shall be in an amount established in Chapter 60, the General Schedule of Fees.
 - c. Fees accepted shall be deposited in a separate account; fees shall be utilized for the costs and expenses incurred for the construction of the sidewalks at the time the capital improvements are constructed.

be reviewed by the Board of the respective school district. The Planning Commission may grant conditional approval to plats containing school property pending a favorable recommendation of approval by the respective school board. Said property shall be noted on the plat: "Reserved for school."

5.9.3 Libraries, Community Centers, Highways and Other Public Facility Sites. Land reserved by the developer for libraries, community centers, highways and other public facilities shall be of a character and location suitable for the proposed use. All land reserved for dedication for public facility use shall be reviewed by a public entity with responsibility, capacity and jurisdiction for acceptance, development, operation and maintenance of said facility. The Planning Commission may grant conditional approval to plats containing public facility use pending a favorable recommendation of approval by the appropriate governmental entity. All land reserved for dedication to the public facility shall be noted on the plat "Reserved for public (type of facility)."

5.9.4 Plat to Provide for Public Uses.

- A.** Whenever a tract to be subdivided includes a school, park, highway or other public facility indicated on the Comprehensive Plan or other functional plan, the applicant shall indicate said information on the sketch plat.
- B.** If the Planning Commission and the appropriate local government official or public agency determines a continued need for the public facility indicated on the Comprehensive Plan, the applicant shall incorporate the proposed site onto the preliminary and final plats.
- C.** The Planning Commission shall refer the preliminary plat to the public body responsible for acquisition of said facility for review and response. The Planning Commission may propose alternate areas for acquisition and shall allow the public body or agency a maximum of thirty (30) days for reply. The agency's recommendation, if affirmative, shall include a map showing the boundaries and area of the parcel proposed for acquisition and an estimate of the time necessary to complete the acquisition.

5.9.5 Notice to Property Owner. Upon receipt of an affirmative report, the Planning Commission shall notify the property owner and shall designate on the preliminary and final plats the area proposed for acquisition by the public body.

5.9.6 Duration of Land Reservation. Unless a part of an approved Capital Improvements Program, the acquisition of land reserved by a public agency on a preliminary plat for major subdivisions, final plat for minor subdivisions or deed approval shall be initiated within twelve (12) months of the date of approval by the Planning Commission of said preliminary plat, final plat or deed approval. If the public agency fails to initiate acquisition within the prescribed twelve (12) months, the 12 month reservation period shall expire, thereby, freeing the property for development according to these regulations.

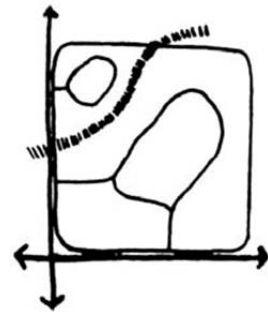
5.10 RURAL SUBDIVISIONS

5.10.1 General Requirements.

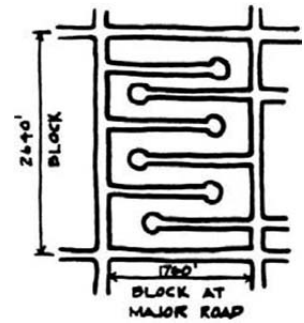
- A.** Rural subdivisions within areas designated for rural development and/or designated as a part of the Garber-Wellington Aquifer Recharge Area by the Comprehensive Plan shall meet the standards prescribed in this Section, and shall be subject to all other requirements of these regulations, and shall conform to all regulations set forth in the Planning and Zoning Code.
- B.** Rural subdivision shall include any subdivision of land:
1. Within an AA Agricultural District; or
 2. Under the RA Single-Family Rural Residential District provisions set forth in the Planning and Zoning Code; or
 3. Under the Planned Unit Development provisions set forth in the Planning and Zoning Code; or
 4. Within the Garber-Wellington Aquifer Recharge Area, regardless of the uses allowed by zoning, and except as provided for elsewhere in this Section.

5.10.2 Streets and Roads.

- A.** No rural subdivision shall be approved unless the area to be subdivided has access from an existing public street or highway, or a public street shown upon an approved plat and secured by a surety bond or other instrument acceptable under the provisions of Article 4. Said road or street shall meet the width and rights-of-way requirements of these regulations.
- B.** Roads and streets shall be graded and improved according to the City's construction standards and specifications for rural subdivisions (see Table 5.3) and shall be approved by the Public Works Director.
- C.** Two separate points of access shall be provided to each subdivision except where the site configuration justifies a single entry.



- D. The lengths, depths and shapes of blocks shall be appropriate for the locality and type of development contemplated; however, block lengths in rural areas shall not exceed two thousand six hundred forty (2,640) feet nor be less than four hundred (400) feet in length. Blocks along section-line roads, or other streets designated as arterials or collectors, shall not be less than one thousand seven hundred sixty (1,760) feet, except where shorter blocks are required to meet access requirements.



- E. **Design Standards for Rural Roads.** Table 5.3 establishes design standards for rural roads; however, rural roads in rural subdivisions shall also be permitted to be designed and constructed in accordance with the urban design standards provided in Section 5.3.2.
- F. **Road Surfacing and Improvements.** Once required utilities are installed, the applicant shall surface roadways to the width prescribed in these regulations. The Public Works Director shall establish standards for types of pavement. Adequate provisions shall be made for culverts, drains and bridges serving rural subdivisions, and such roads shall be graded and contoured to safely accommodate projected traffic, to facilitate drainage and to permit ease of maintenance.

**TABLE 5.3
DESIGN STANDARDS FOR RURAL ROADS**

	Subdivisions With Lots 2 Acres Less or Larger	Subdivisions With Lots Than 2 Acres
Minimum Right-of-Way Width (feet)	60 50 w/curb & gutter	60
Minimum Pavement Width (feet)	24 w/o curb	26 w/o curb
Maximum Grade (percent)	8	8
Minimum Grade (percent)	0.40	0.40
Design Speed (miles per hour)	25	25
Minimum Turnaround (feet) Right-of-Way	100	100
Pavement	80	80
Minimum Curve Radius (feet)	100	100

Vertical Alignment Maximum of 0.80% algebraic difference in grade for each 25 feet of horizontal distance

Minimum Sight Distance (feet)

<u>Posted Speed</u>	<u>Sight Distance</u>	
	<u>Minimum Required</u>	Desirable
20	220	315
25	235	315
30	315	425
35	385	515
40	490	660
45	620	840
50	750	1,025
55	890	1,230

NOTE: Standard location for measuring sight distance is ten (10) feet away from the curb. At a major intersection, the sight distance triangle shall be created by a chord drawn from a point twenty-five (25) feet from the corner of the intersection.

Minimum Curb Radius at Pavement (feet) 30 30

Maximum Length of Cul-De-Sac (feet)
Permanent
Temporary

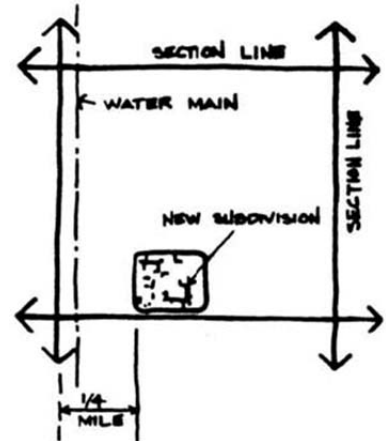
Not to exceed 2,600 feet in length.
Not to exceed 2,600 feet in length. Secondary entrance for public safety vehicles or other services via easement or dedications and improved roads or alleys adequately designed for such purposes is required.

5.10.3 Drainage and Storm Sewers. For rural subdivisions, the applicant shall satisfy The, Drainage and Flood Control or shall satisfy the following provisions:

- A. The regulatory floodway shall remain free of structures and in a natural state.
- B. Provisions shall be made for the maintenance of flood prone areas by either: (1) including said areas within the abutting lots and the convening title; or (2) establishing common ownership and placing maintenance responsibilities upon a duly constituted homeowner's association.
- C. Deed restrictions, restrictive covenants and/or plat restrictions shall enforce these drainage area reservations and provisions as appropriate.

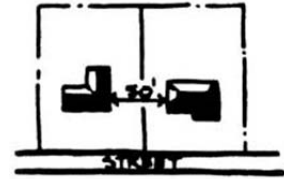
5.10.4 Water Supply.

- A. For rural subdivisions, the applicant shall provide an adequate potable water supply to each lot in the subdivision or demonstrate that an adequate water supply is available.
- B. Where the subdivision is within one-quarter (1/4) mile of the existing or funded City water supply, the applicant shall connect with said water supply system and make it available to each lot within the subdivision.



- C. Where an approved public water supply operated by another municipality or governmental entity is accessible or procurable, the applicant may connect with said water supply and make it available to each lot within the subdivision. All such construction lying within Oklahoma City must conform to the City's standards and specifications and must be approved by the Public Works Director. The applicant shall provide a letter of agreement from the municipality or governmental entity furnishing such service.
- D. Where an approved public water supply is not available, the rural subdivision may be served by a private water system or individual water wells. Both private water systems and individual water wells must meet Federal and State Drinking Water Standards.

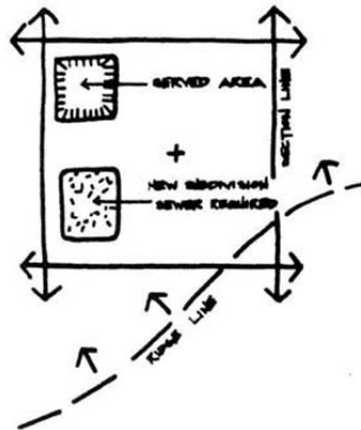
1. Private water systems shall meet City design standards and construction specifications and shall provide adequate capacity to meet domestic and fire flow demand. Private water systems shall consist of a fully looped system of pipelines, tanks, pumps and other appurtenances as appropriate.
2. Individual water wells shall have a minimum capacity of five (5) gallons per minute (gpm). If soils and geological data indicate a possible ground water deficiency, the applicant must demonstrate, at his expense, that water is available in adequate quantity and quality. Water wells are subject to approval by the Oklahoma Water Resource Board, and such approval must be submitted prior to a final plat being submitted to City Council for action.
3. Regardless of the method of private water supply, a minimum distance of fifty (50) feet separation between residential structures shall be maintained in any rural subdivision as a fire protection measure.



5.10.5 Sewage Disposal.

- A. For rural subdivisions, the applicant shall provide adequate sewage collection and disposal facilities to each lot in the subdivision or demonstrate that adequate disposal can be provided.

B.



Where the subdivision is within one-quarter (1/4) mile of an existing or funded City sewer system or an extension of the City sewer system, and within the natural drainage basin of said system, the applicant shall connect with said sewer system and make it available to each lot within the subdivision.

- C. Where an approved public sewer system operated by another municipality or governmental entity is accessible or procurable, the applicant may connect with said sewer system and make it available to each lot within the subdivision. All such construction lying within Oklahoma City must conform to the City's standards and specifications and must be approved by the Public

Works Director. The applicant shall provide a letter of agreement from the municipality or governmental entity furnishing said service.

- D.** Where an approved public sewer system is not available, individual sewage disposal systems may be used, provided such systems meet all City, County and State Health Standards. Such systems are subject to approval by the State Department of Environmental Quality, and said approval must be submitted prior to a final plat being submitted to City Council for action. In addition, any special requirements and/or conditions placed on such approval shall be so itemized on the face of the plat.
- E.** Sewage lagoons, package treatment plants and other such sewage disposal facilities shall not be used in rural subdivisions except as a temporary measure until connection to a public sewer system is available. The use of such temporary systems shall not exceed five (5) years as projected by the Public Works Director. Maintenance of temporary sewage disposal facilities shall be the sole responsibility of the applicant.

5.10.6 Soil Core Test Requirement in the Garber-Wellington Aquifer Recharge Area.

- A.** Rural subdivisions proposed to contain lots with areas of five (5) acres or less lying, in whole or in part, within the Garber-Wellington Aquifer Recharge Area must be accompanied by soil analysis information for each lot if the property is not to be served by public water and sewer systems.
 - 1. Each soil core test shall include soil information to a minimum depth of eight (8) feet.
 - 2. Each soil test shall be conducted by a person with qualifications approved by the State Department of Environmental Quality.
 - 3. At the time of submittal for final plat approval, a minimum of one (1) soil test for each lot must be provided. The developer shall indicate the location and date of each test.
 - 4. The State Department of Environmental Quality shall provide to the Planning Commission a recommendation concerning each lot's suitability for individual sewage disposal systems, including septic tanks.
 - 5. At the time of building permit application, one (1) soil core test must be provided unless the property has been previously approved according to this Section.
- B.** Soil test results shall be reviewed in conjunction with percolation test information and any other information deemed necessary by the Director of the State Department of Environmental Quality, or his designee. Such information shall relate to the implementation of the Special Development Guidelines for the Management of the Garber-Wellington Aquifer Recharge Area. The result of this detailed analysis shall be an assurance from the State Department of Environmental Quality that some form of sewage disposal (septic tank, total retention individual lagoon or alternate technology) may be accommodated on each lot and the specifications for such system, by lot, when such specificity is appropriate.

- C. The term “rural subdivision” shall be considered to include deed approval lot split requests.
- D. The location of the aquifer is that which is identified in Special Public Health and Safety Regulations of the Planning and Zoning Code.

5.11 RESERVED FOR FUTURE USE

5.12 OPEN SPACE IN RESIDENTIAL AREAS

5.12.1 Open Space and Density in Rural Residential Developments.

- A. Allowable density and minimum open space requirements in rural residential developments are set forth in Chapter 59 of the Oklahoma City Municipal Code, 2002, as amended (“Planning and Zoning Code”), in Table 6100.2a in the Development Regulations for the R-A zoning district and in Table 6100.2b in the Development Regulations for the R-A2 zoning district.
- B. Areas designated for open space in rural residential developments shall be clearly indicated on the plat and located within the boundaries of the platted development to maximize the open space availability for the residents.
- C. No structures shall be built in designated open space areas except for features typically associated with recreational and pedestrian activities such as sidewalks, trails, walkways, footbridges, gazebos, pavilions, benches, playground equipment, ball courts and fields, swimming pools, and buildings for storage of maintenance equipment. Structures such as housing units, garages, storage sheds (except as provided above), barns, and structures for keeping animals are excluded.
- D. These areas shall be accessible to residents of the subdivision and shall not be fenced except for portions where fences are needed for safety or security concerns such as swimming pools, and equipment storage. This requirement will be clearly indicated by a note on the plat.
- E. Designated open space in rural residential developments may be owned by individual property owners or may be designated as common areas on the plat.
 - 1. When designated open space areas are owned by individual lot owners these areas shall be subject to easements in favor of residents of the subdivision. The easements shall provide that the lot owners shall bear the primary responsibility for maintenance of said open space areas.
 - 2. A Property Owners Association subject to the provisions of 5.1.10 shall own open space designated as common area. The Property Owners Association shall bear the primary responsibility for maintenance of open space areas designated as common area.

5.12.2 Open Space and Density in Urban Residential Developments. Minimum open space requirements for urban residential developments are established as follows:

- A.** The provisions of this section shall apply to approval of plats for urban residential developments.
- B.** For all urban residential developments of ten acres or more, a minimum of 3.2 percent of total project area shall be designated as open space. Of the total area designated for open space an area equal to 130 square feet per housing unit multiplied by the total number of housing units to be permitted under the platting and zoning controlling the development shall be set aside for recreational use benefiting the residents of the subdivision, provided that the minimum recreational use area shall not exceed the total area required as open space. The developer shall specify the proposed use(s) of the designated area(s) and indicate improvements to be made as part of the subdivision process.
- C.** Designated open space or recreational areas may include portions of the platted area within flood plains. Land reserved by the developer for recreation purposes shall be of a size, character, and location suitable for the proposed use and shall be accessible for use by residents of the subdivision and located within the boundaries of the platted development to maximize the open space availability for the residents.
- D.** A Property Owners Association subject to the provisions of 5.1.10 shall own and shall bear the primary responsibility for maintenance of the designated open space or recreational areas.

ARTICLE 6. SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

6.1 PLAT OF SURVEY

6.1.1 Submission of Plat of Survey. The applicant must submit a letter of request and the information required by this Section before formal review of the plat of survey can commence. Upon acceptance of the application, the Planning Staff shall stamp the application indicating the date and time of acceptance.

6.1.2 General. The plat of survey depicting the individual tract or tracts from an accurate survey shall be drawn at a scale of one inch equals one hundred feet (1" = 100') on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. Developments containing eighty (80) or more acres may be drawn at a scale of one inch equals two hundred feet (1" = 200').

6.1.3 Features. The plat of survey shall show the following information:

- A. Boundary lines of the area being subdivided with accurate distances and bearings with land ties to at least one (1) section corner.
- B. Private road easement locations.
- C. Dimensions of tracts and easements. For irregular shaped tracts, the width of the tract at the required front building line.
- D. Name of development.
- E. Name of developer.
- F. Name of surveyor.
- G. Adjacent section-line roads.
- H. Legal description of each tract.
- I. Book and page number where private road easement or easements are filed of record.
- J. Identification numbers of the individual tracts.
- K. Location map indicating subject area as it relates to section, township and range.
- L. Any other information that may be necessary for the appropriate review of the subdivision.

6.2 SKETCH PLAT

6.2.1 Submission of Sketch Plat. Prior to application for subdivision plat review, the applicant may discuss with the Planning Staff the procedure for approval of a

subdivision plat and the requirements for general layout of streets, reservations of land, street improvements, drainage, sewerage, fire protection and similar matters, as well as the availability of existing services. The Planning Staff may also advise the applicant to discuss the proposed subdivision with those officials who must eventually review those aspects of the subdivision plat within their jurisdiction.

6.2.2 General. The sketch plats and all supporting maps submitted for the pre-application review shall be prepared in pen or pencil and shall be drawn at a scale of not less than one inch equals two hundred feet (1" = 200') on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. If more than two (2) sheets are required, there shall be match line sheets and an index sheet of the same dimensions or a map insert showing the entire subdivision shall accompany the sketch plat. The sketch plat and all supporting maps shall be legible and shall show the map scale, north arrow and the date of preparation. Assistance by qualified professional persons is recommended but is not a requirement for pre-application review.

6.2.3 Subdivision Name. The sketch plat shall show the following information:

- A. The name of the subdivision or development, if the property is within an existing subdivision or development.
- B. The proposed name of the subdivision, if the property is not within a previously platted subdivision, or the name of a previously approved, but not recorded, subdivision.
- C. The name of the property, as it is commonly or locally known, if no subdivision name has been chosen.

6.2.4 Property Description. A general location map and description shall be shown on the sketch plat accurately locating the property by lot, section, township, range, county boundaries, and city limits or incorporated areas. A metes and bounds description is not required. The general location map shall identify the major arterial streets bounding the section in which the property is located and shall approximately locate the actual project site.

6.2.5 Property Ownership and Legal Status. The sketch plat shall show the following information:

- A. The name, address, zip code and telephone number of the legal owner(s) or agent of the property.
- B. The name, address, zip code and telephone number of the professional person(s) responsible for subdivision design, for the design of public improvements, and for surveys.
- C. A description of any existing legal rights-of-way or easements affecting the property.

6.2.6 Features. The sketch plat shall show the following information:

- A.** The location of property lines, existing easements, railroad and highway rights-of-way, cemeteries or burial grounds, and other existing features within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property.
- B.** The location of any natural features, such as watercourses, water bodies, flood prone areas, tree masses, steep slopes or rock outcroppings, within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property.
- C.** The location, width and name of all existing or platted streets or other public ways within or immediately adjacent to the subject tract.
- D.** Approximate topography at the same scale as the sketch plat.
- E.** The location and size of all existing sewers, water mains, culverts and other drainage facilities within the subject tract and on immediately adjacent property, where the Planning Commission deems appropriate.
- F.** The location and nature of utility rights-of-way, facilities or structures on the subject tract or on immediately adjacent property.
- G.** The location of oil and gas wells and the location or approximate location of oil and gas pipelines and other appurtenances associated with the extraction, production and distribution of petroleum products and all related easements on the subject tract or on immediately adjacent property.
- H.** The approximate location, width and classification of proposed streets.
- I.** The approximate location, typical dimensions and typical areas of all proposed or existing lots.
- J.** The approximate location and dimensions of proposed water distribution systems, sewage collection and disposal systems, and storm water management systems designed to serve the subdivision.

6.3 PRELIMINARY PLAT

6.3.1 Submission of Preliminary Plat. The applicant must submit all required documents as specified in this Section before the Planning Commission can commence preliminary plat review. The Planning Staff shall provide application/log sheet forms for said subdivision plat review. The applicant must submit the application/log sheet forms and the information required by this Section, and the Planning Staff must certify that the application is complete, before formal review of the preliminary plat can commence. Upon acceptance of the application, the Planning Staff shall stamp the application indicating the date and time of acceptance.

6.3.2 General.

- A.** The preliminary plat and all supporting maps shall be prepared in pen or pencil and shall be drawn at a scale of one inch equals one hundred feet (1" = 100') on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. If more than two (2) sheets are required, there shall be match line sheets and an index sheet of the same dimensions or a map insert showing the entire subdivision shall accompany the preliminary plat. The preliminary plat and all supporting maps shall be legible and shall show the map scale, a north arrow and the date of preparation.

Plats in which all lots contain a net area in excess of forty thousand (40,000) square feet may be drawn to a scale of one inch equals two hundred feet (1" = 200') feet on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. If more than two (2) sheets are required, an index sheet of the same dimensions or a map insert showing the entire subdivision shall be filed.

- B.** A professional engineer, licensed in the State of Oklahoma, shall prepare all maps and information involving engineering design including traffic impact studies as required.
- C.** The applicant shall submit the number of white background prints of the preliminary plat and white background prints of all supporting maps required by the Planning Staff.
- D.** The applicant shall also submit a digital drawing file of the proposed subdivision.
1. It is preferred that drawings be provided in (dwg) file format compatible with AutoCAD 2000. Alternatively, files may be submitted in one of the following digital file formats, listed in order of preference: dxf, shp, dgn or mif.
 2. All digital data shall be presented in true scale (1:1 ratio).
 3. Layer names must be intuitive and be fully annotated.
 4. Drawing file shall include at least two (2) points referenced to Oklahoma North State plane projection NAD83 (feet coordinates) or two (2) property line descriptions with longitude and latitude lines.
 5. A minimum of one (1) benchmark point per subdivision shall be identified. The benchmark must have an x, y and z coordinate in Oklahoma North State plane projection NAD83 (feet coordinates). The x, y and z coordinate for the benchmark will be first order. The field monument will be a first order, brass marker with a County issued benchmark number.
 6. Developers may utilize Global Positioning System (GPS) technology to acquire base points for a development. GPS points that are submitted must be Oklahoma North State plane projection NAD83 (survey feet).

7. The drawing shall be geo-rectified based upon the system used to acquire base control points, as indicated in paragraphs 4. and 5. above.
8. The exterior boundary of the subject area must close (the first and last point must have the same XY value).

6.3.3 Subdivision Name. The preliminary plat shall show the following information:

- A. The name of the subdivision or development, if the property is within an existing subdivision or development.
- B. The proposed name of the subdivision, if the property is not within a previously platted subdivision, or the name of a previously approved, but not recorded, subdivision.
- C. The name of the property, as it is commonly or locally known, if no subdivision name has been chosen.

6.3.4 Property Description. A general location map and description shall be shown on the preliminary plat accurately locating the property by lot, section, United States survey and congressional township lines, county boundaries, and city limits or incorporated areas. The general location map shall identify the major arterial streets bounding the section in which the property is located and shall approximately locate the actual project site.

6.3.5 Property Ownership and Legal Status. The preliminary plat shall show the following information:

- A. The name, address, zip code and telephone number of the legal owner(s) or agent of the property. If the applicant is not the owner, a statement of the agent's authority and interest shall be submitted with the application.
- B. The name, address, zip code and telephone number of the professional person(s) responsible for subdivision design, for the design of public improvements, and for surveys.
- C. The applicant shall file with the preliminary plat an affidavit certifying owner of record to the land included in the proposed subdivision.
- D. A description of any existing legal rights-of-way or easements affecting the property.
- E. Three (3) copies of the list of the names, addresses, zip codes and legal descriptions of the abutting property as required for legal notice by current Oklahoma State Statutes, as amended.

6.3.6 Features. The preliminary plat shall show the following information:

- A. The location of property lines, existing easements, railroad and highway rights-of-ways, streets, buildings, cemeteries or burial grounds, and other existing features within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property at least 100 feet in all directions.

- B.** The location of any natural features, such as watercourses, water bodies, flood prone areas, tree masses, steep slopes or rock outcroppings, within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property. If applicable, the regulatory flood plain designated by FEMA shall be shown.
- C.** The location, width and name of all existing or platted streets or other public ways within or immediately adjacent to the subject tract.
- D.** A topographic map showing existing contours with intervals not to exceed two (2) feet.
- E.** The location and size of all existing sewers, water mains, culverts and other drainage facilities within the subject tract and on immediately adjacent property.
- F.** The location and nature of utility rights-of-way, facilities or structures on the subject tract or on immediately adjacent property.
- G.** The location of all oil or gas wells, oil or gas pipelines, and other appurtenances associated with the extraction, production and distribution of petroleum products and all related easements on the subject tract or on immediately adjacent property.
- H.** The location, rights-of-way, paving width and street names of proposed streets.
- I.** The location and dimensions of all typical or existing lots.
- J.** The proposed location and dimension size of all water distribution facilities.
- K.** The proposed location and dimension size of all sewage collection and disposal facilities.
- L.** The proposed location and dimension size of all storm water management and control facilities.
- M.** The location and width of all proposed walkways, sidewalks, bike trails, horse trails or other supplementary movement systems.
- N.** The approximate location, dimension and area of all parcels of land proposed to be set aside for park or playground use, or other public use, or for the common use of property owners in the proposed subdivision.
- O.** The centerline(s) of entrances to the subdivision measured from the section corner.

6.3.7 Preliminary Engineering Design. The following information shall be shown either on the preliminary plat or on supporting maps and reports, as appropriate.

- A.** Proposed street layout and design showing:
1. Pavement widths.
 2. The width of right-of-way for all public streets.
 3. The width of all public drainage and/or utility easements.
 4. A typical cross-section, if other than the City's standard.
 5. The direction of storm water flow.
 6. The location and dimension of all private access facilities.
 7. Bridges, culverts, overpasses and other proposed grade separations.
- B.** Proposed water distribution layout and design showing:
1. The location of all existing water mains.
 2. The proposed location and size of water mains in accordance with the design criteria and standard details for construction of water distribution, including individual lot water service connections, when applicable.
 3. The location and spacing of fire hydrants.
 4. Special structures such as elevated storage tanks and pump stations.
- C.** Proposed sanitary sewer layout and design showing:
1. The size of existing and proposed sanitary sewers.
 2. The layout of sewage treatment facilities such as lagoons, oxidation ponds and package plants.
 3. The name of the drainage basin and treatment plant served by the proposed system.
 4. Special structures such as lift stations and inverted siphons.
- D.** Proposed method of handling storm water within and through the subdivision indicating:
1. The area of the preliminary drainage plan, in acres, shown at points where storm water enters and leaves the proposed subdivision, and where drainage channels intersect roadways and at junction points.

2. A drainage map indicating the direction of storm water flow from all points within the subdivision.
 3. The layout and design of storm water control facilities including storm sewers, inlets, culverts, swales, channels, and retention or detention ponds and areas. The approximate area, in acres, served by said facilities shall be shown.
 4. Special structures such as dams, spillways, dikes or levees.
 5. The extent of the regulatory flood plain upon completion of the improvements.
- E.** Proposed supplemental movement systems showing the layout and dimensions of walkways, sidewalks, bike trails, horse trails and other related improvements.

6.3.8 Statistical Report. The applicant shall provide the following statistical information on forms provided by the Planning Staff:

- A.** The total number of acres.
- B.** The total number of lots.
- C.** The number of dwelling units, the acreage, the gross residential density and the net residential density by housing type.
- D.** The number of lots and acreage allocated to commercial and industrial uses, including the square footage of commercial and industrial structures, if appropriate.
- E.** The lineal footage of proposed public local, collector and arterial streets.
- F.** The acreage allocated to parks and common recreational use.
- G.** The acreage allocated to common open space.
- H.** The acreage allocated to other public and semi-public uses.

6.4 CONSTRUCTION PLANS

6.4.1 Submission of Construction Plans. Construction plans shall be submitted with the final plat. The Planning Commission may approve final plats subject to completion and approval of construction plans. No work order shall be issued, nor shall any construction commence, until the Public Works Director has approved the construction plans and the Planning Commission has approved the final plat.

6.4.2 General.

- A.** Construction plans shall be prepared for all subdivision improvements.
- B.** Construction plans shall be drawn on twenty-four inches by thirty-six inches (24" x 36") sheets at a horizontal scale of one inch equals thirty feet (1" = 30') and a vertical scale of one inch equals three feet (1" = 3'), or a horizontal scale of one inch equals forty feet (1" = 40') and a vertical scale of one inch equals four feet (1" = 4').
- C.** All construction plans shall conform to all standards and specifications required by the Public Works Director.
- D.** All construction plans shall be signed and sealed by a professional engineer, licensed in the State of Oklahoma.
- E.** The applicant shall submit two (2) white background prints of all construction plans.

6.4.3 Features. The final construction plans shall show the following information:

- A.** Final construction plans for paving and street drainage including:
 - 1. The horizontal layout and alignment showing geometric data and other pertinent design details. The horizontal layout shall also show the direction of storm water flow and the location of manholes, inlets and special structures.
 - 2. Profile showing existing centerline and proposed elevation along the curb tops of all roads.
 - 3. Detailed right-of-way cross-sections showing pertinent design details and elevations.
 - 4. Typical paving sections showing design details and type of material.
 - 5. Where applicable, as-built location of water service connection lines shall be indicated by the letter "W" measuring not less than two inches by three inches (2" x 3") painted onto the top of the concrete curb directly above the water line crossing to facilitate the locating of individual water service connection lines during water meter installation.
- B.** Final construction plans for water distribution systems including:
 - 1. The layout and specific location of the water mains, pump stations, elevated tanks and other related structures in accordance with all current City standards, specifications and criteria for construction of water mains.
 - 2. The size and location of all existing and proposed water mains.

3. Design details showing the connection with the existing City water system.
 4. The specific location and size of all individual lots water service connections, when applicable.
 5. The location of fire hydrants and valves.
- C.** Final construction plans for sanitary sewer including:
1. A complete sewage flow map with flow calculations at outfall points.
 2. Design details for manholes and special structures. Flow line elevation shall be shown at every point where the line enters or leaves the manholes.
 3. Detailed design for lift stations, lagoon oxidation ponds, package plants or other special structures.
 4. Engineer's report and application for State Department of Environmental Quality approval.
- D.** Final construction plans for storm water management and control including:
1. A complete drainage map with computations as required by the Drainage Ordinance.
 2. Detailed design of all drainage facilities, including typical channel or paving section, storm sewers, and other storm water control facilities.
- E.** Final design criteria, reports, calculations and all other related computations, if not previously submitted with the preliminary plat.
- F.** Final cost estimate of each required improvement.

6.5 FINAL PLAT

6.5.1 Submission of Final Plat. The applicant must submit all required documents as specified in this Section before the Planning Commission can commence final plat review. The Planning Staff shall provide application/log sheet for said subdivision plat review. The applicant must submit the application/log sheet forms and the information required by this Section, and the Planning Staff must certify that the application is complete, before formal review of the preliminary plat can commence. Upon acceptance of the application, the Planning Staff shall stamp the application indicating the date and time of acceptance.

6.5.2 General.

- A.** The final plat shall be prepared in ink on tracing cloth or other acceptable reproducible material, in accordance with the specifications of the appropriate County Clerk and current State Statutes. The final plat shall be drawn at a scale of one inch equals one hundred feet (1" = 100') from an accurate survey on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. If more than two (2) sheets are required, there shall be match line sheets and an index sheet of the same dimensions or a map insert showing the entire subdivision shall accompany the final plat. The final plat and all supporting maps shall be legible and shall show the map scale, a north arrow and the date of preparation.

Plats in which all lots contain a net area in excess of forty thousand (40,000) square feet may be drawn to a scale of one inch equals two hundred feet (1" = 200') feet on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. If more than two (2) sheets are required, an index sheet of the same dimensions or a map insert showing the entire subdivision shall be filed.

- B.** The application for final plat approval shall be accompanied by the following:
1. The applicant shall submit the number of white background prints of the final plat and white background prints of all supporting maps required by the Planning Staff.
 2. Three (3) copies of the construction plans required in Section 6.4.
 3. Three (3) copies of the list of the names, addresses, zip codes and legal descriptions of the abutting property as required for legal notice by current State Statutes, as amended.
 4. An application fee as set forth in the General Schedule of Fees in the Oklahoma City Municipal Code.
- C.** The final plat shall be signed and sealed by a land surveyor, licensed in the State of Oklahoma.
- D.** The applicant shall also submit a digital drawing file of the proposed subdivision.
1. It is preferred that drawings be provided in (dwg) file format compatible with AutoCAD 2000. Alternatively, files may be submitted in one of the following digital file formats, listed in order of preference: dxf, shp, dgn or mif.
 2. All digital data shall be presented in true scale.
 3. Layer names must be intuitive and be fully annotated.

4. Drawing file shall include at least two (2) points referenced to Oklahoma North State plane projection NAD83 (feet coordinates) or two (2) property line descriptions with longitude and latitude lines.
5. A minimum of one (1) benchmark point per subdivision shall be identified. The benchmark must have an x, y and z coordinate in Oklahoma North State plane projection NAD83 (feet coordinates). The x, y and z coordinate for the benchmark will be first order. The field monument will be a first order, brass marker with a County issued benchmark number.
6. Developers may utilize Global Positioning System (GPS) technology to acquire base points for a development. GPS points that are submitted must be Oklahoma North State plane projection NAD83 (survey feet).
7. The drawing shall be geo-rectified based upon the system used to acquire base control points, as indicated in paragraphs 4. and 5. above.
8. The exterior boundary of the subject area must close (the first and last point must have the same XY value).

6.5.3 Features. The final plat shall show the following information:

- A.** The boundary lines of the area being subdivided with accurate distances and bearings with land ties to at least one section corner. Also, all sections, all United States survey and congressional township lines, all boundary lines of incorporated areas, and all school, sewer and other legally established districts within the subdivided area shall be noted.
- B.** The name of the subdivision and the legal description of the property to be subdivided, showing its location and approximate size, north arrow and scale of plan.
- C.** All survey monuments together with their descriptions.
- D.** The boundaries of all abutting tracts, streets and alleys with their widths and names.
- E.** The alignment of all proposed streets and alleys with their widths and names.
- F.** The accurate outline and description of any property that is offered for dedication for public use.
- G.** All lot lines, and lot and block numbers.
- H.** All dimensions, linear and angular, necessary for locating boundaries of subdivision, lots, streets, alleys and easements for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.

- I.** Radii, arcs and chords, points of tangency, central angles for all curvilinear streets, and radii for all rounded corners. Distance measured along curves shall be arc lengths.
- J.** Building lines and easements for rights-of-way provided for public use, services or utilities with figures showing their dimensions.
- K.** The following note shall be placed on all final plats where access to arterial streets has been limited by the Planning Commission: "LIMITS OF NO ACCESS." The lots and area affected by such limitation shall be clearly indicated.
- L.** The following note shall be placed on all drives, private access facilities and common areas: "ALL MAINTENANCE OF THIS AREA SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS OF THE SUBDIVISION THRU THE _____ (*name of subdivision*) PROPERTY OWNERS." The affected area shall be clearly indicated.
- M.** The following note shall be placed on the City's certified copy of the final plat containing areas within the regulatory flood plain as designated within the City's Flood Information Study Report: "FLOOD PRONE AREA. THIS AREA HAS BEEN DESIGNATED AS SUBJECT TO INUNDATION BY THE BASE FLOOD." The affected area shall be clearly indicated. Permanent monument abutting the channel or within the flood plain and the minimum finish floor elevation shown on the final plat (base flood frequency plus one (1) foot shall be required for each lot affected) shall be established. After the plat is filed, the applicant shall submit a copy of the final plat indicating the minimum floor elevations of each individual lot so affected.
- N.** A notation of any self-imposed restrictions, including references to any legal instrument.
- O.** Owner's certificate and dedication with acknowledgements; bonded abstractor's certificate; surveyor's certificate with acknowledgement; certification by the Public Works Director; approval or certification by the State Department of Environmental Quality, where required; Planning Commission approval; acceptance of dedication by City Council; and, where necessary, release of mortgage with acknowledgements, insofar as it affects property dedicated for streets, alleys, boulevards, easements or other public use. All of the certificates are to be in a form approved by the City Council.
- P.** The total area of plat (in acres). The applicant shall provide the following statistical information on forms provided by the Planning Staff:
 - 1. The total number of lots, dwelling units and acreage allocated to residential uses and the gross residential density by housing type.

2. The total number of lots and acreage allocated to office/commercial and industrial uses including the square footage of commercial and industrial structures, if appropriate.
3. The acreage allocated to parks and common residential use.
5. The acreage allocated to common open space.
6. The lineal footage of proposed public local, collector and arterial streets.
7. The acreage allocated to other public and semi-public uses.

ADDENDUM

Amendments to Subdivision Regulations:

January 11, 2007	Article 5, Section 5.8.2 Relating to Sidewalks for Arterial Streets
January 11, 2007	Article 3, Section 3.4.4 Relating to the Administration of Lot Splits for Urban Property.
June 14, 2007	Article 5, Section 5.2.8 Relating to Street Connections From Residential Subdivisions to the Arterial Road Network.
June 14, 2007	Article 5, Section 5.12 Relating to Open Space in Residential Areas
August 9, 2007	Article 5, Section 5.8.2 Relating to Sidewalks for Arterial Streets
October 25, 2007	Article 5, Section 5.6.4 Relating to Supplemental Water Supply for Fire Suppression in Subdivisions Without Public Water Supply
February 26, 2009	Article 5, Sections 5.12.1 and 5.12.2 Pertaining to Open Space in Residential Areas.
February 26, 2009	Article 2 Section 2.2, Article 3 Section 3.4.4, Article 5 Sections 5.2.1 & 5.4.2.E Pertaining to Private Access Drives in Subdivisions
September 9, 2010	Article V Section 5.3.2 amending maximum cul-de-sac length and intersection off-sets
October 14, 2010	Article 5 Section 5.1.1 Relating to Conformance to Applicable Rules and Regulations and the comprehensive planning process
March 14, 2013	Article 4 Section 4.6 Relating to the issuance of Certificates of Occupancy in subdivisions where a surety has been accepted in lieu of completion of improvements