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**SUBDIVISION  
REGULATIONS**



**CITY**

**OF**

**SHAWNEE,  
OKLAHOMA**

**ADOPTED BY ORDINANCE NO. 1549NS  
JUNE 18, 1990**

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SUBDIVISION REGULATIONS

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ARTICLE I

GENERAL PROVISIONS

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Section 10.1 Preamble

- A. It is hereby declared to be the policy of the City of Shawnee to consider the subdivision of land and its subsequent development to be subject to control by the City pursuant to the Shawnee Comprehensive Plan for the orderly, planned, efficient, and economical development of the City.
- B. Land shall not be subdivided unless it is of such character that it can be used safely for building purposes without danger to health or peril from fire, flood or other menace and land shall not be subdivided until public facilities and improvements exist or property provision has been made for necessary improvements such as drainage, water, sanitary sewer, and transportation facilities.
- C. Existing and proposed public improvements shall conform to the intent of and be properly related to the policies of the Shawnee Comprehensive Plan and the Capital Budget and program of the municipality. It is intended that these regulations shall supplement and facilitate the enforcement of the provisions and standards contained in the City Zoning Code, the Shawnee Comprehensive Plan, the Transportation Plan Map, and all related sections of the Shawnee Municipal Code.

Section 10.2 Purpose

The subdivision of land is the first step in the process of urban development. The arrangement of land parcels in the community for residential, commercial, and industrial uses, and for streets, alleys, schools, parks and other public purposes will determine to a large degree the conditions of health, safety, economy, and amenity that prevail in the urban area. The quality of these conditions is of public

interest. These regulations and standards for the subdivision and improvement of land for urban use are to make provisions for public utilities, and other needs, to insure the development and maintenance of a healthy, attractive and efficient community that provides for the conservation and protection of its human and natural resources.

It is the purpose and intent of the subdivision regulations that they be administered so as to enable an environment that will provide for the accomplishment of the best possible quality of life for all of the citizens of the City of Shawnee.

These regulations are designed, intended, and should be administered in a manner to:

- A. Implement the Shawnee Long-range Comprehensive Plan in relation to:
  1. The transportation system including but not limited to highways, streets, alleys, bicycle paths, bicycle lanes, sidewalks;
  2. Community facilities including recreational and educational facilities, fire stations, ect.;
  3. The extension or expansion of the sanitary sewer system including adequate easements to accommodate lines and facilities;
  4. The extension or expansion of the water distribution system and the provision of fire hydrants including adequate easements to accommodate lines and facilities;
  5. The appropriate disposition of surface runoff water;
  6. The accommodation of all other utilities within adequate easements;
- B. Provide neighborhood conservation and prevent the development of slums and blight;
- C. Harmoniously relate the development of the various tracts of land to existing urban development and facilitate the future development of future tracts;
- D. Provide that the cost of improvements which primarily benefit the tract of land being developed be borne by the owners or developers of the tract, and that the cost of improvements which primarily benefit the whole community be borne by the whole community;
- E. Provide the best possible design for the tract and establish reasonable design standards and procedures for subdivision and resubdivision;
- F. Reconcile any differences of interest;
- G. Establish adequate and accurate records of land subdivision.

**Section 10.3 Authority**

These land subdivision regulations and minimum standards for land development are adjusted under the authority granted by Title 11, Oklahoma Statutes, 1978, 43-101 through 109, as amended, and by the Code of the City of Shawnee, Oklahoma, as amended.

**Section 10.4 Application of Regulations**

- A. These regulations and development standards shall apply to the following forms of land subdivision within the corporate limits of the City of Shawnee:
1. The division of land into two (2) or more tracts, lots, sites, or parcels, any part of which when subdivided shall contain five (5) acres or less in area; or
  2. The division of land previously subdivided or platted into tracts, lots, sites, or parcels of five (5) acres or less in area; or
  3. The dedication, vacation or reservation of any public or private easement through any tract of land regardless of the area involved, including those for use by public and private utility companies; or
  4. The dedication or vacation of any street or alley through any tract of land regardless of the area involved; or
  5. Planned Unit Development as defined in these regulations; or
  6. The development of a parcel of land classified by zoning district as multi-family; or
  7. A commercial or industrial development.
- B. These regulations shall not apply to:
1. Land legally subdivided prior to their adoption except where provided in these regulations;
  2. The sale of land by metes and bounds in tracts of more than five (5) acres in size.

**Section 10.5 Definitions**

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

4. Words not herein defined but defined in any chapter of the Municipal Code shall conform to the definitions in said Code.

B. Words and Terms Defined

1. Access - A way of approaching or entering a property.
2. Alley - A right-of-way or easement dedicated to public use, which gives a secondary means of vehicular access to the back or side of properties otherwise abutting a street, and which may be used for public utility purposes.
3. Applicant - The owner of land proposed to be subdivided, or his legal authorized representative.
4. As-Built-Plans - A set of detailed plans and documents specifying how the public improvements required in the final plat were actually constructed.
5. Base Flood - The flood having a one (1) percent chance of being equalled or exceeded in any given year.
6. Bicycle Lane - That portion of a roadway set aside and appropriately designated for the use of bicycles.
7. Bicycle Path - A paved facility physically separating the bicycle from motor vehicle traffic.
8. Block - A parcel of land, intended to be used for urban purposes, which is entirely surrounded by public street, highways, railroad right-of-way, public walks, parks or green strips, rural land or drainage channels, boundaries of a municipality, or a combination thereof.
9. Building Line or Setback Line - A line or lines designating the area outside of which buildings may not be erected.
10. Certificate of Survey - An instrument prepared by a registered surveyor licensed to practice in the State of Oklahoma describing the location and boundaries of a tract or parcel of land.
11. Chief Building Official - The designated officer responsible for enforcement of building codes and supervision of building inspections in the City of Shawnee.
12. City - The City of Shawnee, Oklahoma
13. City Commission - The governing or legislative authority of the City of Shawnee, Oklahoma.
14. City Engineer - The licensed engineer designated by the City Commission to furnish engineering assistance for the administration of these regulations.
15. Comprehensive Plan - The long-range comprehensive physical development plan for the City of Shawnee which has been officially adopted to provide long-range development policies for the area subject to urbanization in the foreseeable future and which includes, among other things, the plan for land use, land subdivision, circulation, transportation, and community facilities.

16. 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 these regulations and the municipal code.
17. Covenant - A private legal restriction on the use of land, contained in the deed to the property or otherwise formally recorded.
18. Cul-de-Sac - A local street with only one outlet and having an appropriate terminus for the safe and convenient reversal of traffic movement.
19. Dedication - The grant of an interest in property to the public for public use and benefit.
20. Deep Absorption Sanitary System - A soil absorption sewer system for disposal of effluent through the bottom and side of a hole or trench at a depth of more than three (3) feet below the natural undisturbed surface. See Individual Sewage Disposal System.
21. Deed - A document under seal that states a conveyance of title to real property.
22. Deed Approval - A process by the staff following an administrative review procedure authorized by these regulations for approval of deeds.
23. Density - The average number of housing units per unit of land generally expressed as "Dwelling Units Per Acre". May be specific as either gross density, the number of dwelling units per acre based on total land area being considered, or net density, the number of dwelling units per acre excluding area in street right-of-way and other publicly owned property.
24. Developer - See definition of Subdivider.
25. Development - Any man-made change to improved or unimproved real estate including but not limited to buildings, paving, excavation, or drilling operations.
26. Director of Community Development/Director - The director of Community Development of the City of Shawnee, Oklahoma, or his/her designated representative, is the administrative official designated by the Planning Commission to administer the provisions of these regulations.
27. Easement - Easement shall mean a grant, not in fee simple, by the property owner to the public, a corporation or persons of the use of a designated area of land for specific purposes.
28. Flood or Flooding - A general and temporary condition of partial or complete inundation of normally dry land areas from:
  - A. A temporary rise in a stream level that results in inundation of areas not ordinarily covered by water.
  - B. The unusual and rapid accumulation or runoff of surface waters from any source.

29. Floodway, Regulatory - The channel of a river or other water course and portions of the adjoining flood plain that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.
30. Floodplain - The area adjoining a water course which, although not lying in the floodway has been or may hereafter be inundated by flood water.
31. Floor Area Ratio - A mathematical expression determined by dividing the gross floor area of a building by the area of the lot which it is located, as:

$$\frac{\text{GROSS FLOOR AREA}}{\text{LOT AREA}} = \text{FLOOR AREA RATIO}$$

32. General Plan - The Comprehensive Development Plan for the City which has been officially adopted to provide long-range development policies for the area subject to urbanization in the foreseeable future and which includes, among other things, the plan for land use, land subdivision, traffic circulation, and community facilities, utilities, and drainage facilities.
33. Grade -
- A. The slop 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.
34. Health Department - The Oklahoma State Department of Health and the Pottawatomie County Health Department.
35. Individual Sewage Disposal System - A septic tank, seepage tile sewage disposal system, or any other approved on-lot sewage treatment device. See Deep Absorption Sanitary System.
36. Intensity - The degree to which land is used, referring to levels of concentration or activity in uses.
37. Landlocked - A lot, tract, or parcel of land surrounded or bounded on all sides by other lots, tracts, or parcels and lacking frontage on or access to an approved street.
38. Land Surveyor, Registered - A land surveyor licensed and registered in the State of Oklahoma.
39. Lot - A subdivision of a block or other parcel intended as a unit for the transfer of ownership or for development.
40. Lot, Corner - A lot located at the intersection of and abutting two (2) or more streets.
41. Lot, Depth - The average distance from the street line of the lot to its rear line, measured in the general direction of the sidelines of the lot.

42. Lot, Double Frontage - A lot having a frontage on two nonintersecting streets, as distinguished from a corner lot.
43. Lot, Frontage - That dimension of a lot or portion of a lot abutting on a street, excluding the side dimension of a corner lot.
44. Lot, Interior - A lot other than a corner lot and bounded by a street on only one side.
45. Lot Line Adjustment - A relocation of the lot lines of two or more lots included in a plat which is filed of record, for the purpose of making necessary adjustments to building sites.
46. Lot Lines - The lines bounding a lot.
47. Lot of Record - A lot which is a part of an approved plat or metes and bounds subdivision, the map of which has been recorded in the office of the County Registrar of Deeds.
48. Lot, Reverse Frontage - A double frontage lot which is designed to be developed with the rear yard abutting a major street and with the primary means of ingress and egress provided on a minor street.
49. Lot Width - The mean horizontal distance between the side lot lines of a lot measured at right angles to the depth typically measured at the frontage line or front property line.
50. 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.
51. Nonconformities / Noncompliance - A lot, the area, dimensions, or location of which was in existence prior to the adoption, revision, or amendment of these Subdivision Regulations, but which fails by reason of such adoption, revision, or amendment to conform to the present requirements of the Subdivision Regulations.
52. Nullification - A process by which to revoke and invalidate a legal instrument.
53. Off-site - Any real property not located within the area of the property to be subdivided, whether or not in the same ownership of the applicant for subdivision approval.
54. Off-site Improvements - Any utility, paving, grading, drainage, structure, or modification of topography which is, or will be located on property not within the boundary of the property to be developed.
55. Off-Street Parking - A type of parking wherein the maneuvering of the vehicle while parking and unparking, as well as parking itself, is done entirely off of the city and state right-of-way, and where access to the area is by means of drive-way approach built to the standards of the City of Shawnee.

56. On-Site - Any real property located within the area of the property to be subdivided, whether or not in the same ownership of the applicant for subdivision approval.
57. Ordinance - Enactments of the legislative body of the municipal corporation which has the force of law including any amendment or repeal of any ordinance.
58. Parcel - A contiguous area of land described in a single description in a deed or as one of a number of lots in a plat; separately owned, either publicly or privately; and capable of being separately conveyed. For ease of indexing data, a segment of a street, highway, railroad, right-of-way, pipeline or other utility easement may be treated as though it were parcel.
59. Percolation Test - Field test conducted and used in judging the suitability of soil for on-site, sub-surface sewage disposal and seepage system.
60. Planned Unit Development - A form of development characterized by a unified site design which may include providing common open space, density averaging and mix of building types and land uses.
61. Planning Commission/Commission - The Planning Commission of the City of Shawnee, as created by the City Commission.
62. Plat, Final - A map or plat of a proposed land subdivision prepared according to applicable laws of the State of Oklahoma and ordinances of the City and County having the necessary affidavits for filing, dedications and acceptances, and the complete bearings and dimensions of all lines defining lots and blocks, streets and alleys, public areas and other dimensions of land.
63. Plat, Preliminary - A map or plat of proposed land subdivision showing the character and proposed layout of the tract in sufficient detail according to these regulations to indicate the suitability of the proposed subdivision.
64. Professional Engineer - An engineer licensed and registered in the State of Oklahoma.
65. Public Improvement / Improvement - Any improvements consisting of drainage, water, sanitary sewer, paving, parkway, sidewalks, 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.
66. 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.
67. Public Utility - A business or service 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, sewage disposal, transportation or communications.
68. Real Property - Of or relating to permanent, immovable things.
69. Rear Lot Line - Ordinarily that line of a lot which is opposite and farthest from the front lot line or as designated on the plat for corner lots.
70. Reserve Strip - A narrow, linear strip of property, usually separating a parcel of land and a roadway or easement, that is characterized by limited depth which will not support development and which will prevent access to the roadway or easement from the land adjacent to the reserve strip.
71. Resubdivision, Replat, Amended Plat or Amended Subdivision - A change in a map of an approved or recorded subdivision plat, if such change affects any street layout on such map or area reserved thereon for public use, or any lot line, or if it affects any map or plan legally recorded prior to the adoption of any regulations controlling subdivision of land.
72. Rezoning - An amendment to or change in the zoning status of a lot, tract or parcel of land.
73. Right-of-Way (Private) - A strip of land in private ownership to be 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 as a private right-of-way shall be maintained by the property owners abutting the right-of-way.
74. Right-of-Way (Public) - A strip of land dedicated to the public, in fee simple or by easement, to be 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 lots or parcels adjoining such right-of-way and not included within the dimensions of areas of such lots or parcels.
75. Right-of-Way Line - A boundary or dividing line between a lot, tract, or parcel of land and a contiguous street. Also known as "property line". Also it is a line between private and public ownership.
76. Roadway - The improved or unimproved portion of a street intended for the accommodation of vehicular traffic.
77. Setback - See Building Line.

78. Short Form Subdivision - A subdivision process by the Planning Commission or in Planned Unit Developments, by the Director, for subdivision of lots, tracts or parcels into three (3) or fewer lots, tracts or parcels usually by metes and bounds description.
79. Sidewalk - A paved surface area usually paralleling and separated from the roadway, used as a pedestrianway.
80. Sight Triangle - Sight distance area at intersections of two (2) public streets. On any corner lot, a triangle formed by measuring from the point of intersection of the front and side lot lines a distance of 25 feet along said front and side lot lines and extending the hypotenuse (when at a right angle) to the curb and connecting the points so established to form a sight triangle on the area adjacent to the street intersection. Said triangle is included in the street right-of-way.
81. Site Plan - A plan showing location and size of water and sewer lines and storm sewers, paving, contours at two (2) foot intervals, building pad elevations, spot elevations at each lot corner for all lots in the subdivision, lot and street drainage arrows, street light locations, water and sewer service connections, top of curb elevations, lot dimensions, fire hydrants, man-hole locations, right-of-way widths and utility easements.
82. Street - Generally any public or private right-of-way which affords the primary means of access to abutting property.
83. Street, Collector - A street located within a neighborhood or other integrated use area which collects and distributes traffic from local streets or other minor streets and connects with arterial streets or community or neighborhood facilities.
84. Street, Estate - A minor street in a Residential Estate (R-E) or Agricultural (A-1) Zoning District.
85. Street, Freeway - A divided multi-lane arterial street designed for rapid unimpeded movement of large volumes of traffic with full control of access and grade separation at intersections.
86. Street, Frontage or Service - A minor street auxiliary to and located on the side of a major street for service to abutting properties and adjacent areas for control of access.
87. Street, Local - A street which collects and distributes traffic between parcels of land and collector or arterial streets, with the principal purpose to provide access to abutting property.
88. Street, Major - All freeways and primary and secondary arterial streets so designated on the Transportation Plan Map of the City.
89. Street, Minor - All collector streets, local streets, and streets not otherwise designated a major street according to the Transportation Plan Map.

90. Street, Cul-de-sac - A minor street having one end open to vehicular traffic and having one closed and terminated by a turnaround.
91. Street, Primary Arterial - A multi-lane arterial street designed primarily for traffic movement and secondarily for providing access to abutting properties and with a minimum number of at-grade intersections.
92. Street, Secondary Arterial - A multi-lane facility for traffic movement and for giving access to abutting property which provides connections between local and collector streets and the primary arterials and freeways, and which provides movement of relatively large volumes of traffic for short distances within the community.
93. Street, Public - Any county road dedicated to the Public annexed to the City of Shawnee or any street or road dedicated to the City of Shawnee for public purposes.
94. Street, Right-of-Way Width - The shortest distance between the lines delineating the right-of-way of a street.
95. Street Stub - A temporary dead-end street designated to provide future connection with adjoining unsubdivided areas.
96. Structure - Any thing 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 advertising signs, billboards, antennas, wind generators, fence, poster panels, and buildings.
97. Subdivider - Any person, firm, partnership, corporation or other entity, acting as a unit, subdividing or proposing to subdivide land as herein defined.
98. Subdivision - The division, re-division, or delineation of land by lots, tracts, sites or parcels for the purpose of transfer of ownership, or for Urban Development, or for the dedication or vacation of a public or private right-of-way or easement.
99. Subdivision/Plat, Unrecorded - A plat which has been approved by a city or county, but has not been recorded with the County Registrar of Deeds.
100. Suburban Development - Any residential development with a density of greater than one (1) dwelling unit per five (5) acres, but not greater than one (1) dwelling unit per two (2) acres.
101. Townhouse - One of a series of two (2) or more attached dwelling units, separated from one another by continuous, vertical party walls without openings from basement floor to the roof deck and which are intended to have ownership transferred in conjunction with a platted lot.
102. Urban Area - All that part of the incorporated area of the City of Shawnee which is designated on the Shawnee Comprehensive Plan for urbanization.

103. Utility - A service provided to the public by either a private or public agency.
104. Vacate/Vacation - To make legally void.
105. Variation - A deviation from the required norm that may be granted following certain procedures specified herein.
106. Way - Any street, avenue, parkway, highway, boulevard, road, alley, bicycle path or pedestrian walkway reserved and/or dedicated for public or private use chiefly by vehicular or pedestrian traffic. Its width shall be established as the shortest horizontal distance measured between lines delineating the right-of-way.
107. Yard - An open space at grade between a building and the adjoining lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward except where otherwise specifically provided for in these regulations or the Shawnee Municipal Codes.
108. Zoning District - A section of the City designated in the Zoning Ordinance text and usually delineated on the zoning map in which requirements for the use of land and building and development standards are prescribed.
109. Zoning Ordinance - The Zoning Ordinance of the City of Shawnee and any revisions thereby adopted and amended by the City Commission.

**Section 10.6 Subdivision of Land**

Any change in an approved or recorded subdivision plat that affects any street layout or area reserved thereon for public use, or any lot line, or if it affects any map or plan legally recorded prior to the adoption of any regulations controlling subdivisions, such changes shall be approved by the Planning Commission by the same procedures, rules and regulations as for a new subdivision.

**10.6.1 Procedure for Resubdivision**

Whenever the resubdivision of land is such that a preliminary and final plat must be prepared for the approval of the Planning Commission, such plat shall be conditioned upon the nullification and/or vacation of any underlying subdivision plat and/or interfering easements as deemed necessary by the Director. Such nullification and/or vacation shall follow the procedures prescribed herein. The relocation and/or abandonment of any utilities shall be the responsibility of the Developers and shall be provided for concurrently with the nullification and/or vacation procedure. The cost of any such relocation and/or abandonment shall be borne by the Developers.

**10.6.2 Procedure for Subdivisions where Future Resubdivision is Indicated**

Whenever a parcel is subdivided and the subdivision plat show one or more lots containing more than one acre of land and there are indications that such lots will eventually be resubdivided into smaller building sites, the Planning Commission may require that such parcels of land allow for the future opening of streets and the ultimate extension of utilities and adjacent streets. Provisional easements providing for the future opening of such streets and utility extensions may be made a requirement of the plat. Such easements would become effective at the time the parcel in question is resubdivided.

**Section 10.7 Nullification and Vacation of Plats**

If the owner of any tract of land platted for municipal purposes, or the owner of any portion of such platted tract, desires to vacate the whole or some part thereof, the owner shall follow the procedures prescribed herein.

**10.7.1 Procedure for Unrecorded Plats**

- A. The owner 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 an instrument in the same manner as platting or subdivision. The City Commission shall also review and approve said instrument if public easements were accepted by the City Commission.

- C. The applicant shall execute and acknowledge such a written instrument and submit it for review and recommendation by the Planning Commission and for approval by the City Commission. Upon being duly recorded or filed with the 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 plats.
- D. A fee in the amount of twenty-five dollars (\$25.00) shall be submitted with the application for plat vacation.

**10.7.2 Procedure for Recorded Plats**

- A. At the request of the owner, the City Commission shall, at its discretion, vacate and nullify a duly approved and recorded plat or any part of any plat in accordance with Title II, Oklahoma Session Laws, 1977, Section 42-101 et seq. 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 and void.
- B. To qualify for nullification and vacation with approval from the City Commission, the plat must meet the following requirements:
  - 1. None of the lots in said plat have been sold or title transferred.
  - 2. If any of the lots have been sold, all owners of said lots shall approve, in writing, of 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 Title II, Oklahoma Session Laws, 1977, Section 42-101 et seq., as amended.
- C. The City Commission shall review and approve application.
- D. 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 Commission. Upon being duly recorded or filed with the appropriate County Clerk, said instrument shall operate to destroy the force and effect of the approval of the plat so vacated, and to divest all public rights in the streets, alleys, and public grounds, and all dedications or easements laid out or described in said plats.
- E. A fee in the amount of twenty-five dollars (\$25.00) shall be submitted with the application for plat vacation.

**10.7.3 Procedure for Recorded Plat Vacated by Court Order**

If the applicant desires to vacate a plat which does not meet the provisions of Section 10.7.1 or 10.7.2 above, such vacation requires the approval of a court of competent jurisdiction in the county in which the property is situated. Compliance with Title II, Oklahoma Session Laws, 1977, Section 42-101 et seq., as amended, and District Court procedures are required.

**Section 10.8 Correction of Errors in Plats**

The correction of errors in plats shall follow the outlined procedures:

**10.8.1 Correction of Errors in Approved but Unrecorded Plats**

Any final plat which has been approved by the City Commission, but not recorded with the County Clerk, which is found to contain erroneous descriptions or are otherwise defective on their face may be corrected by the applicant and approved by the Director

**10.8.2 Correction of Errors in Recorded Plats**

Any recorded subdivision plat which has been erroneously described on any record in the chain of title to said plats, or are otherwise defective on their face may be corrected by filing a petition in District Court pursuant to the provisions of Sections 41-112 through 41-115, Article XLI, Title II of the Oklahoma Session Laws, 1977, as amended.

(RESERVED)

## ARTICLE II

### ADMINISTRATION AND AMENDMENT

**Sections:**

- 20.1 Variations and Modifications
  - 20.1.1 Conditions
  - 20.1.2 Procedures
  - 20.1.3 Approval
- 20.2 Adoption and Amendment
- 20.3 Enforcement, Violation and Penalty
  - 20.3.1 Conditions for Issuance of Building Permit
  - 20.3.2 Penalty

**Section 20.1 Variations and Modifications**

Whenever the tract to be subdivided is of such size, shape, topographical condition or is surrounded by such development or unusual conditions that the strict application of the requirements contained in these regulations would result in a substantial hardship or inequality, the Planning Commission may vary or modify, except as otherwise indicated. Such requirement of design, but no of procedures or improvements, so that the subdivider may develop the property in a reasonable manner. Such a variation shall preserve the purpose, general intent and spirit of these regulations and shall protect the public welfare and interest of the City. The Planning Commission shall not approve variations except under the following conditions.

- A. The granting of the variation shall not be detrimental to the public safety, health or general welfare, nor injurious to nearby property.
- B. The conditions, upon which the request for variation is based are unique to the property for which the variation 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, a particular hardship to the owners would result, as distinguished from mere inconvenience. If the strict letter of these regulations is carried out.
- D. The variation will not in any manner vary the provisions of the Zoning Ordinance of the City of Shawnee.
- E. Such hardship shall not be the result of the owners own past action.

**20.1.1 Conditions of Approval**

In approving variations the Planning Commission may require such conditions as will, in its judgement, to secure substantially the objectives or the standards or requirements of these regulations.

**20.1.2 Procedures**

A written request for the variation shall be submitted by the subdivider at the time when the Preliminary Plat is filed. The request shall state the reason(s) for the request and contain all supportive material.

**20.1.3 Approval**

A variation to these regulations shall be approved or granted by an affirmative vote of three-fourths (3/4) of the full membership of the Planning Commission and shall be subject to:

- A. Reaffirmation by the Planning Commission at the time of Final Plat approval; and
- B. Acceptance of the Final Plat and the dedications thereon by the City Commission.

**Section 20.2 Adoption and Amendment**

The City Commission and/or Planning Commission may from time to time adopt, amend, and make public rules and regulations for the administration of these regulations to the end that the public be informed and the approval of plats be expedited. These regulations may be enlarged or amended by the City Commission and/or Planning Commission after public hearings are held and due consideration given in a manner prescribed by law.

**Section 20.3 Enforcement, Violation and Penalty**

- A. The Director and Chief Building Official shall assist the Planning Commission in enforcing these regulations and shall notify the City Commissioners of any violations or lack of compliance herewith.
- B. No subdivider, or agent of the subdivider, of any parcel located in a proposed subdivision shall convey any parcel before such subdivision has been duly approved by the Planning Commission and plats, if desired, are filed with the appropriate County Registrar of Deeds.
- C. The subdivision of any lot or parcel of land by the use of metes and bounds description for the purpose of sale, transfer, mortgage or lease with the intent of evading these regulations, shall not be permitted. All such described subdivisions are subject to the requirements contained in these regulations.
- D. The City may enforce any provision set forth in the Final Plat though such provisions may be more restrictive than the requirements of these regulations.

**20.3.1      Conditions for Issuance of Building Permits**

No building permit shall be issued for any new structure or change, improvement or alteration of any existing structure on any tract of land which was subdivided or sold in violation of these regulations.

**20.3.2      Penalty**

- A. Any individual or legal entity convicted of violating or failing to comply with the provisions of any section or subsection of these regulations shall be punished by monetary fine in an amount not less than twenty dollars (\$20.00) nor more than one-hundred (\$100.00). Each day a violation exist shall constitute a separate offense.
  
- B. Appropriate actions and proceedings may be taken by law or in equality to prevent any violation of these regulations; to prevent unlawful construction; to recover damages; to restrain; to correct or to abate a violation; to prevent illegal occupancy of building, structure or premise. These remedies shall be in addition to the penalties described above.

(RESERVED)

## ARTICLE III

### EXEMPTION FROM PLATTING REQUIREMENTS

**Sections:**

- 30.1 Deed Approval
- 30.2 Short Form Subdivision
  - 30.2.1 Purpose and Intent
  - 30.2.2 Short Form Subdivision Application Procedures
  - 30.2.3 Short Form Subdivision Review Procedures
  - 30.2.4 Short Form Subdivision Approval Procedures
  - 30.2.5 Improvements Required
- 30.3 Deed Approval at Staff Level
  - 30.3.1 Purpose and Intent
  - 30.3.2 Staff Level Deed Approval Procedures
  - 30.3.3 Deed Approval for Lot Line Adjustment
  - 30.3.4 Other Deeds Eligible for Staff Level Approval
- 30.4 Force of Approval
- 30.5 Limits of Authority

No tract or previously subdivided parcel shall be exempt from the provisions of these regulations except as specifically excluded under Section 10.4(B) and Section 30.2.

#### Section 30.1 Deed Approval

The exemptions described in this section are intended to facilitate the limited conveyance of simple property divisions and to allow minor adjustments to be made to lot lines. Extensive subdivision or resubdivision shall not be accomplished by use of this section.

#### Section 30.2 Short Form Subdivision

Whenever there is a tract or previously subdivided parcel under single ownership which is to be resubdivided into three (3) or fewer lots, the proposed subdivision may be exempt from the procedural provisions of these regulations, and a Preliminary and Final Plat may not be required. A subdivision of tract, parcel or lot shall be defined as a Short Form Subdivision under the following conditions:

- A. No more than three (3) tracts, parcels or lots shall be created or approved based on the original legal description submitted at the time of original application for land subdivision.

##### 30.2.1 Purpose and Intent

- A. The purpose of the Short Form Subdivision process is not to allow extensive subdividing and/or resubdividing of large tracts, parcels or lots. Whenever a Short Form Subdivision shows one or more tracts, lots or parcels containing more than one acre of land and there are indications that such tracts, lots or parcels will eventually be resubdivided or extensive

improvements are required, the Director and/or Planning Commission may require the applicant to submit a Preliminary and Final Plat. Platting procedures and requirements shall be followed as specified by these regulations.

- B. The classification of a subdivision as Short Form Subdivision shall not be constructed as a waiver of any requirement of these regulations nor the provisions of any other ordinance or statute pertaining to the property.

**30.2.2 Short Form Subdivision Application Procedures**

Application for Short Form Subdivision approval shall be filed with the Director. The application shall consist of:

- A. A deed(s) on each tract with legal description to be approved.
- B. A certified survey, prepared by a land surveyor registered in the State of Oklahoma, shall be submitted on the proposed tract and the resubdivision thereof. The survey shall show the following:
  - 1. Each new tract being formed shall be labeled "Tract A, Tract B, and/or Tract C";
  - 2. The legal description of the original tract of land and each new tract being created by the subdivision;
  - 3. Scale, north point, and date;
  - 4. Name and address of the owner of record;
  - 5. Key map showing the location of the reference to existing and proposed major streets and governmental section lines;
  - 6. Location of existing buildings and dedicated streets at the point where they adjoin and/or are immediately adjacent to the subdivision;
  - 7. Length of boundaries of the tracts created measured to the nearest hundredth foot and proposed location and width of streets, alleys, and easements and building setback lines where applicable;
  - 8. Original signature and seal of the registered land surveyor preparing the plat of survey properly notarized.
- C. Copy of the original deed showing the legal description of the tract, site or parcel as a short form subdivision;
- D. Deeds of tracts, parcels or lots bordering the proposed Short Form Subdivision if deemed necessary by the Director;
- E. All instruments for the dedication of required public easements and rights-of-way shall be 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;
- F. Percolation test results approved by the Health Department if applicable;

- G. A filing fee in the amount of seventy-five dollars (\$75.00) shall accompany the Short Form Subdivision application. The filing fee is not refundable.

**30.2.3 Short Form Subdivision Review Procedure**

The Director and city staff shall review the proposed Short Form Subdivision to ensure compliance with all design and improvement requirements of these regulations. The Director may submit the application for review and comment to other agencies and/or City Departments as he/she deems necessary.

**30.2.4 Short Form Subdivision Approval Process**

A. Staff level approval:

1. For Short Form Subdivisions of lots, blocks or parcels approved for Commercial, Industrial, or high density Multiple Family Residential land uses in an approved Planned Unit Development, approval may be granted at staff level under the following conditions:
  - a. All other requirements of this section are met.
  - b. The proposed Short Form Subdivision is in substantial conformance with the approved PUD Master Development Plan Map. Substantial conformance shall be determined by the Director and based on the provisions set forth in these regulations.
2. If items "a" and "b" of the above paragraph are not met, the Director may require the applicant to submit a Preliminary and Final Plat and/or a revised Planned Unit Development application to be reviewed and approved by the Planning Commission and City Commission.
3. After review of the application and within ten (10) working days of the official date of application, the Director shall approve or not approve the application for Short Form Subdivision and shall notify the applicant of the decision. The applicant may waive this requirement and consent to an extension of said period. If the application is approved each deed shall be certified by the Director as the designated representative of the Planning Commission. If the application is denied, the Director shall inform the applicant of reasons for denial and shall advise him/her on appropriate alternate procedures.

B. Planning Commission Approval:

1. In all cases where staff level approval is not allowed, the Director or his/her designate shall prepare a written report thereon which shall be forwarded to the Planning Commission not more than twenty-one (21) days after receipt of the Short Form Subdivision application for consideration at the next regular meeting of the Planning Commission.

2. Upon approval by the Planning Commission, each deed shall be certified by the signature of the Chairman or his/her designate. If the application was denied, the reasons for denial shall be stated in writing with references made to the express provision of the regulations to which the proposed Short Form Subdivision does not conform and shall be transmitted to the applicant.
3. Whenever a deviation is required from the improvement requirements contained herein or an easement or other element is dedicated, the action of the Planning Commission shall be forwarded to the City Commission for its approval and acceptance of dedications. For all the other types of Short Form Subdivision applications the action of the Planning Commission is final.

**30.2.5 Improvements Required**

- A. All current subdivision regulations shall be complied with including all ordinances and regulations relating to the improvement of street, the installation of water, sewer and drainage facilities and the dedication of required easements.
  1. The extension and/or installation of sanitary sewer facilities shall be required as prescribed by these regulations. If a subdivided tract, parcel or lot is proposed to utilize an individual sewage disposal system, the following conditions shall apply:
    - a. Percolation test results for each tract affected approved by the appropriate Health Department shall be submitted with the Short Form Subdivision application.
    - b. The individual sewage disposal system shall be installed and inspected in accordance with the Health Department and the City of Shawnee requirements.
    - c. Minimum lot size shall be:
      1. Lots with water wells and septic tanks - two (2) acres.
      2. Lots with septic tanks only - one (1) acre.
    - d. All requirements of "Septic Tank and Subsurface Tile Systems", Bulletin No. 600, Oklahoma State Department of Health, as currently adopted or subsequently amended shall be met.
    - e. The width of the lot at the front building line shall not be less than one hundred (100) feet.
  2. The extension of and/or installation of water facilities shall be required to serve this tract, parcel or lot as specified by the regulations. If a private water well is utilized, the following conditions shall apply:
    - a. Approval of water well drilling by the Health Department must be secured.
    - b. The tract, parcel or lot must meet the locational criteria and Health Department requirements if water well and septic tank are both used.

- B. In all cases where sanitary sewer and/or public water facilities are not available and the extension of such facilities is not required, the deed(s) submitted for approval shall have affixed to its face: "Not served by public sewer and/or water".
- C. If approval of the Short Form Subdivision is conditional upon the extension and/or installation of any public improvements, upon Short Form Subdivision approval by the Planning commission and acceptance by the City Commission, if appropriate, the applicant shall prepare and submit to the appropriate department improvement plans. All improvement plans shall be prepared in accordance with these regulations and any other applicable ordinance of the Shawnee Municipal Code. Assurance of completion of said improvements shall be made in accordance with the assurances for completion of improvements section of these regulations. Construction plans and the assurance of completion shall be submitted prior to any building permit being issued for any lot created using the Short Form Subdivision procedure.

**Section 30.3 Deed Approval at Staff Level**

Subdivision of land shall be classified as a deed approval under the following conditions:

- A. No additional tract, parcel or lot shall be created by any deed approval. Deed approval shall include:
  - 1. Deed(s) resulting from the adjustment of lot lines in an approved plat.
  - 2. Pre-existing, or otherwise exempt deed(s) as defined herein.
- B. The dedication or abandonment of public rights-of-way and/or easements not involved, included in or required by the deed approval.
- C. These regulations and all other applicable ordinances and statutes are satisfied 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.

**30.3.1 Purpose and Intent**

It is the intent of this provision to limit this classification and procedure 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 under applicable sections of these regulations.

- A. The classification of a subdivision as a deed approval procedure shall not be construed as a waiver of any requirements of these regulations nor the provisions of any other ordinance or other statute pertaining to the property.

**30.3.2 Staff Level Deed Approval Procedure**

- A. Application for deed approval review shall be filed with the Director. The application shall consist of the following:
1. The Deed with legal description to be approved. In the case of a lot line adjustment, all deeds affected shall be submitted for approval concurrently.
  2. Copy of original deed(s).
  3. A certified survey, prepared by a land surveyor, registered in the State of Oklahoma showing the following:
    - a. The legal description of the subject tract;
    - b. Scale, north arrow and date;
    - c. Name and address of owner of record;
    - d. Key map showing the location of the subject tract, parcel or lot referenced to existing and proposed major streets and government section lines;
    - e. Location of existing structures, dedicated and/or private streets where they adjoin and/or are immediately adjacent to the lot adjustment, showing widths were applicable;
    - f. Easements and location of public utilities to serve the tract, parcel or lot showing widths where applicable;
    - g. Original signature and seal of the registered land surveyor preparing the plat of survey properly notarized.
  4. Deed of tracts or lots bordering the proposed deed approval if deemed necessary by the Director.
  5. A filing fee in the amount of twenty-five dollars (\$25.00) shall accompany each deed submitted for deed approval application. The filing fee is not refundable.
- B. The Director shall review the application and may submit it for review and comment to other agencies and/or departments as he/she deems necessary. Within ten (10) working days of the official date of application, the Director shall approve or not approve the application for deed approval and shall notify the applicant of the decision. The applicant may waive this requirement and consent to an extension of said period. If the application is not approved by the Director, the applicant may apply to the Planning Commission for a public hearing following the same procedures as a Short Form Subdivision.

### **30.3.3 Deed Approval for Lot Line Adjustment**

The purpose of this form of deed approval is to allow adjustments to be made to lot lines of platted lots for the purpose of adjusting the size of a building site(s); however extensive replatting shall not be accomplished by use of this section.

- A. Exceptions to these regulations designated as deed approval lot line adjustment shall not violate any of the provisions of these regulations as to requirements for design improvements and shall constitute only procedural exceptions as herein stated.
- B. In addition to the criteria found in Section 30.2 of these regulations, the approval of any lot line adjustment shall not result in the creation of any lot which is unusable or does not meet the requirements of these regulations or any ordinance of the Shawnee Municipal Code.
- C. All lots affected shall be submitted for approval concurrently.
- D. An application and filing fee shall accompany each deed submitted for approval.

### **30.3.4 Other Deeds Eligible for Staff Level Approval**

The Director has the authority to approve deeds under the following conditions:

- A. *Pre-existing Deeds:* The property conveyed by the deed submitted for review existed in its present configuration prior to its annexation to the City or prior to the adoption of the 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 which have previously received deed approval by the Planning Commission or by the Director. Documentation of such shall be required.
  - 3. The deed submitted is exempted from the requirements of Planning Commission approval by a provision of State Law. Documentation of such shall be required.
- C. *Other Deeds:* The property to be conveyed is located within a noncomplying 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 the same. A deed conveying property in a subdivision which is found to be

nonconforming because of ordinance or regulation changes will be considered to be a pre-existing deed and may be approved administratively so long as the subdivision was in conformance with the ordinances and regulations in force at the time of its creation.

**Section 30.4 Force of Approval**

Once the initial deed or any subsequent deed has been approved through the deed approval process either by Short Form Subdivision, lot line adjustment or exemption by the Planning Commission or Director, such approval relates back to the original approved legal description and covers all future conveyances using the same legal description.

**Section 30.5 Limits of Authority**

No further delegations of the Planning Commission's authority for the approval of deed's is hereby granted or implied. The Director is hereby authorized by the Planning Commission to sign or stamp approval on the face of those deeds receiving approval by any manner of the deed approval process. Nothing in this chapter shall prevent the applicant from requesting a public hearing before the Planning Commission.

## ARTICLE IV

### DESIGN

#### Sections:

- 40.1 Urban Design Principals - General Standards
  - 40.1.1 The Neighborhood as a Planning Unit
  - 40.1.2 Lots and Blocks
  - 40.1.3 Advantageous Use of Topography and Natural Physical Features
  - 40.1.4 Design Criteria for Circulation
  - 40.1.5 Design to Implement Comprehensive Plan
- 40.2 Subdivision Design Standards
  - 40.2.1 Streets - General Requirements
  - 40.2.2 Alleys
  - 40.2.3 Easements and Utilities
  - 40.2.4 Public Areas and Open Spaces
  - 40.2.5 Blocks
  - 40.2.6 Lots
  - 40.2.7 Building Lines
  - 40.2.8 Sidewalks
  - 40.2.9 Access and Availability of Fire Protection and Sanitation

#### Section 40.1 Urban Design Principles

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

##### 40.1.1 The Neighborhood as a Planning Unit

It is intended that the Shawnee Urban Area shall be designed as a group of integrated residential neighborhoods and appropriate commercial, industrial, and public facilities. The neighborhood, as a planning unit, is intended as an area primarily for residential use, and of a size that can be served by one (1) elementary school. Space for religious, recreational, educational, and shopping facilities to serve the residents of the neighborhood should be provided and designed as an integral part of each neighborhood.

##### 40.1.2 Lots and Blocks

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

**40.1.3 Advantageous Use of Topography and Natural Physical Features**

The arrangement of lots, blocks and the street system should be designed to make the most advantageous use of topography and natural physical features. Tree masses and large individual trees should be preserved. The system of sidewalks and roadways and the lot layout should be designed to take advantage of the visual qualities of the area.

**40.1.4 Design Criteria for Circulation**

Circulation within the urban area shall be provided in accordance with the following design criteria:

- A. Each subdivision shall provide for the continuation of all arterial streets and highways as shown on the Transportation Plan Map. Arterial streets should be located on the perimeter of the residential neighborhood.
- B. Minor streets should be designed to provide access to each parcel of land within the residential neighborhood and within industrial areas, and in a manner that will discourage use by through traffic. They should be planned so that future urban expansion will not require the conversion of local streets to collector or arterial routes.
- C. Collector streets should be designed to provide a direct route from other minor streets to the major street system.
- D. All subdivision street systems should be designed to allow vehicular and pedestrian circulation within subdivisions and from one subdivision to another.
- E. Ingress and egress to residential properties shall be provided only on minor streets and where design allows, restricted to local streets only.
- F. Pedestrian ways should be separated from roadways used by vehicular traffic. Sidewalks shall be designed to provide all residential building sites, as required by these regulations, with direct access to all neighborhood facilities including elementary schools, parks and playgrounds, churches, and shopping centers.

**40.1.5 Design to Implement Comprehensive Plan**

Minimum standards for development are contained in the zoning ordinance, building code, and in these regulations. However, the Comprehensive Plan expresses policies which are intended to achieve optimum quality of development in the urban area. If only the minimum standards are followed, as expressed by the various ordinances regulating land development, a standardization of

development will occur. Subdivision design shall be of a quality to carry out the purpose and spirit of the policies expressed in the Comprehensive Plan and in these regulations rather than be limited to the minimum standards required herein.

**Section 40.2 Subdivision Design Standards**

A. In addition to the requirements established herein, all subdivision plats shall comply with the following laws, rules and regulations:

1. All applicable statutory provisions.
2. The Shawnee Municipal Code including all requirements of zoning, building and construction, water, sewers and utilities; and streets and sidewalks.
3. The Shawnee Comprehensive Plan including goals, objectives and policies, the Transportation Plan Map and the Utilities Plan Map.
4. All laws, rules and regulations of the Health Department and appropriate state agencies.
5. The requirements of the Oklahoma Department of Transportation if the subdivision or any lot contained therein abuts a state highway or connecting street.
6. The standards and regulations adopted by the Director and by all boards, commissions, agencies, and officials of the municipality dealing with the subdivision of land.

B. If the owner of land proposed to be subdivided places restrictions on any of the land contained in the subdivisions which are greater than those required by these regulations or any regulations stated above, such restrictions or reference thereto should be indicated on the subdivision plat.

**40.2.1 Streets - General Requirements**

The arrangement, character, extent, width, grade and location of all streets shall conform to all of the elements of the Comprehensive Plan including standards contained in the Transportation Plan and shall be designed in accordance with the following provisions:

- A. All streets shall be properly integrated with the existing and proposed system of thoroughfares and dedicated rights-of-way as established on the Transportation Plan and shall provide for the integration of future streets.
- B. Major streets shall be planned to conform with the Transportation Plan Map.
- C. Whenever a subdivision abuts or contains an existing or proposed major street, the Planning Commission may require service streets, reverse frontages with screen planting contained in a non-access reservation along the

rear property line, deep lots, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of arterial and local traffic.

- D. Minor streets shall be designed so that their use by arterial traffic will be discouraged; to conform as much as possible to topography; to permit efficient drainage and utility systems; to require the minimum number of streets necessary for convenient and safe access to property.
- E. A Preliminary Plat shall include all contiguous property owned or under option by the subdivision.
- F. When a tract is subdivided into lots containing one or more acres, such lots or parcels shall be arranged to permit the logical location an opening of future streets and appropriate resubdivision with provision for adequate utility easements and connections for such subdivisions.
- G. The arrangement of streets shall be such as to cause no hardship in the subdividing of adjacent properties. The Planning Commission may require the dedication of street rights-of-way to facilitate the development of adjoining properties.
- H. Street design standards shall be in accordance with Table 1.
- I. Street right-of-way widths in excess of the standards designated in Table 1, and where not otherwise designated, it shall be the responsibility of the developer to dedicate rights-of-way to provide a width of not less than required in these regulations.
- J. Right-of-way widths in excess of the standards designated in Table 1 may be required whenever, due to topography, additional width is necessary to provide earth slopes. Slopes in excess of 25 to 1 shall be supported by retaining wall or other construction method approved by the City Commission as recommended by the City Engineer.
- K. Where a subdivision borders on or contains a railroad right-of-way or limited access highway right-of-way, the Planning Commission may require a street approximately parallel to and on each side of such right-of-way at a distance suitable for the appropriate use of the intervening land. Such distances also shall be determined with due regard for the requirements of approach grades and future grade separation structures.

- L. There shall be no openings for vehicular access arterial traffic ways except at street intersections, bicycle path intersections, and at approved openings to commercial areas.
- M. Collector streets shall be used in the subdivision wherever traffic is being collected from minor streets to provide access to an arterial street or community facility.
- N. Ingress and egress to multi-family areas having fifty (50) or more units shall be provided on collector streets or frontage roads of appropriate design.
- O. Where the plat to be submitted includes only part of the tract owned or intended for development by the subdivider, a tentative plan of a proposed future street system for the unsubdivided portion shall be prepared and submitted by the subdivider with the Preliminary Plat.
- P. 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 said street or easement except where their control is placed in the City under conditions approved by the Planning Commission and City Commission.

TABLE 1

DESIGN STANDARDS FOR SHAWNEE CITY STREETS

<u>ELEMENT</u>	<u>FREEWAY</u>	<u>MAJOR ARTERIAL</u>	<u>MINOR ARTERIAL</u>	<u>COLLECTOR</u>	<u>LOCAL</u>
<u>DESIGN SPEED:</u>					
Outlying Area	55mph	50mph	40mph	30mph	25mph
Urbanized Area	55mph	40mph	30mph	30mph	25mph
Minimum Centerline Radius (ARC Type Curve)	500'	400'	300'	100'	100'
<u>MAXIMUM GRADE:</u>					
Outlying Area	4%	7%	7%	10%	15%
Urbanized Area	6%	7%	7%	10%	15%
Minimum Grade	-	0.5%	0.5%	0.5%	0.5%
Stopping Sight Distance	600'/475'	350'	200'	200'	200'
Number of Traffic Lanes	4 min.	4 min.	4	2	2
Total Minimum Street Width (Face to Face Curbs)	-	50' min.	50' min.	32'	26'
<u>MINIMUM PAVING THICKNESS:</u>					
Asphalt Section	Struc- turally Designed	9 1/4"	9 1/4"	8 1/4"	8 1/4"

**TABLE 1**  
Continued

**DESIGN STANDARDS FOR SHAWNEE CITY STREETS**

<b>ELEMENT</b>	<b>FREEWAY</b>	<b>MAJOR ARTERIAL</b>	<b>MINOR ARTERIAL</b>	<b>COLLECTOR</b>	<b>LOCAL</b>
MINIMUM PAVING THICKNESS: Concrete Section	Struc- turally Designed	Struc- turally Designed	Struc- turally Designed	6"	6"
Right- of-Way Width	300'	120' min.	100' min.	60' min.	50' min.
Access Control	Full	Planned	Planned	-	-
Structural Design Load	HS-20	HS-20	HS-20	H-15	H-15
Vertical Clearance	16.5'	15.5'	15.5'	15.5'	15.5'
Surface Type	High	High	High	High	High

**Notes:**

- (1) All streets shall have 6" curbs and provide storm drainage as required by City Codes. Stopping Sight Distances for vertical alignment shall be determined by use of the methods given on page 609 of the Traffic Engineering Handbook, 3rd Edition; Washington; Institute of Traffic Engineers, 1965. (Copy Available)
- (2) A cul-de-sac shall not exceed 500' in length, measured from the nearest street right-of-way line to the outer curb line of the cul-de-sac. When topography or ownership create a hardship, the Planning Commission may waive the 500' maximum cul-de-sac length, but in no case shall the cul-de sac length be in excess of 1000'. If the street is more than 150' in length, a turnaround shall be provided. Cul-de-sacs shall be designed in accordance with the design standards for Shawnee streets.
- (3) Intersection - Sight Triangle - Use as per City Codes.

Q. Design Standards for Intersections:

1. Streets shall be designed to intersect, as nearly as possible at right angles (90 ).
2. No more than two (2) streets shall intersect at any one point unless specifically approved by the Planning Commission.
3. Street jogs with centerlines of less than one hundred fifty (150) feet apart shall be avoided. The Planning Commission shall require that streets be connected in such a manner that a smooth flow of traffic and the elimination of traffic hazards are assured.
4. Street corners shall have a minimum radius of twenty-five (25) feet at the curb line. Street intersections involving major streets and highways shall have a minimum street corner radius of thirty (30) feet at the curb line. Alley intersections and abrupt changes in alignment within a block shall have the corners rounded to permit safe vehicular movement in accordance with Section 40.2.2 and standard engineering practice.

R. Driveway location:

1. Driveways shall be separated form street intersections by the distance defined in the following table:

**TABLE 2**

**MINIMUM SEPARATION BETWEEN DRIVEWAYS AND STREET INTERSECTION**

(See Dimension "A" in the following diagram)

Intersecting Street	LOCATION OF DRIVEWAY				
	Freeway	Major Arterial	Minor Arterial	Collector	Local
Freeway	N/A	200'	200'	150'	125'
Major Arterial	200'	175'	150'	100'	80'
Minor Arterial	200'	150'	125'	90'	75'
Collector Street	150'	100'	90'	60'	60'
Local Street	150'	100'	70'	60'	60'

2. Driveways shall be separated from each other by the distance defined in the following table. However, the distance separation shall not apply to the following:
  - (a) The following land uses on a collector street only:  
Duplexes, triplexes, quadruplex, or townhouses.
  - (b) Any use approved on a cul-de-sac.

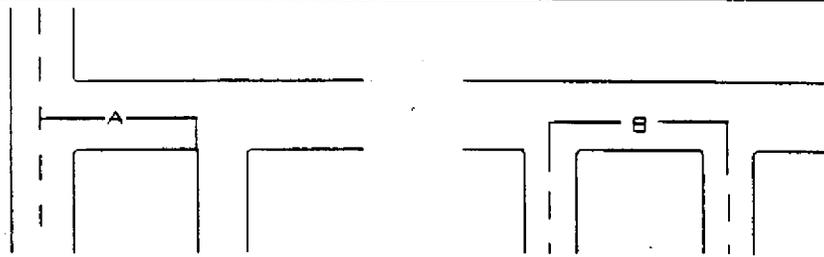
Distance separation shall be measured from center of driveway to cent of driveway. This shall not prohibit the use of shared driveways.

**TABLE 3**

**MINIMUM SEPERATION OF DRIVEWAYS**

(See Dimension "B" in the following diagram)

<u>Location of Driveways</u>	<u>Distance of Separation</u>
Major Arterial	175'
Minor Arterial	125'
Collector Street	75'



Driveway/Intersection

Driveway/Driveway

- S. Commercial or Industrial Subdivisions should have access to an arterial street and may have access to a collector street if traffic conditions, as determined by the Planning Commission, warrant such extension, but shall not have access to a residential street.
- T. Dead End Streets.
  - 1. Permanent dead-end streets, or cul-de-sacs, shall be designed in accordance with standards in the Transportation Plan. A cul-de-sac shall not exceed five hundred (500) feet in length measured from the entrance to the center of the turnaround, and shall have a turnaround having a radius of not less than fifty (50) feet at the property line and not less than forty (40) feet at the curb line; however, when deemed advisable, the Planning Commission may permit a variation from this length in order to adjust for topographic conditions. In all instances, provisions shall be made for adequate storm drainage structures to prevent water from standing in the end of a cul-de-sac or stub street. The cul-de-sac's terminus shall be no closer than one hundred (100) feet from the right-of-way line to the boundary of adjoining property.
  - 2. The arrangement of streets should provide for the continuance of local, collector, or arterial streets between adjacent properties when such continuance 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 Transportation Plan. 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 temporary dead-end streets in excess of one thousand (1000) feet. Temporary stub streets shall be permitted up to two-hundred (200) feet, if adjoining property is under separate ownership. The Planning Commission may limit the length of temporary dead-end streets in accordance with the design standards of these regulations.

3. For temporary dead-end streets in excess of one-thousand (1000) feet as allowed in paragraph "2" above, the subdivider 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 according to the requirements of the Fire Protection Ordinance. In all instances, provisions must be made for adequate storm drainage structures to prevent water from standing in the end of the cul-de-sac or stub street.

U. Whenever a residential subdivision abuts or contains an existing or proposed major street, access to such major street shall be limited by one or more of the following means:

1. Access from a major street to individual lots shall be prohibited.
2. Reverse frontage may be required with screened plantings along the rear property line. Deep lots or other such treatment may be required along with this solution. For corner lots or lots with double or reverse frontage, the Planning Commission shall require that a "Limits-of-No-Access-" not be placed on the face of the Final Plat resulting in no access from collector streets or major streets when a lot may derive its access from a local street.
3. A series of cul-de-sacs, U-shaped streets or short loops entered from designed generally at right angles to a parallel street with the rear line of their terminal lots backing onto major streets shall be encourage.

V. Vehicular entrances to and exits from Shopping Centers shall be at least three-hundred (300) feet apart centerline to centerline on the same road; provided, however, that an entrance and an exit within twenty (20) feet of each other, at the property line, shall be interpreted to be a single point of access.

- W. Half streets shall be prohibited except where essential to the reasonable development of the subdivision in conformity with other requirements of these regulations; and provided that the Planning Staff recommends to the Planning Commission that it will be practical to obtain the dedication of the other half of the street easement when the adjoining property is subdivided. Whenever a half street is adjacent to the tract to be subdivided, the other half of the street shall be platted within the tract being subdivided.
- X. Where a subdivision borders an existing street or road not meeting City standards or specifications, or when the Comprehensive Plan, Transportation Plan or zoning setback requirement indicate plans for realignment or widening of that street or road which would require use of some of the land in the subdivision, the applicant shall dedicate the additional right-of-way from the centerline. All arterial or section line roads abutting or bordering a proposed subdivision shall be improved to City standards and specifications. Upon recommendation by the City Engineer, the Planning Commission may require the improvement of an abutting collector or local street or road, or any part thereof to City standards and specifications. Land reserved for any public street or purposes shall not be counted in satisfying yard or area requirements of the Zoning Ordinance. Said land shall be either dedicated to the municipality in fee simple, as an easement or as a dedication on an approved Final Plat.
- Y. No street names shall be used which will duplicate or be confused with the names of existing streets. Street names shall be subject to the approval of the Planning Commission.
- Z. Streets that are obviously in alignment with other already existing streets shall bear the names or numbers of said existing streets.

**40.2.2 Alleys**

- A. Alleys shall be provided in commercial and industrial districts, except that upon recommendation by the Planning Staff, the Planning Commission may waive this requirement where other definite and assured provision is made for service access, such as adequate off-street loading, unloading and parking facilities consistent with and adequate for the uses proposed.
- B. Alleys serving commercial and industrial areas shall not be less than thirty (30) feet in width, and if provided, shall be paved in accordance with City standards and specifications.
- C. Placing utilities under paved alleys should be avoided in commercial or industrial areas which contain utility lines.

- D. Alleys are not required in residential areas, but when provided, shall be paved in accordance with City standards and specifications.
- E. Alley intersections and sharp changes in alignment shall be avoided, but where necessary, corners shall be designed and constructed in such a manner as to permit safe and convenient vehicular movement.
- F. When alley intersections are unavoidable, as in "T", "L" or "H" alley configurations, a sight triangle at each intersection corner shall be provided, corner lines shall be cut with a chord to provide a sight triangle with legs of ten (10) feet from the point of intersection along both alley right-of-way lines. Said sight triangle shall be included in the alley easement.
- G. Dead-end alleys shall be avoided, but where unavoidable, shall be provided with adequate turnaround facilities at the dead-end, as determined by the Planning Commission.

**40.2.3 Easements and Utilities**

- A. The subdivider shall dedicate to the public easements to the end that each and every lot within a subdivision shall have access to all available essential public utilities.
- B. Where alleys are not provided, easements of not less than ten (10) feet shall be provided along each rear lot line resulting in a twenty (20) foot total easement along rear lot lines. If the area abuts property not previously subdivided, a twenty (20) foot easement is required along the boundary of the subdivision; however if the subdivider is able to obtain a ten (10) utility easement (by separate document in favor of the City) on this abutting property, then the subdivider is required only to dedicate ten (10) feet of easement on his property. Where utility easements are necessary or required along side lot lines of individual lots, a ten (10) foot easement shall be required centered on the property line with five (5) feet in each abutting lot. On such side lot easements, the side yard setback line will be measured from the near edge of the utility easement to the structure.
- C. Private improvements on utility easements should be avoided; however, when improvements such as fencing, landscaping, driveways, or parking is placed upon utility easements, the property owner shall be responsible for replacement or repair of any improvements when utilities must be repaired or replaced.

- D. Aerial easements and easements of greater width for either extension of main sanitary sewers or other utilities, storm sewers and drainage, or the accommodation of utilities in unique situations such as, but not limited to, lots backing onto unplatted land may be required where it is deemed necessary by the Planning Commission.
- E. Where a subdivision is traversed by a water course, drainage channel or stream, there shall be provided a right-of-way or easement for drainage, public open space and utility purposes adequate to contain all of the run-off from a one-hundred (100) year flood. In addition, the easement shall be determined with due regard for convenient access of maintenance equipment which requires a minimum of eight (8) feet width for access. In no case shall a drainage easement be less than twenty-five (25) feet in width. All other requirements of the Comprehensive Plan relating to storm sewers and flood prevention shall be met.
- F. For all subdivisions utilizing private roads, public utility easements having a minimum width of twenty (20) feet shall be provided on one side adjacent to and outside of the designated right-of-way of said private roads.
- G. Utility Location:
1. A minimum horizontal distance of ten (10) feet shall be maintained between parallel water and sanitary sewer lines.
  2. The placement of utilities within a twenty (20) foot easement shall be as follows:
    - a. The electric line shall be located in the easement six (6) feet north or east of the centerline.
    - b. The telephone line shall be located in the easement four (4) feet north or east of the centerline.
    - c. The sewer or water line shall be located in the easement center line south or west of the centerline.
    - d. The cable TV line shall be located within the easement four (4) feet south or west of the centerline.
    - e. The natural gas line shall be located within the easement six (6) feet south or west of the centerline.
  3. The placement of utilities within fifteen (15) foot easements shall be as follows:
    - a. The electric line shall be located within the easement three and one-half (3 1/2) feet north or east of the centerline.
    - b. The telephone line shall be laid located within the easement five and one-half (5 1/2) feet north or east of the centerline.

- D. Aerial easements and easements of greater width for either extension of main sanitary sewers or other utilities, storm sewers and drainage, or the accommodation of utilities in unique situations such as, but not limited to, lots backing onto unplatted land may be required where it is deemed necessary by the Planning Commission.
- E. Where a subdivision is traversed by a water course, drainage channel or stream, there shall be provided a right-of-way or easement for drainage, public open space and utility purposes adequate to contain all of the run-off from a one-hundred (100) year flood. In addition, the easement shall be determined with due regard for convenient access of maintenance equipment which requires a minimum of eight (8) feet width for access. In no case shall a drainage easement be less than twenty-five (25) feet in width. All other requirements of the Comprehensive Plan relating to storm sewers and flood prevention shall be met.
- F. For all subdivisions utilizing private roads, public utility easements having a minimum width of twenty (20) feet shall be provided on one side adjacent to and outside of the designated right-of-way of said private roads.
- G. Utility Location:
1. A minimum horizontal distance of ten (10) feet shall be maintained between parallel water and sanitary sewer lines.
  2. The placement of utilities within a twenty (20) foot easement shall be as follows:
    - a. The electric line shall be located in the easement six (6) feet north or east of the centerline.
    - b. The telephone line shall be located in the easement four (4) feet north or east of the centerline.
    - c. The sewer or water line shall be located in the easement center line south or west of the centerline.
    - d. The cable TV line shall be located within the easement four (4) feet south or west of the centerline.
    - e. The natural gas line shall be located within the easement six (6) feet south or west of the centerline.
  3. The placement of utilities within fifteen (15) foot easements shall be as follows:
    - a. The electric line shall be located within the easement three and one-half (3 1/2) feet north or east of the centerline.
    - b. The telephone line shall be laid located within the easement five and one-half (5 1/2) feet north or east of the centerline.

- c. The sewer or water line shall be located on the easement centerline.
  - d. The cable TV line shall be located within the easement five and one-half (5 1/2) feet south and west of the centerline.
  - e. The gas line shall be located within the easement three and one-half (3 1/2) feet south or west of the centerline.
4. The depth of the utility lines shall be as follows:
- a. The electric line shall be laid at a depth of approximately forty (40) inches.
  - b. The telephone line shall be laid at a depth of eighteen (18) to twenty-four (24) inches.
  - c. The water line shall be laid at a minimum depth of four (4) feet.
  - d. The sewer line shall be laid at a depth in accordance with standard engineering practices and as approved by the City Engineer.
  - e. The cable TV line shall be laid at a depth of twelve (12) inches.
  - f. The natural gas line shall be laid at a depth of twenty-four (24) to thirty (30) inches.
- H. Construction of Utilities:
- 1. Electrical lines, telephone or television cables, an/or gas mains shall not be buried in public easements prior to the installation of required water, sewer and storm water drainage improvements being constructed; provided that in all cases the lines having the greatest depth shall be constructed first.
  - 2. Exceptions. The City Engineer may permit the construction of utility tunnels and/or conduits which meet City criteria and standards prior to the construction of water, sewer or storm water drainage improvements.
- I. Conflict with existing private easements. When existing private easements may potentially interfere with a proposed public dedication or easement, the subdivision shall be designed to minimize the number and extent that such existing private easements cross public easements.

**40.2.4 Public Areas and Open Space**

Public parks, playgrounds, school sites, and other public areas and open spaces shall be provided in accordance with the requirements set forth in the Comprehensive Plan and in the ordinances relating thereto. Refer to Article V, Section 50. of these regulations for required park land dedication.

**40.2.5      Blocks**

- A. The lengths, widths and shapes of blocks shall be determined with due regard for the following:
1. Provision of adequate building sites suitable to the special needs of the type of use contemplated.
  2. Zoning requirements as to lot sizes and dimensions.
  3. Need for convenient access, circulation, control and safety of street traffic.
  4. Limitations and opportunities of topography.
- B. Blocks for residential use shall not be longer than five-hundred (500) feet measured along the centerline of the block. Wherever practical, blocks along primary and secondary arterial streets shall be not less than one-thousand (1000) feet.
- C. When a block exceeds six-hundred (600) feet in length, the Planning Commission may require a dedicated easement not less than fifteen (15) feet in width and a paved crosswalk not less than four (4) feet in width to provide pedestrian access across the blocks. Such pedestrian walkways or crosswalks may be required by the Planning Commission if deemed essential to provide circulation or access to schools, playgrounds, shopping centers, transportation or other community facilities.
- D. Blocks used for residential purposes shall be of sufficient width to allow for two (2) tiers of lots of appropriate depth, but shall not be less than two-hundred-twenty (220) feet in width except where otherwise required to separate residential development from through traffic. Other exceptions to this prescribed block width shall be permitted for blocks adjacent to major streets, railroads, or waterways. Such exceptions are allowed provided other applicable provisions of these regulations.
- E. Blocks intended for business and industrial use should be of a width and depth suitable for the intended use, with due allowance for off-street parking and loading facilities.

**40.2.6      Lots**

- A. The lot arrangement shall be such that there will be no foreseeable difficulties for reasons of topography or other conditions, in securing a building permit; all lots shall be arranged to comply with the Comprehensive Plan, the Zoning Ordinance, all drainage ordinances and building codes and all other ordinances of the Shawnee Municipal Code; and to provide access from an approach street.

- B. Lot dimensions shall comply with the minimum standards of the Zoning Code. Additional requirements shall be as follows:
1. Lots shall have a width, depth, and area of not less than that required by the Zoning Ordinance. Lots, tracts, or parcels created for a particular commercial or industrial use shall have sufficient area and dimensions to provide for off-street parking and loading facilities as required by the Zoning Ordinance for the type of use and development proposed.
  2. Corner lots shall have an extra width that is adequate to permit building setbacks from side streets and front streets.
  3. Side lot lines shall be at right angles to street lines or radial to curving street lines except in townhouse developments abutting a curved linear right-of-way.
  4. Corner lots shall be cut with a chord to provide a sight triangle with legs of twenty-five (25) feet from the point of intersection of the property lines along both property lines. Said triangle shall be dedicated to the City and be included in the street right-of-way easement.
  5. In residential subdivisions where septic tanks or individual sewage disposal devices or water wells are to be installed, the following lot areas shall be required:
    - a. Lots with water wells and septic tanks- minimum of two (2) acres per lot.
    - b. Lots with septic tank only- minimum one (1) acre.
    - c. All lots shall meet the minimum lot requirement of the Oklahoma State Health Department Bulletin Number 600, "Septic Tank and Subsurface Tile Systems".
    - d. Lots utilizing septic tanks or individual sewage disposal systems shall maintain a minimum lot width of one-hundred (100) feet measured at the required building line.
- C. Where a block is to be developed and retained under single ownership it is not required that the block be subdivided into lots; however, the block must meet all requirements of these regulations and other applicable regulations for lots and blocks including lot sized and dimensions. All lots proposed for commercial or industrial use, shall abut upon a dedicated street, and shall be of appropriate size and arrangement to provide for adequate off-street parking and loading facilities based on the intended use. No individual parcel shall be created for a particular commercial or industrial use that has an area, width, or depth that is less than is required for the permitted use under the applicable provisions of the Zoning Ordinance of the City of Shawnee.

- D. Double frontage and reverse frontage lots shall be avoided except where they are needed to provide for separation of residential development from traffic arteries or to overcome specific disadvantages of topography and orientation. In all cases a sight proof screening shall be provided and shall not be less than six (6) feet in height. The sight proof screening shall be provided along the rear portion of the lots abutting such a traffic artery. There shall be no right of access to the rear or side portion of any lot abutting such traffic artery.
- E. Low or medium density residential lots shall not derive access from a major street. Lots facing collector streets should be minimized to the fullest extent possible. Where a lot borders a collector street and a local street, access shall be gained from the local street only. If lots have access on local streets, the Planning Commission shall require on the face of the Final Plat a not limiting access for lots that back or side onto a collector, arterial or other major street. Where driveway access from a major or 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. Driveways should be designed and arranged so vehicles avoid backing into major or arterial streets. It is encouraged that driveways should be designed and arranged so vehicles avoid backing into collector streets.
- F. Lots shall be laid out so as to provide positive drainage away from all buildings. Individual lot drainage shall be coordinated with the general storm drainage pattern for the area. Drainage shall be designed so as to avoid concentration of storm drainage water from each lot to adjacent lots.

**40.2.7 Building Lines**

- A. Building lines shall be provided for all residential subdivisions as required by the Zoning Ordinance.
- B. Where crosswalks are provided or required, a side yard building line shall be provided not less than ten (10) feet back of the crosswalk right-of-way line on the side of a lot abutting a mid-block crosswalk.
- C. Platted building lines shown on an approved Final Plat that are more restrictive than the setback requirements of the Zoning Ordinance shall represent the mandatory setback lines.

#### **40.2.8 Sidewalks**

A plan for a system of sidewalks shall be prepared that will provide every lot within a residential or commercial subdivision, or portion thereof, with a reasonably close sidewalk connection with all of the community facilities and commercial enterprises located within or adjacent to the subdivision, and in a manner that will provide convenient pedestrian circulation throughout the neighborhood or area in which the subdivision is located. The Planning Commission may require the construction of sidewalks to connect with existing or future proposed sidewalks in areas adjacent to the subdivision where such sidewalks are needed for pedestrian circulation. Sidewalks shall be constructed in the subdivision in accordance with the sidewalks system plan approved by the Planning Commission and in accordance with the specifications governing sidewalk construction.

Any street classified as a collector street or arterial street shall be provided with pedestrian sidewalks on each side of right-of-way (1) foot from the right-of-way line by the developer. The Planning Commission and City Commission will have the option to review each plat on its own merit as to whether sidewalks will be required.

#### **40.2.9 Access and Availability of Fire Protection & Sanitation**

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

- A. No dwelling unit site shall be located more than four-hundred (400) feet, measured from the extremity of the site, from an accessible street improved to City of Shawnee Standards.
- B. Each dwelling unit shall have an entry located not more than one-hundred and fifty (150) feet from a parking lot, private drive or public street, accessible and useable for emergency vehicles.
- C. All building facades shall be serviced by fire hydrants installed in accordance with standards and specifications of the Code of the City of Shawnee and so located such that the totality of each facade can be serviced by not more than three-hundred (300) feet of fire hose laid down by a fire vehicle.

#### **Section 40.3 Planned Unit Development**

Whenever a subdivision is developed as a neighborhood unit under the requirements and allowances of the Planned Unit Development, the Planning Commission may vary the requirements of these regulations having to do with design, but not of procedures or improvements, in order to allow the subdivider more freedom in the arrangement of streets

and lots, but at the same time protect the convenience, health, safety, and general welfare of the future residents of the subdivision as well as the character of the surrounding property and the general welfare of the entire community.

- A. In addition to requirements of the Planned Unit Development Zoning Ordinance, the following requirements shall apply:
  1. Review as to subdivision requirements shall be carried out simultaneously with the processing of the PUD application if the division of land, vacant or improved, into two (2) or more lots, parcels, sites, units, plats, or interests for the purpose of offer, sale, lease, or development, either on the installment plan or upon any or all other plans, terms, or conditions, including resubdivision, whether residential or nonresidential, is part of an integral to the PUD application.
  2. The applicant may submit an application for Preliminary Plat review and approval for all or part of the development concurrent with an application for PUD even though such submittal is not mandatory under this chapter.
  
- B. The following procedure shall be required for simultaneous Preliminary Plat review and approval as set forth in the above section.
  1. An application for Preliminary Plat review or approval shall be submitted along with the application for PUD approval to the Planning Commission in accordance with the requirements and procedures of these regulations.
  2. The Planning Commission shall review the PUD application and shall forward its comments and recommendations to the City Commission.
  3. The Planning Commission shall review the Preliminary Plat and if it finds that said plat conforms to these regulations and other applicable regulations, may grant tentative approval pending approval of the PUD application by the City Commission. Tentative approval of such plat shall vest no rights or interest to the applicant until the PUD is approved by the City Commission.
  
- C. A PUD may be subdivided or resubdivided for purposes of sale or lease after the PUD has been finally approved and development completed or partially completed, except when the proposed subdivision creates a change in the PUD design. If said changes affects PUD boundaries, density of uses or if there are major changes to streets, drainage, utilities, etc., then the Planning Commission may approve the subdivision or resubdivision subject to City Commission's approval of an amended PUD.

ARTICLE V

PARK LAND DEDICATION

Reserved:

(Reserved)

ARTICLE VI  
IMPROVEMENTS

Sections:

- 60.1 General Provisions
- 60.2 Plans Required
- 60.3 Building Permits
- 60.4 Continuity of Improvements
- 60.5 Reserved
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**Section 60.1 General Provisions**

All improvements shall be designed and installed in accordance with all of the elements of the latest adopted Comprehensive Plan and shall meet the minimum standards established by the ordinances and regulations relating thereto.

**Section 60.2 Plans Required**

Final construction plans for the improvements required by this section shall be prepared by a professional engineer registered in the State of Oklahoma. Proposed plans and specifications for all improvements shall be filed with the Community Development Department in accordance with the construction requirements of the City of Shawnee. Three (3) sets of prints of the proposed final plans and specifications shall be submitted to the City Engineer at the time of submission of the Final Plat approval. One (1) set of contact reproducible "record" plans and specifications, certified by the registered engineer shall be filed with the City Clerk prior to the acceptance by the City of Shawnee of any improvement installed by the subdivider.

**Section 60.3 Building Permits**

No building permit will be issued for the construction of any building on any lot until such lot is served by street systems, water systems, sewer systems, and storm drainage systems, and are accepted by the City for operation and maintenance, or such improvements are included in City approved provisions which dictate perpetual maintenance of such street, and utility systems as in the case of private or communal ownership. (Ordinance No. 1249NS - dated November 19, 1984).

**Section 60.4 Continuity of Improvements**

All improvements shall be designed and installed so as to provide for a logical system of utilities, drainage and streets and to create continuity of improvements for the development of adjacent properties.

**Section 60.5 Reserved**

**Section 60.6 Permanent Markers**

The subdivider shall provide for permanent reference monuments or markers in the subdivision as required below:

- A. Each lot and block corner shall be marked with iron pipes or pins no less than one-half (1/2) inch in diameter and not less than eighteen (18) inches long at least one (1) inch below finished grade.
- B. Each subdivision corner shall be marked with a permanent concrete marker capped with a non-erosive metal plate set one (1) inch below the finished grade.
- C. Permanent bench marks shall be set to effectively serve the subdivision by a Registered Land Surveyor, licensed as such in the State of Oklahoma. Said bench marks shall be based on U.S.G.S. datum.

- D. Centerline street control points shall be installed at all intersections, point of curvature and point of tangency in the following manner:
  - 1. Chiseled x's on concrete streets; or
  - 2. P.K. nails on asphalt streets.

**Section 60.7 Street Improvements**

The subdivider of any subdivision design to be used for residential, commercial, industrial or other purposes shall lay out, grade and otherwise improve all streets that are designated on the approved plat or that directly serve the subdivision in accordance with the specifications of the City and in accordance with the following provision:

- A. The design of an improvement of an intersection of any new street with an existing State or Federal Highway shall be in accordance with the specifications of the Oklahoma Department of Transportation, but in no case shall the standard be less than the applicable specifications and requirements of these regulations or other applicable regulations of the City of Shawnee.
- B. The City of Shawnee will provide adequate engineering inspections and will bill the developer according to the fee schedule in Section 60.5.
- C. All driveways which connect with public streets or private streets shall be constructed in accordance with Section 60.17 of these regulations and where applicable, with the specifications of the Oklahoma Department of Transportation.
- D. Street surfacing shall be in accordance with the Transportation Plan and Street Standards as approved by the City Commission, and where applicable, the Oklahoma Department of Transportation.
- E. Whenever a subdivision contains a major street that requires a street facility that is more costly than is required to serve the future occupants of the subdivision, the subdivider shall be required to pay only the portion of the cost of the arterial street that would equal the cost of an improvement required to serve only the subdivision, as determined by the Planning Commission.
- F. Whenever a subdivision is adjacent to an already existing unpaved street, the subdivider will not be required to pave the entire breadth of said street but only half of the same street adjacent and parallel to said subdivision.
- G. Whenever a subdivision contains a half street approved by the Planning Commission under Article II, Section 40.2.1 of these regulations, the subdivider will be required to pave the half of the street dedicated.

- H. Street pavement projects proposed to be accepted by the City of Shawnee shall be submitted as follows:
1. A letter from the developer shall be submitted to the Board of City Commissioners of the City of Shawnee, and it shall describe the location of said street improvement projects, the construction costs, a certified copy of "record" plans executed by the developer's engineer shall be attached, and said letter shall contain a request for acceptance for operation and maintenance of the utility by the City of Shawnee.
  2. A letter from the Developer's engineer shall be submitted to the Board of City Commissioners of the City of Shawnee certifying that the construction of said utility was performed in full compliance with the approved plans and specifications.
  3. A materials testing laboratory report for each test performed on material incorporated in the construction shall be submitted to the Engineering Department of the City of Shawnee.
  4. A maintenance bond from the developer's contractor running to the City of Shawnee in the amount of one-hundred (100%) percent of the construction cost shall be submitted to the City of Shawnee for the first year, and ten (10%) percent for the next four (4) years subsequent to the acceptance of the utility by the City Commission of the City of Shawnee.

**Section 60.8 Private Roads**

Rural land not served by City water and sanitary sewer facilities shall be permitted the use of private roadways in either platted or unplatted areas and building permits may be issued to property owners abutting upon private roadways under the following conditions.

**60.8.1 General Requirements**

- A. The location of the private roadway easement shall be in compliance with the Transportation Plan Map and City Street Standards, regardless of the size of the abutting property.
- B. The private roadway easement shall be at least fifty (50) feet in width in the case of local streets, sixty (60) feet in width in the case of collector streets.
- C. All drives and curb cuts contained within the private roadway system shall comply with the curb cut and driveway regulations of the City of Shawnee and these regulations.
- D. The tracts, lots, sites, or parcels of land contained within the private roadway subdivision shall contain not less than two (2) acres each, including respective portions of the adjacent roadways. However, public right-of-way on section line roads is not to be included in the two (2) acre requirement.

- E. The nearest boundary of the property contained within the proposed subdivision must be more than one quarter (1/4) mile (1320') feet from sewer and water facilities furnished by the City. The measurement shall be the actual number of feet of sewer and/or water lines required to serve the property, to be determined by good engineering practices.
- F. A storm drainage shall be in compliance with Section 60.12 of this ordinance; open type bar ditches shall be prohibited; all storm water runoff must be contained within the street curb line and removed in a safe manner from the subdivision.
- G. The private roadway shall not be dedicated to the public but reserved for future dedication and, until such future dedication, it shall be the private roadway of abutting owners.
- H. Private roadways shall be surfaced and improved in accordance with the Transportation Plan Map and City Street Standards.
- I. The private roadway shall be maintained by the owners of the property within the subdivision.
- J. The City of Shawnee shall have no responsibility for the maintenance and repair of the private roadway or easement.
- K. If the property is platted, there shall be emblemized on the face of the plat, clearly conspicuous, a notice that the streets shall always be open to police, fire and other official vehicles of all State, Federal, County, and City Agencies, and subject to all traffic regulations of these agencies.
- L. Every deed shall clearly acknowledge that the roadway is private and not maintained by the City.
- M. All names for private roadways shall be approved by the Planning Commission in both platted and unplatted areas.

**60.8.2 Signage**

- A. The developer shall install street signs at the intersection of all private roadways. The markers shall conform in style and quality with the standard street markers adopted by the City. After initial installation, the street signs shall be maintained by the property owners within the subdivision.
- B. Prior to the sale of any parcel of land in the subdivision, a conspicuous sign shall be posted at the entrance into the subdivision, reading "Private Roadway Not Maintained by the City of Shawnee, Oklahoma". The sign shall meet the following specifications:

1. Twenty (20) gauge steel;
  2. Dimensions: Thirty-six inches by Forty-eight inches (36" X 48");
  3. Letters shall be three (3) inches high and block style;
  4. Color shall be red background and white reflective lettering;
  5. Sign shall be affixed on two (2) metal poles, with its lowest point not less than seven (7) feet above grade.
- C. After initial installation, the required street signs and the "Private Roadway . ." sign shall be maintained by the property owner within the subdivision. The property owners within the subdivision shall be given ten (10) days written notice by certified mail in the event a damaged, dilapidated, or faded street sign or "Private Roadway . ." sign is not replaced or repaired. Abatement of a public nuisance procedure, as outlined in the City Code, shall be followed in the event the sign is not replaced or repaired after the property owners have been given proper notice. Any cost for materials or labor suffered by the City shall be recovered directly from the property owners, or collected from the property owners by the Pottawatomie County Treasurer in the manner of prescribed by the laws of the State.

#### **60.8.3 Improvement to City Standards**

- A. At any time after the City recognized and permits the use of such private roadway, a petition of at least sixty (60%) percent of the owners in an area to improve and dedicate the street, shall bind all of the owners thereby to permanently improve the street or roadway in order for it to be considered for acceptance into the City's street system.
- B. If either City water or sewer facilities are provided to a private roadway subdivision they shall be installed in accordance with the City of Shawnee ordinance relating thereto.

#### **60.8.4 Resubdivision on Private Roads**

Resubdividing property roadways into tracts, lots, or parcels any part of which, when subdivided contains less than two (2) acres shall be prohibited.

### **Section 60.9 Water Facilities**

- A. The subdivider shall provide a water supply and distribution system to a proposed subdivision capable of meeting water use and fire protection requirements in accordance with these regulations and other applicable ordinances, standards and specifications.

- B. The subdivider shall, at his expense, provide a water system capable of supplying water to each lot within the subdivision. All such construction must comply with City standards and specifications and must be approved by the City Engineer.
- C. 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-quarter (1/4) mile (1320') 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 standards and specifications and must be approved by the City Engineer. The Planning Commission may vary these provisions under special circumstances.

**60.9.1 Water Main Extensions**

- A. Water Main Extensions are required to serve all new subdivisions or buildings whenever a subdivider develops property in one of the following manners:
  - 1. Property is subdivided into four (4) or more lots, tracts, parcels or building sites;
  - 2. Applies for a building permit to construct a commercial, industrial, institutional structure, or multiple family dwelling containing three (3) or more dwelling units, except as provided in the Shawnee Fire Protection Ordinance.
- B. Any lot, tract, or parcel of land for which a water extension is required in this section shall have water mains installed across frontages of all abutting streets. All such water mains shall be installed seven (7) feet back of the curb line.

**60.9.2 Sizing of Water Main Extensions**

- A. Water mains constructed along section line roads shall be twelve (12) inches in diameter. Water mains constructed along quarter section lines or along the closest street to be built to a quarter section line shall be eight (8) inches in diameter. All other water mains shall be six (6) inches in diameter. Location of water mains on section line roads shall be approved by the City Engineer and City Staff.
- B. Water mains constructed along section line roads shall connect to twelve (12) inch or greater diameter water mains.

**60.9.3 Water Supply for Fire Protection**

- A. The developer of any subdivision containing four (4) or more lots or building sites for single-family or two-family residents shall extend water mains for fire protection at his expense except as hereinafter provided. All sites other than single-family or two-family residents shall provide water main extensions for fire protection except as hereinafter provided.
- B. Water mains shall be interconnected to form a grid system. The length between interconnections shall not exceed the following:
- |              |           |
|--------------|-----------|
| 6 inch line  | 1200 feet |
| 8 inch line  | 2640 feet |
| 12 inch line | 6000 feet |
- C. The City Engineer shall not approve a water main supplying fire hydrants which is less than six (6) inches in diameter. Fire hydrants of a type and manufacture approved by the Fire Chief shall be available to serve the building site of all commercial, industrial, mercantile, educational, institutional, assembly, hotel, motel, single-family, two-family, multi-family, and mobile home park occupancies prior to the start of construction. In lieu of the required water line extension and fire hydrant installation, a developer may submit to the Fire Chief and City Commission for their approval an alternate fire protection plan for single-family and two-family residences in a subdivision containing less than four (4) building sites and for business occupancies other than mercantile, containing less than five thousand (5000) square feet of gross floor space. The alternate fire protection plan may include, but is not limited to, a special building requirement or an on-site water supply. The City Commission and Fire Chief may approve conditionally, or disapprove such plan after hearing such proposal and reviewing any other alternatives.
- D. Building plans for all new construction involving the occupancies listed in subsection "C" of this section shall show the location of fire hydrants on both public and private property as approved by the Fire Chief and the City Engineer of the City before any actual construction is undertaken.
- E. Hydrant location and standards shall be as follows:
1. All hydrants are to be installed according to City standards.
  2. No portion of a building with any occupancy listed in subsection "C" of this section shall be located more than three-hundred (300) feet from a hydrant; and
  3. Fire hydrants shall be located apart from buildings and be fully accessible from paved driveways, streets and fire lanes.

- F. The marking of fire lanes on private property, devoted to public use, shall be approved by the Fire Chief and Chief of Police of the City.
- G. Fire lanes and driveways shall be located so that all buildings served by them are accessible to fire equipment.
- H. The contractor or designated person in charge of any construction site for commercial, industrial, mercantile, educational, institutional, assembly, hotel, motel, single-family, duplexes, and multi-family dwelling or mobile home park uses shall provide and maintain an approved hard surface all-weather access fire lane, not less than twenty (20) feet in width, to be shown on approved site plans. Such access fire lane at beginning and during construction shall be at least a graded road bed with a gravel surface. At such time that construction has progressed to completion, the access lane shall be an approved hard surfaced, all-weather lane, before any occupant be allowed to occupy said structure.

**60.9.4 Engineering Plans for Water Mains**

The developer shall provide the City with copies of construction plans in accordance with the platting requirements section of these regulations. Upon approval by the Planning Commission, City Commission, and the Oklahoma State Department of Health, the Director or the City Engineer shall issue a "Notice to Proceed" for the approved water improvements. The developer shall not commence construction of water improvements until receiving said "Notice to Proceed".

**60.9.5 Responsibility of Developer for Cost of Water Main Extension**

- A. The developer shall be responsible for the full cost of constructing and/or extending all water mains to serve the development.
- B. Nothing herein shall be construed to prohibit a developer from entering into private agreement to share the cost of water main extensions.

**60.9.6 Water Connection Required**

Whenever a water main abuts any portion of a lot, parcel, or tract of land, connection to the public water supply system shall be mandatory. No building permits shall be issued for the construction of a new building without the owner/or contractor first paying to the City Clerk's office the water connection fee described in Section 60.9.7. The building or addition shall not be occupied until said connection to the public water supply system is completed. Building permits for the construction of detached accessory buildings and/or remodeling are exempt from the requirements of this section.

**60.9.7 Water Connection Fee**

No persons, firm, or corporation shall connect to the public water supply without first paying to the City Clerk's office the applicable water connection fee. The actual cost of installation shall be calculated as provided for in Section 25.42 of the Shawnee Municipal Code.

**60.9.8 Individual Wells**

Where an approved water supply is not available within one-quarter (1/4) mile (1320') as described in Section 60.9, the subdivision may be served by individual water wells. Individual water wells must meet Federal and State Drinking Water Standards.

- A. Individual water wells shall meet State Health Design Standards and construction specifications and should provide adequate capacity to meet domestic demand.
- B. 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, the water is available in adequate quantity and quality.
- C. As a fire protection measure, a minimum distance of fifty (50) feet separation between residential structures shall be maintained in any residential district utilizing private water wells as the main source of water.

**Section 60.10 Sanitary Sewer Systems**

- A. The subdivider shall provide a sewage collection and disposal system in accordance with these regulations and all other applicable ordinances, standards or regulations.
- B. The subdivider shall at his/her expense, install all sanitary sewers whenever a public sanitary sewer is reasonably accessible or procurable. 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-quarter (1/4) mile (1320') of the 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 stature, ordinance, regulation or policy accept sewage from the subdivision. The internal sanitary sewer system shall be available to each lot within the subdivision.
- C. Sanitary sewer projects proposed to be accepted by the City of Shawnee shall be submitted as follows:
  1. A letter from the Developer shall be submitted to the Board of City Commissioners of the City of Shawnee, and it shall describe the location of said sanitary sewers, the construction cost, a certified copy of "as built"

plans executed by the Developer's Engineer shall be attached, and said letter shall contain a request for acceptance for operation and maintenance of the utility by the City of Shawnee.

2. A letter from the Developer's Engineer shall be submitted to the Board of City Commissioners of the City of Shawnee certifying that the construction of said utility was performed in full compliance with approved plans and specifications.
  3. A maintenance bond from the Developer's contractor running to the City in the amount of ten (10%) percent of the construction cost shall be submitted to the City and said bond shall be for a period of two (2) years subsequent to the acceptance of the utility by the City Commission of the City of Shawnee.
- D. The City of Shawnee shall provide adequate engineering inspections and will bill the developer according to the fee schedule in Section 60.5.

#### **Section 60.11 Individual Sewage Disposal Systems**

In the event that construction of sanitary sewers is not feasible, as determined by the City Engineer, the subdivider may install individual sewage disposal systems; such systems shall be installed in accordance with the recommendations and requirements of the Oklahoma Department of Environmental Quality, as per Engineering Bulletin #600, "Septic Tank and Subsurface Tile Systems", as approved or subsequently amended and State Statutes 63-171, Section 1-190 such systems shall be constructed under the supervision of the Building Inspector and shall conform to the following provisions:

- A. Each lot shall have approved percolation results by the State Health Department prior to approval of the Final Plat;
- B. The lot shall contain adequate area for the installation of a minimum of four-hundred (400) feet of septic tank lateral lines;
- C. No part of any septic tank or laterals shall be located closer than twenty (20) feet to the rear of the building line, and no closer than five (5) feet to any property line.
- D. Minimum lot standards shall be required in Section 40.2.6, B.5 of these regulations.

#### **Section 60.12 Storm Sewers and Drainage**

- A. The Planning Commission shall not approve any plat or subdivision which does not meet the requirement of these regulations, the Shawnee Municipal Code, or any ordinances or regulations relating thereto.

- B. Storm drainage facilities, when required shall be designed by methods outlined in the Shawnee Municipal Code, and any ordinances or regulations relating thereto. A copy of design computations shall be submitted with all drainage plans.
- C. In all cases, the storm drainage system shall be separate and independent of any sanitary sewer system.
- D. Each lot, site and block within a plat or subdivision shall be adequately drained as prescribed by these regulations and all other ordinances and regulations.
- E. No lot or site within a plat or subdivision shall derive sole access to a public street through a Regulatory Floodway unless such access shall be designed to remain open under Base Flood or 100 year Floodplain conditions.
- F. Areas subject to inundation under Base Flood conditions shall be indicated with a minimum floor elevation of each lot so affected on a certified copy of the Recorded Final Plat. The Planning Commission and the City Commission may, when it deems necessary for health, safety, or welfare or the present and future population, place restrictions on the subdivision, design, and use of areas within or affecting 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 all ordinances and regulations relating thereto.

**60.12.1 Responsibility for Improvements**

It is intended by this section that the improvements of primary drainage (NFIP Flood Plain Designation) and major river channels shall be the long range responsibility of the Developer and the community as a whole since the developer and the whole community are benefitted materially. The Developer of land or improvements within an area containing a primary drainage channel shall design, plan and carry out his developments in a manner that will not interfere with or restrict the natural flow of water of materially change the condition of runoff within the calculated area below the one hundred (100) flood elevation. Increased runoff and changes in Primary Drainage areas shall be the responsibility of the developer and shall be made in accordance with the provisions of this section. Primary drainage channels can be left in their natural condition, providing that the entire 100 year flood plain is reserved from development and the center line of the channel bottom is no closer than 100 feet from platted lot lines. **Primary.** Primary drainage channels altered, realigned, graded or changed in any way from its natural state by the developer of land, shall at a minimum have an improved channel bottom (width) of

sufficient capacity to carry five (5%) percent of the calculated 100 year storm water flows or six (6) feet in width, whichever is greater. The remaining section of the channel shall have such capacity to discharge the entire 100 year flows plus one (1) foot of free board. Sodding or other methods of erosion control as required by the City Engineer, shall be installed adjacent to the improved channel bottom on slopes not to exceed 3 to 1. The improvements of secondary drainage channels shall be the responsibility of the developer, since the primary benefit is to the area served by the secondary channel and not to the community as a whole.

**60.12.1.1 Detention Requirements**

- A. Detention is required for all residential development of five (5) acres or more, and for all other development, i.e., industrial, commercial areas, regardless of size of tract. Peak release rates from developments shall not exceed the natural runoff that occurred before development for all storms up to and including the 100 year storm.
- B. Residential Development less than five (5) acres may also be required by the City Engineer to have detention if location of developments site with respect to the watershed and its inherent flooding problems warrant it.
- C. When it has been determined by the City Engineer that the runoff from the development of land will not adversely impact nor raise water surface elevations to properties adjacent to or downstream from the development, then, the City may accept a fee in lieu of requiring on-site detention facilities.
  - 1. The fee-in-lieu of providing detention facilities shall be established by ordinance. Recommend \$0.10 per square foot of impervious area within development.

**60.12.2 Methods of Calculating Stream Flow and Runoff**

The maximum condition of rainfall for one hundred (100) year frequency shall be used for the purpose of determining all runoff for the sizing of drainage channels and structures, unless otherwise specified herein. The Rational Method will be accepted as adequate for drainage areas up to twenty (20) acres. For larger areas, the U.S. Army Corps of Engineers, Hydraulic Engineering Circular (HEC) one (1) and two (2), or HEC-RAS shall be used. Other watershed modeling methodologies may be used if approved by the City Engineer.

A. Rational Method:

$Q = CIA$

Where:

Q= Flow in cubic feet per second.

C= Runoff coefficient for specific basin, based on % imperviousness, type of land use, soil types, and slope of ground.

I= Rainfall intensity, in/hr. Intensity duration curves acceptable for Shawnee as shown on Figure 2.1.

A= Drainage basin size in acres.

- B. Culverts, bridges, and other drainage structures shall be constructed in accordance with the specifications and design criteria of the City when the City shall have present or future maintenance responsibility.

Figure 2.1

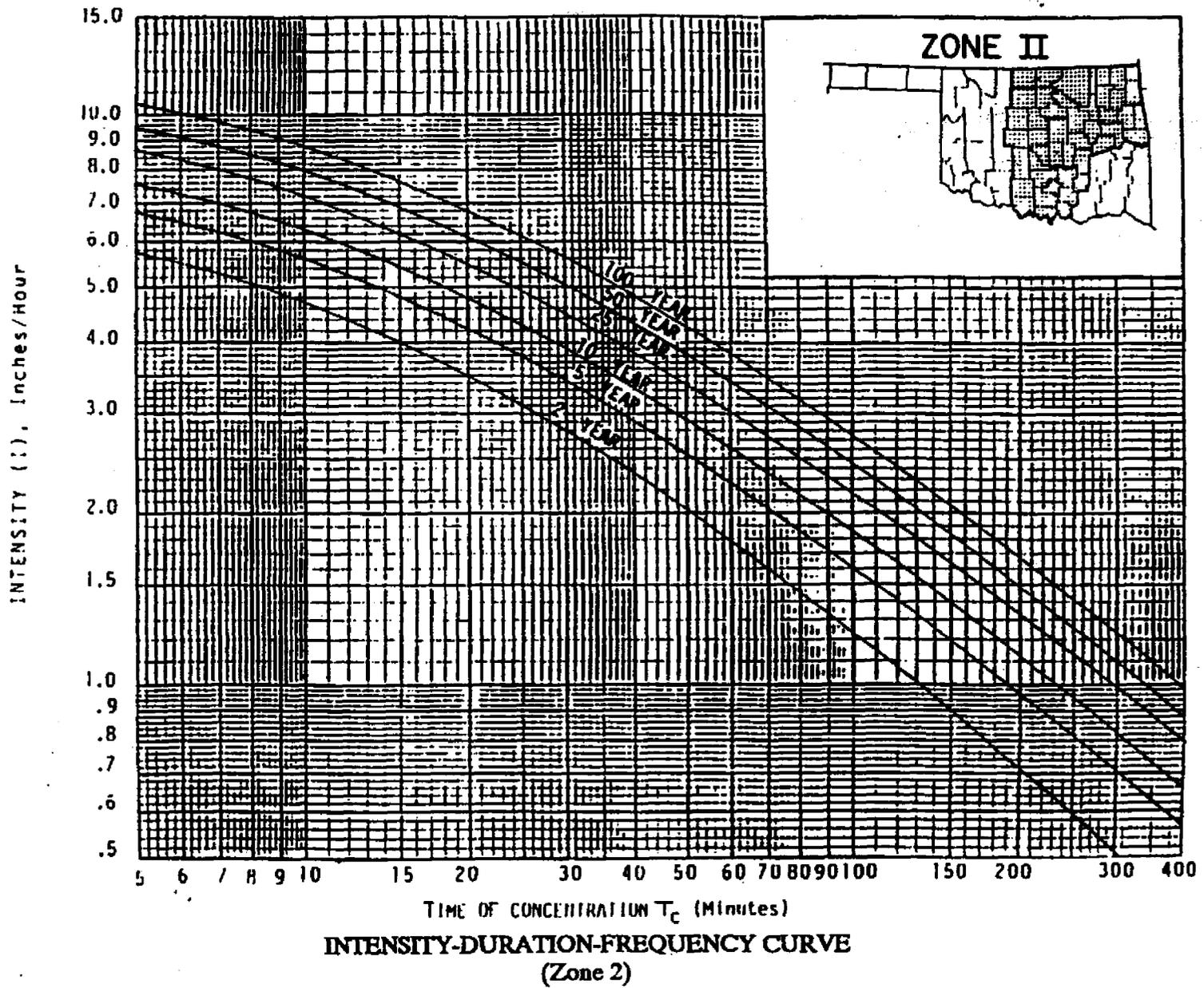


Figure 2.1

**60.12.3 Secondary Drainage Channels and Surface Drainage**

All secondary drainage channels which are within, or immediately adjacent to, and improvement, development or subdivision shall be protected and improved by the Developer as follows:

- A. All land having an elevation below the fifty (50) year maximum flood elevation for the final improved channel shall be dedicated for the purpose of providing drainage, for public park, or utility easement use.
- B. Secondary drainage channels which have a primary function of collecting surface water from adjacent properties or intercepting and diverting side hill drainage shall be improved open channels.
- C. Secondary drainage channels which have a primary function of transporting water through the block or collecting water from cross channels and which have a drainage area of less than forty (40) acres, shall be an improved open or closed storm sewers; and where the secondary drainage channel has a drainage area of greater than forty (40) acres, an improved open or closed storm sewer shall be provided. When the unit area to be drained is less than four (4) acres, the City Engineer may modify the requirements of the first part of this provision to permit a paved open channel, designed for use as a sidewalk, having a minimum width of four (4) feet and provided with six (6) inch curbs, when designed to serve any common recreation or open space, public or private.
- D. Site improvement shall provide for the grading of all building pads to an elevation where all building pads will not be subject to inundation from a one-hundred (100) year frequency flood, and in a manner that will provide for the rapid run-off of storm water. Mobile home placement pads shall be elevated to one (1) foot above the one-hundred (100) year flood plain. Substantial improvements to existing structures within the one-hundred (100) year flood plain will be subject to all regulations and requirements of these regulations.

New construction or substantial improvements of residential or non-residential structures (including prefabricated homes) and accessory buildings shall have the lowest floor (including basements) elevated to one (1) foot above the level of the one-hundred (100) year frequency flood. Non-residential structures and accessory buildings may meet this requirement by flood proofing the structures, including utility and sanitary facilities, up to one foot above the level of the one-hundred (100) year frequency flood.

- E. A drainage channel shall not be located in a street easement unless it is placed in an enclosed storm sewer except under the following conditions:

1. Where a paved street surface of at least two lanes is provided on both sides of a paved channel so as to provide access to abutting properties; or
  2. Where lots are platted to back up to the street right-of-way where the drainage channel is located between the rear of the lot line and the paved street, and further provided that at no time in the future shall access be allowed or constructed over the open drainage channel to the rear of a lot so platted. For the purpose of these regulations, a lot which side are not considered to back up to a public street is not considered to back up to the street right-of-way.
  3. When a condition outlined in either (1) or (2) above is present, adequate space adjacent to the channel shall be dedicated as right-of-way to provide for maintenance of the paved drainage channel and its unpaved bank.
- F. In single family residential, duplex, or mobile home developments, site grading shall be carried out in such a manner that surface water from each dwelling lot will flow directly to a storm sewer, improved channel, sodded swale, or paved street without crossing more than four (4) adjacent lots.
- G. Surface water collected in streets shall be diverted to storm drains at satisfactory intervals to prevent overflow of six (6) inch high curbs during a twenty-five (25) year frequency rain for the area and grades involved. Drainage area allowed for surface flow on streets at point of diversion shall not exceed ten (10) acres, regardless of flow.
- H. Drainage easement of satisfactory width to provide working room for construction and maintenance shall be provided for all storm sewers and improved open channels and for open channels, the minimum width shall be that width necessary to contain the one-hundred (100) year storm flows (including free board) plus ten (10) additional feet for maintenance access.
- I. Improved open channels shall have a section that will carry the runoff from a rain of one-hundred (100) year frequency plus one (1) foot of freeboard. Whenever an open improved channel is required it shall be one of the following types (1) grass-lined-sodded, (2) concrete lined, (3) rock lined in wire baskets (gabions), (4) other lining types, i.e. Enkamat, erosion control blankets, interlocking brick, erosion control mattresses, etc. The channel bottom shall be protected to prevent scour and erosion by providing at a minimum, a lined improved bottom of sufficient width (minimum of six (6) feet) to carry five (5%) percent of the one-hundred (100) year storm flows. Bare earthen channel bottoms shall not be acceptable. Grass lined Channel bottoms, where flow velocities exceed four (4) feet per second, shall be installed with an approved root

reinforcement system to control erosion. The remaining section of channel shall have such capacity to discharge the entire one-hundred (100) storm flow plus one (1) foot of freeboard. Sodding or other methods of erosion protection, as required by the City Engineer, shall be installed adjacent to the improved channel bottom on slopes not to exceed 3 to 1 (preferably 4 to 1).

1. Flow velocities in channels: Velocities shall not exceed four (4) feet per second for sections sodded in grass. Velocities in concrete lined, or other approved material, sections shall not exceed fifteen (15) feet per second. The dissipation of energy shall be required at the confluence of improved channels with natural channels through the use of dissipaters, baffles, and etc.
2. Design criteria: For concrete and rock lined improved channels, the thickness requirement will be minimum six (6) inches of concrete or nine (9) inches of rock enclosed in baskets, for stream velocities less than nine (9) feet per second. For channel velocities greater than 9 feet per second, concrete thickness (with reinforcement) shall be engineering designed taking into account parameters such as velocity, depth of flow, Froude number, etc. for the specific site in question, and rock thickness shall be minimum of twelve (12) inches thick.

Criteria for the design of channels with linings other than grass, rock, or concrete will be dependent on the manufacture's recommendation for the specific product proposed to be used. The developer will be required to submit the technical data in support of the proposed material. Additional information or calculations may be requested by the City Engineer to verify assumptions or design criteria.

#### **60.12.4 Major River Channel Requirements**

All major river channels which are located within or immediately adjacent to an improvement or subdivision shall be protected and improved by the developer as follows:

- A. All land for an elevation below the fifty (50) year maximum flood elevation for the final improved channel shall be dedicated for the purpose of providing drainage and/or utility easement use.
- B. The existing channel shall be cleaned to provide free flow of water, straightened, widened, leveed or diked, or otherwise improved to the extent required to prevent overflow from a fifty (50) year frequency flood.

- C. Site improvements for residential buildings must have the lower floor (including basement) elevated to one (1) foot above the one-hundred (100) year flood level. Mobile home placement pads shall be elevated to one (1) foot above the one-hundred (100) year frequency flood.
- D. New construction or substantial improvements of non-residential structures and accessory buildings must have the lowest floor (including basement) elevated to one (1) foot above the one-hundred (100) year flood plain or floodproofed including utility and sanitary facilities up to one (1) foot above the level of the one-hundred (100) year flood.
- E. Fill, grading measures, and building floodproofing measures shall be approved by the City Engineer. The minimum standard shall apply as set forth in the "Flood-proofing Regulations" prepared by the office of the Chief of Engineers, U.S. Army, Washington, D.C., June 1972 or as amended.

**60.12.5 Requirements Relating to Improvements**

Cost of construction of bridges and culverts at arterial streets and major thoroughfares will be borne by the City of Shawnee. The City of Shawnee may participate in the cost of construction of bridges and culverts at collector streets where the required hydraulic cross-section of the bridge or culvert is greater than forty (40) square feet, provided in any event that participation of the City of Shawnee is subject to the availability of funds. Cost to be borne by the City of Shawnee will be determined by the following formula, to wit:

Total cost of bridge or culvert divided by the square feet of required hydraulic cross-section all multiplied by the square feet or required hydraulic cross-section less forty (40) square feet. Nothing in this section shall be construed to prevent owner or owners from bearing all costs if he or they so desire.

**60.12.6 Improvements Required by Planning Commission**

When the Planning Commission, subsequent to the submission by a developer of a Preliminary plat, requires a bridge or culvert at a residential street and the required hydraulic cross-section is greater than forty (40) square feet, the City of Shawnee may participate in the cost of construction of the bridge or culvert in the same manner as provided for in Section 60.12.5.

**60.12.7 Bridge and Culvert Requirements**

All flow of water across continuous streets or alleys shall be through culverts or bridges. Bridges and culverts shall be sized to accommodate a fifty (50) year frequency rain, without increasing the depth of flow in the channel by more than one (1) foot. Design of bridges and culverts shall conform to City of Shawnee Construction Specifications.

**60.12.8 Closed Storm Sewers**

Closed storm sewers shall be constructed of precast or prefabricated pipe or built in place of closed box design to conform with the City of Shawnee Construction Specifications. Sizing shall be calculated by the Manning Formula. Provided that storm sewers carrying runoff from streets may be designed to serve a ten (10) year frequency rain for the drainage area involved, provided that overflow from a one-hundred (100) year frequency rain can reach a suitable outlet without inundating any building pad.

**60.12.10 Areas Outside Subdivision**

City of Shawnee reserves the right to require off-site improvements to preclude any backup of tail water inundating from any areas outside of the dedicated drainage easements in the subdivision as a result of a fifty (50) year flood.

**60.12.11 Administration**

Prior to authorization of any building permit by the Building Inspector, the City Engineer shall review and approve all such stream flow and runoff calculations as he may require of a developer under the terms of this ordinance, and the City Engineer shall have final authority of engineering interpretations of all required fifty (50) and one-hundred (100) year flood elevations necessary to determine compliance to this section. He shall also be responsible for coordinating municipal programs of corrective or preventive measures for reducing flood damage.

**60.12.12 Application of Provisions**

The flood-prone area provisions of this ordinance shall apply to all lands, tract, parcels or lots in part or whole which are transversed by, encompassed by or lying within two-hundred (200) feet of the external boundaries of the delineated flood plain for the water course as shown on the Official Flood Plain Maps.

The location and boundaries of the flood plain are shown upon the "Official Flood Plain Maps" of the City of Shawnee, which are hereby incorporated into this regulation and placed on file in the office of the City Clerk. The said maps, together with everything shown thereon and all amendments thereto, shall be as much a part of this section as if fully set forth and described herein. Application of this ordinance may be modified on portions of major river channels, primary channels, and secondary channels only by specific application of "Type 15" or "Type 19" Federal Insurance Administration Studies (Flood Hazard Boundary Maps) as completed and received from the Administrator.

The boundaries of the flood plain shall be as they appear on the Official Flood Plain Maps kept on file with the City Clerk. The boundary lines on the map shall be determined by the use of the scale appearing on the map. Where there is a conflict between the boundary lines on a map and actual field conditions, the dispute shall be settled by the City Engineer. In all cases, the person

contesting the location of the boundary shall be given a reasonable opportunity to present his case to the City Engineer and to submit his own technical evidence if he so desires. The City Engineer shall not allow deviations from the boundary line as mapped unless the evidence clearly and conclusively establishes the mapped location of the line is incorrect.

#### **60.12.13 Flood Prone Areas**

The following provisions apply only to lands designated as "Flood Prone Areas". Special review and control measures shall be required to assure protection from flooding as set forth:

- A. A special review of building permits in flood-prone areas. No permit shall be issued for new development or for the start of new construction or for expansion or additional construction to existing structures for any residential or non-residential structure or accessory building including prefabricated or mobile homes unless the application for permit is submitted accompanied by the following information for review:
1. Plans in triplicate drawn to scale showing the nature, location dimensions, and elevation of the lot, existing or proposed structures, fill, storage of materials, floodproofing measures, and the relationship of the above to the location of the channel.
  2. A typical valley cross-section showing the channel of the stream, elevation of land areas adjoining each side of the channel, cross-sectional areas to be occupied by the proposed development and high water information.
  3. Plans (surface view) showing elevations and contours of the ground; pertinent structures, fill or storage elevations, size, location, and spatial arrangement of all proposed and existing structures on the site; location and elevations of streets, water supply, sanitary facilities; photographs showing existing land uses and vegetation upstream and downstream, soil types, and other pertinent information.
  4. A profile showing the slope of the bottom of the channel of flow line of the stream. This profile shall cover a minimum of three-hundred (300) feet upstream and downstream from the property limits unless additional information is requested by the City Engineer.
  5. Specifications for building construction and materials, flood-proofing, filling, dredging, grading, channel improvements, storage or materials, water supply, and sanitary facilities.
  6. Copies of all other permits required by State or Federal law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- B. Use restrictions in designated floodway. When floodway data has been provided by the Federal Insurance Administrator, the following control measure will apply to that portion of the

floodway outside of the dedicated channel as required by the regulation.

1. Fill or encroachments are prohibited within the designated floodway that would impair its ability to carry and discharge waters resulting from the one-hundred (100) year flood.
2. The designation of the floodway shall be based on the principle that the area chosen for the floodway be designed to carry the waters of the one-hundred (100) year flood without increasing the water surface elevation of that flood more than one (1) foot at any point.
3. No structure, improvement or development, temporary or permanent, shall be constructed in the floodway, nor shall any obstruction, fill or storage of goods, materials or equipment be permitted within the floodway.
4. Existing non-conforming uses in the floodway shall not be expanded but may be modified, altered or repaired to incorporate flood-proofing measures provided such measures do not raise the level of the one-hundred (100) year flood.

#### **60.12.14 Storm Sewer and Drainage Channel Projects**

Storm sewer and drainage channel projects proposed to be accepted by the City of Shawnee shall be submitted as follows:

- A. A letter from the developer shall be submitted to the Board of City Commissioners of the City of Shawnee and it shall describe the location of said storm sewers and drainage channels, the construction cost, a certified copy of "as built" plans executed by the Developer's Engineer shall be attached and said letter shall contain a request for acceptance for operation and maintenance of the utility by the City of Shawnee.
- B. A letter from the Developer's Engineer shall be submitted to the Board of City Commissioners of the City of Shawnee certifying that the construction of said utility was performed in full compliance with approved plans and specifications.
- C. A maintenance bond from the Developer's Contractor running to the City of Shawnee in the amount of ten percent (10%) of the construction cost shall be submitted to the City subsequent to the acceptance of the utility by the City of Commission of the City.

#### **60.13 Street Lighting**

- A. The subdivider shall be responsible for having street lighting installed in all subdivisions and shall be responsible for all installation costs.
- B. A street light standard of thirty (30) feet mounting height shall be installed at all street intersections, at the end of cul-de-sacs, and at intermittent spacing necessary to produce

a minimum of 0.6 maintained foot candles for collector streets and 0.4 maintained foot candles for local streets with a uniformity ratio not exceeding 3 to 1. Luminaries shall have a minimum one-hundred seventy-five (175) watt high intensity discharge lamps.

**Section 60.14 Street Signs**

All street signs shall be furnished at the expense of the subdivider, at each intersection within the subdivision and shall conform to the manual on Uniform Traffic Control Devices, U.S. Department of Transportation, Federal Highway Administration. Street signs shall be supplied and installed by the Public Works Department.

**Section 60.15 Trees**

- A. The subdivider shall plant trees in new subdivisions that are not located in wooded areas. Before the trees are planted, the subdivider shall submit a plan of such planting to the Planning Commission for its study and recommendation in order to prevent the planting of certain species that could become nuisances either because of insects or disease or because they might unduly interfere with sewer mains or other utilities. The planting of trees in street easements shall be a minimum distance of four (4) feet from the curb.
- B. Planting and maintenance of all trees and landscaping shall be in accordance with Chapter 26 of the Shawnee Municipal Code.

**Section 60.16 Driveways**

- All driveways and approaches shall meet the following requirements:
- A. All driveways and approaches within the RE, R-1, R-2, and R-3 zoning districts shall:
    - 1. Maintain on the entire length of the driveway, a minimum width of eighteen (18) feet.
    - 2. Maintain a minimum curb radius of five (5) feet or a California type driveway.
  - B. All commercial driveway approaches shall maintain a minimum curb radius of fifteen (15) feet.
  - C. All driveways shall be improved to City Standards and Specifications and in accordance with Chapter 23, Article III of the Shawnee Municipal Code.

## ARTICLE VII

### ASSURANCE FOR COMPLETION OF IMPROVEMENTS

**Sections:**

- 70.1      **General**
- 70.2      **Inspection of Improvements**
- 70.3      **Subdivision Improvement Guarantee**
- 70.4      **Time Limit for Completion of Improvements**
- 70.5      **Maintenance of Improvements**
- 70.6      **Issuance of Certificate of Occupancy**

**Section 70.1      General**

- A.      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 approved by the City Engineer, Planning Commission, and City Commission. The subdivider may submit a construction phasing plan.
  
- B.      The applicant shall build and pay for all costs of temporary improvements required by the Planning Commission and City Commission, and shall maintain same for the period specified.
  
- C.      All required improvements shall be made by the applicant, at his/her expense, without reimbursement by the City or any improvement district therein, except where approved by the City Commission.
  
- D.      Approval shall be deemed to have expired in subdivisions for which no assurances for completion has been posted and the improvements have not been completed within the period specified by the provisions of these regulations. In those cases where a performance bond or other instrument has been required and improvements have not been completed within the terms of said performance bond or other instrument, the City Commission may declare the bond to be in default and require that all the improvements be installed.

**Section 70.2      Inspection of Improvements**

- A.      Engineering inspection of required improvements shall be provided by the City of Shawnee. The subdivider shall be responsible for inspection fees as required in Section 60.5. If the City Engineer finds, upon final inspection that any of the improvements have not been constructed in accordance with City construction standards and specifications, the subdivider shall be responsible for completing the improvement.
  
- B.      The City Commission shall not accept dedications of required improvements, nor release, nor reduce a performance bond, until the Director has submitted a certificate stating that all requirements have been satisfactorily completed. Also,

the applicant's engineer or surveyor registered in the State of Oklahoma, shall submit to the City Engineer four (4) copies of "record" survey plans of the subdivision, indicating location, dimensions, materials, and other information required by the City Commission. The "as built" plans shall illustrate that the layout of the line and grade of all public improvements are in accordance with construction plans for the subdivision and that said improvements are ready for dedication to the local government and are free and clear of any and all liens and encumbrances. Upon said approval and recommendations, the City Commission shall accept the improvements in accordance with established procedure.

**Section 70.3 Subdivision Improvement Guarantee**

Completion of the required improvements may be assured by one of the following methods:

- A. Prior to recording the Final Plat, or in the case of an approved Planned Unit Development as per these regulations, prior to the issuance of a building permit, the subdivider shall complete, in accordance with the approved construction plans, all improvements required in these regulations as specified in the Final Plat, and/or Planned Unit Development Master Plan and Master Development Plan Map, and when required, shall dedicate same to the City in accordance with these regulations. The Final Plat shall be held by the Planning Commission and signed by the City Commission only after satisfactory completion and acceptance of the required improvements.
  
- B. In lieu of completion of all improvements prior to Final Plat recording, the City Commission may, at its discretion, enter into an agreement with the subdivider, whereby the subdivider shall guarantee to complete all improvements as may be specified by the Planning Commission and approved by the City Commission. To secure this agreement, the subdivider shall provide, subject to the approval of the City Commission one of the following guarantees.
  1. *Surety Performance Bonds.* The subdivider shall file a surety bond with the City of Shawnee, as set forth herein the amount of one-hundred ten (110%) percent of the estimated construction costs of the required improvements. A Professional Engineer shall furnish estimates of the costs of all required improvements and utilities to the City Engineer who shall review the estimates in order to determine the adequacy of the bond for insuring the construction of the required facilities. All dedications, easements and improvements relative to the Final Plat and to the surety bond shall be brought before the City Commission for their acceptance. Upon

such acceptance, the applicant shall file the Final Plat with the Pottawatomie County Clerk. The bond shall be released when all improvements are certified as completed by the Director, accepted by the City Commission, and a copy of the "record" plans on linen, or other acceptable reproducible material, prepared by a Professional Engineer, showing the location of all improvements is submitted to the Director.

2. *Escrow Account.* The subdivider shall deposit cash, or other instrument readily convertible into cash at face value, either with the City of Shawnee, 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 Commission. The amount of the deposit shall be one-hundred ten (110%) percent of the full amount of the cost of the required improvements, as estimated by a Professional Engineer and approved by the City Engineer. In the case of any escrow account, the subdivider shall file with the City Commission 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 Commission 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 said improvements, the financial institution shall immediately make the funds in said account available to the City for use in the completion of those improvements.
3. *Letter of Credit.* Subject to the approval of the City Commission, the subdivider shall provide a letter of credit from a bank or other reputable institution or individual. This letter shall be submitted to the City Commission and shall certify the following:
  - a. That the creditor does guarantee funds equivalent to 110% of the full amount as estimated by a Professional Engineer and approved by the City Engineer.
  - b. That, in case of failure on the part of the subdivider to complete the specified improvements within the required time period, the creditor shall pay to the City of Shawnee immediately, and without further action, such funds as are necessary to finance the completion of those improvements, up to the limit of the credit stated in the letter; and
  - c. The letter of credit may not be withdrawn, or reduced in amount, until approved by the City Commission according to provisions of this section.

**Section 70.4 Time Limit for Completion of Improvements**

- A. The period within which required improvements must be completed shall be specified by the Planning Commission in approving the Final Plat and shall be incorporated in the bond or other instrument and shall not in any event exceed two (2) years from date of final approval of the plat or surety bond whichever is later.
  
- B. The Planning Commission may, upon application of the subdivider and upon proof of hardship, recommend to the City Commission extension of the completion date set forth in such bond or other instrument for a maximum period of one (1) additional year. Such extension shall be granted no more than two (2) times. Each application for extension shall be accompanied by an updated estimate of construction costs prepared by a Professional Engineer.

**Section 70.5 Maintenance of Improvements**

- A. The contractor shall be required to maintain all improvements on the individual subdivided lots and on streets until acceptance of said improvements by the City Commission. Upon dedication to and acceptance by the City Commission of all public improvements, maintenance bonds shall be posted and submitted to the Director according to procedures established by the Director.
  
- B. Maintenance bonds shall be filed in the following amounts:
  - 1. Paving: One Hundred percent (100%) for one (1) year and Ten percent (10%) for four (4) years thereafter.
  - 2. Water, sewer, and storm sewer: Ten percent (10%) for two (2) years.
  
- C. The maintenance of sidewalks constructed by the developer as part of the subdivision improvement shall be the responsibility of the developer until said improvements are inspected and approved by the City Engineer as per the Shawnee Municipal Code.

**Section 70.6 Issuance of Certificate of Occupancy**

Where a surety bond or other instrument is required for a subdivision, no Certificate of Occupancy for any building in the subdivision, or any approved phase, shall be issued prior to the completion of the improvement and dedication and acceptance of the same by the City Commission.

ARTICLE VIII

PLATTING PROCEDURES

Sections:

- 80.1 General Procedures
- 80.2 Preliminary Plat Preparation and Approval Procedure
  - 80.2.1 Submission Requirements
  - 80.2.2 Certification of Design
  - 80.2.3 General Requirements
  - 80.2.4 Contents of Preliminary Plat
  - 80.2.5 Statistical Data
  - 80.2.6 Preliminary Engineering Design
  - 80.2.7 Filing Fee
  - 80.2.8 Planning Commission Action
- 80.3 Final Plat Preparation and Approval Procedures
  - 80.3.1 Timing of Submission
  - 80.3.2 Submission Requirements
  - 80.3.3 General Requirements
  - 80.3.4 Planned Shopping Center District
  - 80.3.5 Contents of Final Plat
  - 80.3.6 Statistical Data
  - 80.3.7 Filing Fee
  - 80.3.8 Planning Commission Action
  - 80.3.9 City Commission Action
  - 80.3.10 Recording of Final Plat
- 80.4 Construction Plans
  - 80.4.1 General Requirements
  - 80.4.2 Final Construction Plans

Section 80.1 General Procedures

- A. *Design Review.* For all cases subdividing within the City of Shawnee, the subdivider shall be required to submit subdivision plans and documents as specified by these regulations and applicable sections of the City Code to the Department of Community Development. Such submission is required twenty-eight (28) days prior to the date of the Planning Commission meeting at which it is to be considered. Upon acceptance of the application, the Director shall transmit the proposal to various City Departments for internal review. When all internal reviews have been completed and all required changes have been made, the application shall be scheduled for the next appropriate Planning Commission meeting.
  
- B. *Agenda.* Each item submitted for approval shall be placed on the agenda of the Planning Commission (only after fulfilling the appropriate requirements of these regulations). However, a Preliminary Plat not meeting all the requirements may be submitted providing the subdivider presents with the plat application a written request for specific variations, explaining the reasons therefore.

- C. *Outside Review.* For any subdivision proposing the use of water wells and/or septic tanks, the subdivider shall submit a copy of the Preliminary Plat and Final Plat to the Health Department for review. Comments from the Health Department shall be forwarded to the Director prior to placing the item on the agenda.

**Section 80.2 Preliminary Plat Preparation and Approval Procedure**

The subdivider shall prepare a Preliminary Plat for submission to the Planning Commission. It shall conform to the minimum requirements of the Comprehensive Plan for the City of Shawnee. The Preliminary Plat shall include all contiguous land partially or fully owned or under option by the applicant. The applicant must submit all required documents as specified in this section before the Planning Commission can commence Preliminary Plat review.

**80.2.1 Submission Requirements**

The applicant shall submit the following as Preliminary Plat application:

- A. Application form supplied by the Planning Department of the City of Shawnee.
- B. Twelve (12) white background prints of the Preliminary Plat submitted to the Planning Department at least twenty-eight (28) days prior to the meeting at which the Preliminary Plat is to be considered and five (5) copies of any supporting maps.
- C. A filing fee as set forth in Section 80.2.7.

**80.2.2 Certification of Design**

The Preliminary Plat shall be accompanied by a statement signed by the Professional Engineer preparing the plat that they have, to the best of their ability, designed the subdivision in accordance with the Comprehensive Plan with which they are completely familiar, and in accordance with the ordinances and regulations governing the subdivision of land except where a variance is requested in writing and the reasons for which are clearly stated.

**80.2.3 General Requirements**

- A. The Preliminary Plat and all supporting maps shall be prepared in pen or pencil at a minimum scale of one hundred (100) feet to one inch on one or more 24" X 36" sheets. If more than two sheets are required, these shall be matchline sheets and an index sheet of the same dimensions or a map insert showing the entire subdivision shall accompany the Preliminary Plat. 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 Two hundred (200) feet to the inch on one or more 24" X 36" sheets. The Preliminary Plat and all supporting maps shall be

hundred (200) feet to the inch on one or more 24" X 36" sheets. The Preliminary Plat and all supporting maps shall be legible, showing the map scale, a North arrow, and date of preparation.

- B. The subdivision name shall be indicated on the Preliminary Plat in the following manner:
  - 1. Name of the subdivision or development, if the property is within an existing subdivision or development.
  - 2. The proposed subdivision name, if not within a previously platted subdivision or the name of a previously approved, but not recorded subdivision.
  - 3. Name of the property, as it is commonly or locally known, if no subdivision name has been chosen.
  
- C. A key map and description shall be shown on the Preliminary Plat accurately locating the property by lot, section, U.S. survey and congressional township lines, county boundaries, City limits or incorporated areas, sewer districts, public water supply and drainage districts, school districts, and other public districts. The insert map shall identify the arterial streets bounding the section and shall approximately locate the actual project site.
  
- D. The following requirements concerning ownership shall be indicated on the Preliminary Plat:
  - 1. 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;
  - 2. The applicant shall file with the Preliminary Plat an affidavit certifying the owner(s) of record of the land included in the proposed subdivision;
  - 3. A description of any existing legal rights-of-way or easements affecting the property;
  - 4. A copy of any existing covenants on the property, if any;
  - 5. 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.

**80.2.4 Contents of Preliminary Plat**

The Preliminary Plat shall contain or show the following information:

- A. The scale, north point, and date;
  
- B. The proposed name of the subdivision and the wording "Preliminary Plat";
  
- C. The names and addresses of the owners of record, the subdivider and the professional engineer preparing the plat;

- D. A key map showing the location of the proposed subdivision referenced to existing or proposed major streets and to government section lines, and including the boundaries and number of acres of the drainage area of which the proposed subdivision is a part at a scale of 1" = 2000';
- E. Names, with location of intersecting boundary lines, of adjoining subdivision, and location of City Limits, if falling within or immediately adjoining the tract;
- F. A topographic map showing existing contours with intervals not to exceed two (2) feet referenced to a United States Geological Survey or Geodetic Survey bench mark or monument.
- G. The location of existing property lines, existing easements, buildings, fences, and other existing features within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property; provided, however, that actual measured distances shall not be required.
- H. The location of any natural features, such as watercourses, waterbodies, flood hazard areas, tree masses, steep slopes, or rock outcroppings, within the area to be subdivided and similar facts regarding existing conditions on immediately adjacent property.
- I. The location, width, and name of all existing or platted streets or other public ways within or immediately adjacent to the tract.
- J. The location, size, and elevations of all existing sewers, water mains, culverts and other drainage facilities within the tract and on immediately adjacent property.
- K. Proposed fill or other structure elevating techniques, levees, channel modification, and other methods to overcome flood or erosion related hazards. Such fill and compaction shall be in conformance with the BOCA Building Code.
- L. The location of all existing or abandoned oil and gas wells, oil or gas pipelines, and other appurtenances associated with extraction, production, and distribution of petroleum products and all related easements on the site or on immediately adjacent property.
- M. Zoning District Classification (if there is more than one [1] classification, delineation of each district shall be shown) on land to be subdivided and on adjoining property.
- N. The location, rights-of-way widths, paving width and street names of proposed streets.

- O. The length of the boundaries of the tract, measured to the nearest foot, and the proposed location and widths of alleys easements, and setback lines and the approximate lot dimensions.
- P. The proposed location and dimension size of all water distribution facilities.
- Q. The proposed location and dimension size of all sewage collection and disposal facilities.
- R. The proposed location and dimension size of all storm water management and control facilities.
- S. The location and width of all pedestrian cross walks, sidewalks, bike trails, horse trails, or other supplementary movement systems.
- T. The approximate location, dimension, and area of all parcels of land proposed to be set aside for park or playground use, or other public uses including schools, institutional or civic uses, or for the common use of property owners in the proposed subdivision.
- U. The classification of every street within or adjacent to the subdivision based on the proposed design. This shall be done by placing the appropriate term (freeway, major arterial, minor arterial, collector, or local) directly on each street.

**80.2.5 Statistical Data**

The applicant shall provide the following statistical data:

- A. The total number of gross acres.
- B. The total number of lots.
- C. The number of dwelling units, the acreage, the 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 acreage allocated to parks and common recreational use.
- F. The acreage allocated to common open space.
- G. The lineal footage of proposed public local, collector and arterial streets.
- H. The acreage allocated to other public and semi-public uses.

#### **80.2.6 Preliminary Engineering Design**

The following information shall be shown either on the Preliminary Plat or on supporting maps as appropriate:

- A. The proposed street layout and design shall show the following:
  1. Pavement widths.
  2. Typical street standards.
  3. The direction of storm water flow.
  4. The location and dimension of all private access facilities.
  5. Bridges, culverts, overpasses, and other proposed grade separations.
  6. Width of right-of-way for all public and private streets.
  7. The location and width of all proposed sidewalks and crosswalks.
  8. Width of all public drainage and/or utility easements.
  9. The proposed location of all street lights.
  
- B. The proposed water distribution and design layout shall be shown with:
  1. Existing water main location and size.
  2. Proposed water main location and size in accordance with 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. Sanitary sewer layout shall be shown with:
  1. Size of existing and proposed sanitary sewers.
  2. Special structures such as lift stations and inverted siphons.
  3. Layout of sewage treatment facilities such as lagoons, oxidation ponds, and package plants. Additional information may be required by the City Engineer.
  
- D. The proposed method of handling storm water within and through the subdivision shall be shown 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 location, size, and type of existing and proposed 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 location of the regulatory floodway upon completion of the improvements and an engineering report on the downstream flood impacts.
- E. The proposed supplemental transportation systems showing the layout and dimensions of walkways, sidewalks, bike trails, horse trails, and other related improvements shall be indicated.

**80.2.7 Filing Fee**

To defray the cost of review and administration procedures, a filing fee shall be paid to the City Treasurer at the time of Preliminary Plat application. Preliminary Plat fees shall be in the following amount.

- A. *For two (2) acre lot or greater developments:* Two hundred twenty-five (\$225.00) dollars plus three (\$3.00) dollars per lot up to fifty (50) lots and one (\$1.00) per lot for over fifty (50) lots.
- B. *For less than two (2) acre lot developments:* Two hundred twenty-five (\$225.00) dollars plus one (\$1.00) per lot up to fifty (50) lots and fifty (\$0.50) cents per lot for over fifty (50) lots.

**80.2.8 Planning Commission Action**

- A. The Planning Commission shall approved, approve conditionally, or disapprove the plat within ninety (90) days of the date of its submission by the applicant, unless additional time is agreed to by the subdivider. If the Preliminary Plat is disapproved or approved conditionally, the reasons for such action shall be stated in writing, a copy of which shall be signed by the Planning Commission Chairman and shall be attached to one (1) copy of the plat and transmitted to the subdivider. Reasons for disapproval or conditional approval shall refer specifically to those parts of the Comprehensive Plan or specific regulations with which the plat does not conform. On conditionally approving a plat, the Planning Commission may require submission of a revised Preliminary Plat. If the plat conforms to all standards, or after the applicant and Planning Commission agree upon any revision which shall be filed with the Planning Commission on a revised copy, the subdivider may proceed with the layout of streets and roads, the preparation of utility plans and with preparation of the Final Plat.
- B. The approval of a Preliminary Plat shall be effective for a period of one (1) year, except as provided in Section 80.3.1 B. If a Final Plat is not submitted for approval within this time, the Preliminary Plat shall be void unless the Planning Commission agrees to an extension of time. A formal request

for extension and reasons thereof must be submitted prior to the one (1) year deadline date. Extensions may be granted for a period of one (1) year and may not be granted more than two (2) times.

**Section 80.3 Final Plat Preparation and Approval Procedure**

- A. The subdivider shall prepare a Final Plat for submission to the Planning Commission. The applicant must submit all required documents as specified herein before the Planning Commission can commence Final Plat review. In no case shall construction of permanent public improvement commence until the subdivider submits improvement plans, as specified in these regulations, has been given by the City Engineer and City Commission.
  
- B. A Final Plat must be in substantial compliance with the approved Preliminary Plat in order to be heard by the Planning Commission. A revised Preliminary Plat may be required if changes to the Final Plat are considered by the Director to be substantial. Changes which may be considered to be substantial include the following:
  - 1. Change in lot dimensions;
  - 2. Changes resulting in higher density;
  - 3. Change in circulation network;
  - 4. Change in drainage patterns;
  - 5. Change in relationship between uses of land; and,
  - 6. Change in land use in general.
  
- C. A Final Plat not meeting all the requirements of these regulations may be submitted provided the subdivider presents with the plat a written request for specific variation or exceptions and enumerates in detail the reasons thereof in conformance with Section 80.1 of these regulations.

**80.3.1 Timing of Submission**

- A. The Final Plat of the proposed subdivision shall be submitted to the Planning Commission for final approval within one (1) year of the date on which the Preliminary Plat was approved. If not submitted for final approval within such time, the Preliminary Plat shall be void unless the Planning Commission agrees to an extension of time. The Final Plat shall be filed in the office of the County Clerk within two (2) years after approval by the City Commission and Planning Commission, or, if not filed within such time, said approval shall be void.
  
- B. Where only a portion of an approved Preliminary Plat is submitted for final approval, a Final Plat of the remaining area may be submitted at anytime within five (5) years of the preliminary approval, if each subsequent Final Plat conforms substantially to the approved Preliminary Plat.

### **80.3.2 Submission Requirements**

The applicant shall submit the following as Final Plat application:

- A. Application form supplied by the Planning Department of the City of Shawnee.
- B. Twelve (12) white background prints of the Final Plat;
- C. The original tracing of the Final Plat;
- D. Five (5) copies of any supporting maps;
- E. Eight (8) copies of the final water plans and six (6) copies of final sanitary sewer, paving and drainage plans shall be submitted as specified herein;
- F. Two (2) copies of final construction estimates, prepared and signed by a professional engineer, licensed to practice in the State of Oklahoma;
- G. A filing fee as set forth in Section 80.3.6;
- H. Copies of percolation tests for each lot approved by the Health Department, if applicable.

### **80.3.3 General Requirements**

- A. The Final Plat shall be prepared in ink on tracing cloth or other acceptable reproducible material, in accordance with the permanent requirements of the State of Oklahoma Statutes, Section 1.11 O.S. 1971, Section 518 as amended. The Final Plat shall be drawn at a minimum scale of one hundred (100) feet to an inch from an accurate survey on one or more sheets having dimensions of twenty-four inch by thirty-six inch (24" X 36"). The drawing surface of the plat shall have a binding margin of not less than one (1) inch at the right side, and a margin of not less than one and one-half (1 1/2") inches at the top and bottom. If more than one sheet is required, these shall be matchline sheets and an index sheet of the same dimensions or a map insert showing the entire subdivision shall accompany the Final Plat.
- B. 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 two hundred (200') feet to the inch on one or more twenty-four by thirty-six (24" x 36") sheets. If more than one sheet is required, an index sheet of the same dimensions or a map insert showing the entire subdivision shall be filed.
- C. The Final Plat shall be signed and sealed by a Registered Land Surveyor or Registered Engineer licensed to practice in the State of Oklahoma.

- D. On the first sheet of every plat there shall be a key map showing the location of the subdivision referenced to government survey section lines and major streets drawn at a scale of 1" - 2,000'.

**80.3.4 Planned Shopping Center District**

- A. A Final Plat for a CP, Planned Shopping Center District, may be approved on an incremental basis by the Planning Commission and City Commission, and improvements accepted by the City during the construction period. The developer shall amend the initial Final Plat on a quarterly basis during the construction period by filing a revised plat or overlay with the Planning Director who will submit said plat change to the Planning and City Commissions. This period shall begin the third month following the first review of the Final Plat. Incremental changes shall be submitted to the Planning Director seven (7) days before the Planning Commission meeting. When the subdivision is completed and easements are finalized, the developer shall submit a composite Final Plat to the Planning Director not less than twenty-eight (28) days prior to the next Planning Commission meeting. The approved Final Plat then shall be filed in the County Clerk's office within five (5) days following City Commission approval.
- B. Building permits will be issued following approval of the Preliminary Plat by the Planning and City Commissions. The Final Plat, which is filed following completion of the project, shall not deviate substantially from the original Preliminary Plat. (Ordinance #1351NS, 05/19/86)

**80.3.5 Contents of Final Plat**

The Final Plat shall show:

- A. Location and description of all section corners and permanent monuments in or near the tract, to at least one of which the subdivision shall be referenced;
- B. Length of all required lines dimensions in true feet and decimals thereof, and the value of all required true bearings and angles dimensioned in degrees and minutes, as hereafter specified;
- C. Boundary lines of the land being subdivided fully dimensioned by lengths and bearings, and the location of boundary lines of adjoining lands, with adjacent subdivision identified by official names;
- D. Lines of all proposed streets fully dimensioned by lengths and bearing or angles;
- E. Lines of all proposed alleys, where the length or direction of an alley is not readily discernable from data given for lot and block lines, the length and bearing shall be given;

- F. Widths, and names where appropriate, of all proposed streets and alleys, and of all adjacent streets, alleys and easements which shall be properly located;
- G. Lines of all proposed lots fully dimensioned by lengths and bearings or angles, except that where a lot line meets a street line at right angles, the angle or bearing value may be omitted;
- H. Outline of any property which is offered for dedication to public use fully dimensioned by lengths and bearings with the area marked "Public";
- I. Blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block, with areas to be excluded from platting marked "Not a Part";
- J. Location of all building lines, setback lines and easements for public services or utilities with dimensions showing their location;
- K. Radii, arcs, points of tangency, points of intersection and central angles for curvilinear streets and radii for all property returns. Distance measured along curves shall be arc lengths;
- L. Proper notation shall be placed on all Final Plats where access to any street has been limited by the Planning Commission. The lots and area affected by such limitation shall be clearly indicated. The note "Limits of No Access" may be used;
- M. The following note shall be placed on all private drives, private access facilities, and private common areas: "All maintenance of this area shall be the responsibility of the property owners of the subdivision through the (Name of Subdivider) property owners". The affected areas shall be clearly indicated.
- N. If the subdivider places restrictions on any of the land contained in the subdivision greater than those required by the Zoning Ordinance or these regulations, such restrictions or references thereto should be indicated on the subdivision plat. The proper acknowledgement of owners and the consent by the mortgagee to plat restrictions shall be shown.
- O. The following shall be made and shown on the original tracing:
  - 1. Owner's certificate and dedication, with acknowledgements, signed;
  - 2. Registered Land Surveyor's Certificate of Survey, signed, his seal, and acknowledgement;

3. Certificate for release of mortgage for any portion dedicated to the public, acknowledged and signed;
4. Certificate of Planning Commission approval;
5. Certificate of City Commission acceptance of rights-of-way, easements, and public land dedication;
6. County Treasurer's certificate;
7. Reference to any separate instruments, including restrictive covenants, filed in the office of the County Clerk which directly affects the land being subdivided.

P. A title which shall include:

1. Name of the subdivision;
2. The wording "Final Plat";
3. Name of City, County, and State;
4. Location and description of the subdivision referenced to section, township and range, and a boundary traverse.

#### **80.3.6 Statistical Data**

The applicant shall provide the following statistical information:

- A. The total number of acres (gross and net).
- 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 acreage allocated to parks and common recreational use.
- F. The acreage allocated to common open space.
- G. The lineal footage of proposed public local, collector, and arterial streets.
- H. The acreage allocated to other public and semi-public uses.

#### **80.3.7 Filing Fees**

To defray the cost of review and administrative procedures, there shall be paid to the City Treasurer at the time of submission of the Final Plat application, a fee in the following amount:

- A. *For two (2) acre lot or greater developments:* Three hundred twenty-five (\$325.00) dollars plus three (\$3.00) dollars per lot up to fifty (50) lots and one (\$1.00) dollar per lot over fifty (50) lots.

- B. *For less than two (2) acre lot developments:* Three hundred twenty-five (\$325.00) dollars plus two (\$2.00) dollars per lot up to fifty (50) lots and one (\$1.00) dollar per lot over fifty (50) lots.

**80.3.8 Planning Commission Action**

It shall be the duty of the Planning Commission to act upon the Final Plat within forty-five (45) days after the Final Plat application has been made and submitted for final approval. This approval and the date thereof shall be shown on the plat over the signature of the Planning Commission Chairman or Secretary-Member. Unless stipulation for additional time is agreed to by the subdivider, and if no action is taken by the Planning Commission at the end of forty-five (45) days after submission, the plat shall be deemed to have been approved. If the Final Plat is disapproved, grounds for this refusal shall be stated in writing, a copy of which shall be transmitted with the original and prints to the applicant. The reasons for disapproval shall refer specifically to those parts of the Comprehensive Plan or ordinance or regulation with which the plat does not comply.

**80.3.9 City Commission Action**

Before recording the Final Plat, it shall be submitted to the City Commission for acceptance of public ways, and service, and utility easements, and land dedication to public use. This approval of the plat shall be shown over the signature of the Mayor and attested by the City Clerk. The disapproval of any plat or plan by the City Commission shall be deemed a refusal of the proposed dedication shown thereon. The subdivider must meet the requirement of Section 70.3 prior to City Commission acceptance of any Final Plat.

**80.3.10 Recording of Final Plat**

- A. Signatures shall be affixed to the Final Plat under the following conditions:
1. When a bond or other assurance for completion of improvements is required, endorsement of approval on the plat shall be given after the assurance has been approved by the City Commission, and all the conditions of the Final Plat approval pertaining to the plat have been satisfied.
  2. When installation of improvements is required, endorsement of approval on the plat shall be given after all conditions of the Final Plat approval have been satisfied and all improvements 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 Director.

- B. A Final Plat may be recorded under the following conditions:
1. After the final approval of the plat and the affixing of all required signatures, the subdivider, accompanied by the City Clerk shall file the original tracing, one (1) dark line print on cloth, and one (1) contact reproducible cloth tracing or mylar with the County Clerk. After recording, the subdivider shall provide the Planning Department with three (3) white background prints and one (1) contact reproducible mylar. The subdivider shall also submit to the Planning Department one (1) eight and one-half by eleven inch (8 1/2" X 11") reproducible copy of the recorded plat. The subdivider shall pay all required county recording fees.
  2. No plat or other land subdivision instrument shall be recorded in the Office of the County Clerk until it shall have been approved by the Planning Commission and by the City Commission as required.

#### **Section 80.4 Construction Plans**

All improvement shall be designed and installed in accordance with all of the elements of the latest adopted Comprehensive Plan, and shall meet the minimum requirements and standards established by the ordinances and regulations relating thereto.

##### **80.4.1 General Requirements**

- A. Construction Plans shall be prepared for all subdivision improvements.
- B. Construction plans shall be submitted with the Final Plat. No construction shall commence until the City Engineer has approved the Construction Plans.
- C. All water and sanitary sewer improvements must be approved by the Oklahoma State Health Department prior to any work commencing.
- D. All construction plans shall be signed and sealed by a Professional Engineer, licensed to practice in the State of Oklahoma.
- E. All construction plans shall conform to all standards and specifications required by the Shawnee Municipal Code.
- F. Plans shall be drawn on twenty-four inch by thirty-six inch (24" X 36") sheets at a horizontal scale of forty feet to an inch (40:1) and a vertical scale of four feet to an inch (4:1) or at a scale approved by the City Engineer.
- G. After all improvements have been installed, four (4) sets of "as-builts" plans and specifications certified and signed by a Professional Engineer registered in the State of Oklahoma,

shall be filed with the Department of Community Development prior to the acceptance by the City Commission of any improvements installed by the subdivider.

- H. The Engineer shall utilize the Oklahoma One-call System in locating all existing underground facilities.

**80.4.2 Final Construction Plans**

- A. Final construction plans for paving and street drainage shall conform to all City standards and specifications 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. Typical paving sections showing design details and type of material.
- B. Final construction plans for water distribution systems shall conform to all City standards and specifications 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 main, existing and proposed;
  3. The location of fire hydrants and valves;
  4. Design details showing the connection with the existing City water system;
  5. The specific location and size of all individual lot's water service connections, when applicable.
- C. Final construction plans for sanitary sewers shall conform to all City standards and specifications 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 show at a minimum of every one hundred (100) feet and at every point where the line enters and leaves manholes;
  3. Detailed design for lift stations, lagoon oxidation ponds, package plants, or other special structures;
  4. Engineer's report and application for State Health Department approval.
- D. Final construction plans for storm water management and control shall conform to all City standards and specifications including:
1. A complete drainage map with computations as required by these regulations and the Shawnee Municipal Code.

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, basin calculations, and all other related computations should be submitted with final construction plans, unless previously submitted.