

***Subdivision  
Regulations  
And  
ENGINEERING DESIGN CRITERIA***

**FOR THE CITY OF  
COLLINSVILLE, OKLAHOMA**

**JANUARY, 1964  
As Amended  
October, 1996; July, 1998; June 2001; September 2003  
City Ordinances 354, 655, 670, 704, 738**

**Price \$15.00**

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## SUBDIVISION ORDINANCE

**Preamble:**

**An Ordinance governing the control of the subdivision of land within the jurisdiction of the City of Collinsville, the preparation of plats of such subdivisions and the splitting of lots, filing procedures, improvement requirements and standards and criteria of design.**

**Section 1. Jurisdiction**

**The rules and regulations governing plats of subdivisions of land and lot splits contained herein shall apply within the City of Collinsville, in accordance with the provisions of Title 1, Oklahoma Statutes, Sections 421 - 425, and other applicable Statutes.**

## Section 2. Definitions

For the purpose of this Ordinance certain terms are defined as follows:

Alley: A passage or way affording generally a secondary means of vehicular access to abutting properties and not intended for general traffic circulation.

Board of County Commissioners: The Board of County Commissioners, Tulsa County.

City Clerk: The City Clerk of the City of Collinsville.

City Engineer: The City Engineer of the City of Collinsville.

CMA: Collinsville Municipal Authority.

Commissioners: The Board of City Commissioners, City of Collinsville, Oklahoma

Comprehensive Plan: The Comprehensive Plan of the City of Collinsville, whether in whole or in part, as adopted by the Collinsville City Planning Commission, approved by the City of Collinsville and duly recorded in the office of the County Clerk of Tulsa County.

County Assessor: The County Assessor of Tulsa County.

County Engineer: The County Engineer of Tulsa County.

Cul-de-sac: A short street having one end open to traffic and being terminated at the other end by a vehicular turn-around.

Department of Environmental Quality: The Oklahoma State Department of Environmental Quality (ODEQ)

Engineer: A registered, professional engineer in good standing in the State of Oklahoma.

Highways: A major street ordinarily, but not necessarily, designated as a numbered Federal, State or County highway and designed to accommodate primarily inter-city and rural traffic movements.

Improvements: Grading, street surfacing, curbs and gutters, sidewalks, crosswalks, culverts, bridges, water and sanitary and storm sewer lines, and other utilities, and other required features.

Legislative Body: The City Commissioners of the City of Collinsville.

Lot Split: Any division of land into two or more parcels for the purpose, whether immediate or future, of transfer or of ownership and which does not constitute a subdivision as herein defined.

**Master Plan:** The Comprehensive Plan of the City of Collinsville, whether in whole or in part, as adopted by the Collinsville City Planning Commission, approved by the Legislative Body and duly recorded in the office of the County Clerk of Tulsa County.

**Open Space - Public:** Land which may be dedicated or reserved for acquisition for general use by the public, including parks, recreation areas, school sites, community or public building sites, and other lands.

**Planning Commission:** The Collinsville City Planning Commission.

**Plat - Final:** The final plat, plan or drawing and any accompanying required data or information which is submitted to the Legislative Body for final approval of a proposed subdivision.

**Plat - Preliminary:** The preliminary or tentative plat or plan, map or drawing on which the layout and design of a proposed subdivision is submitted to the Legislative Body for consideration and tentative approval.

**Recreation Plan:** The Plan for Recreation Areas, including parks, playgrounds, and other open space adopted by the Collinsville City Planning Commission, approved by Legislative Body, and duly recorded in the office of the County Clerk of Tulsa County.

**Roadway Width or Surface Width:** That portion of any street designated for vehicular traffic and, where curbs are laid, that portion of the street between the curbs.

**Staff:** The Staff of the Collinsville City Planning Commission.

**Street:** The full width between the property lines bounding every way of whatever nature when any part thereof is open to use by the public as a matter of right, for the purpose of vehicular traffic and whether designated as a street, highway, freeway, expressway, thoroughfare, parkway, throughway, road, avenue, boulevard, lane, place, circle, or however otherwise designated.

**Street - Collector:** A street intended to serve and to provide access to neighborhoods or sub-neighborhoods.

**Street - Frontage:** A minor street that is located parallel to and adjacent to a major street or thoroughfare for the purpose of providing access to abutting properties. A frontage street or road is normally separated from the abutting major street by a fence, curb walk, and land especially reserved, designated or acquired for the purpose of such separation.

**Street - Major:** Any street not designated as a major street or collector street and intended to serve and to provide access exclusively to the properties abutting thereon.



**Subdivision:** (a) The division of any parcel of land shown as a unit or as contiguous units on the last preceding tax role, into five or more parcels, sites or lots, any one of which contains less than five acres, for the purpose, whether immediate or future, of transfer of ownership; provided, however, that the division or partition of land into parcels of more than five acres not involving any new street or easement of access, shall be exempted;

(b) The improvement of one or more parcels of land for residential, commercial, or industrial structures or groups of structures involving the division or allocation of land for the opening, widening, or extension of any street or streets, except internal private streets serving industrial structures; the division or allocation of land as open spaces for common use by owners, occupiers or lease holders or as easement for the extension and maintenance of public sewer, water, storm drainage and other public facilities;

(c) And provided further, that the following shall not constitute a subdivision: Transfer of interests by will or pursuant to court order; leases for a term not to exceed 10 years; mortgages or easements; and the sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created and the lots resulting are not reduced below minimum sizes required by law.

**Thoroughfare:** A major street.

**Thoroughfare - Primary, Secondary:** A major street so designated in the official Thoroughfare Plan.

**Thoroughfare Plan:** The official plan of highways, primary and secondary thoroughfares, parkways and other major streets, including collector streets, adopted by the Collinsville City Planning Commission, approved by the Legislative Body and duly recorded in the office of the County Clerk of Tulsa County.

**Zoning Ordinance:** The Zoning Ordinance of the City of Collinsville.

### Section 3. Procedure

- 3.00      **NO CONTRACT OF SALE - PRELIMINARY PLAT.** No person, firm or corporation, proposing to make or have made a subdivision within the territorial jurisdiction of this Ordinance shall enter into any contract for the sale of or shall offer to sell any subdivision or any part thereof, or shall proceed with any construction work on such proposed subdivision, including grading, until he or it has obtained from the Legislative Body tentative approval of the preliminary plat of the proposed subdivision. Any person, firm or corporation engaged in the dividing or subdividing of land into lots of parcels for the purpose of conveyance within the scope and application of this Ordinance shall be known as the developer.
- 3.01      **COMPLIANCE WITH DESIGN PRINCIPLES REQUIRED:** In planning and developing a subdivision the developer shall comply with the general principles of design and minimum requirements for the layout of subdivisions set forth in Appendix I and with the rules and regulations concerning required improvements set forth in Appendix II of this Ordinance, and in every case shall pursue the following procedure:
- 3.02      **PRE-APPLICATION PROCEEDINGS:** No less than 45 days before preparing and submitting the preliminary plat to the Legislative Body, the developer or his engineer shall consult with the City Clerk while the plat is in sketch form, to ascertain the location of proposed highways, primary or secondary thoroughfares, collector streets, parkways, parks, playgrounds, school sites and other community facilities or planned developments and to acquaint himself with the Legislative Body's requirements. During pre-application proceedings, the general features of the subdivision, its layout, facilities and required improvements shall be determined to the extent necessary for preparation of the preliminary plat.
- 3.03      **FEES:** For each preliminary plat submitted, the Planning Commission shall collect a fee of \$50.00 and \$1.00 per lot over 100 lots. For each final plat submitted, the Planning Commission shall collect a fee of \$ 100.00 plus \$1.00 per lot, over 100 lots.  
For each "lot-split" submitted, the Planning Commission shall collect a fee of \$25.00.
- 3.04      **PRELIMINARY PLAT:** The developer shall prepare a preliminary plat of the proposed subdivision which shall conform with the requirements set forth in Section 4 following, and shall file with the planning commission an application in writing, on forms provided by the planning commission, for the tentative approval of said plat accompanied by 22 black line or blue line prints at least two weeks prior to the meeting of the planning commission at which action is desired.

3.041            Checking - review by Other Agencies: The preliminary plat shall be checked by the Planning Commission as to its conformity with the Comprehensive Plan of the City of Collinsville, as to the plat's compliance with the standard requirements and principles hereinafter prescribed; the Planning Commission shall cause said preliminary plat to be checked by the Planning Commission's staff to ascertain compliance with all applicable additional requirements of municipal, county, state and federal departments and agencies concerned, and with applicable regulations of public utility companies.

3.042            Tentative Approval: Upon receipt of the recommendations of the staff concerning the preliminary plat, the Planning Commission shall tentatively approve or reject the plat, or tentatively approve it with modifications, noting all such modifications on said plat. One copy of the tentatively approved or rejected preliminary plat shall be returned to the developer with the date of said tentative approval or rejection endorsed thereon, and all agencies, public and private, as in the discretion of the Planning Commission are affected, shall be advised of the action of the Planning Commission. In any conditional approval, or approval subject to modifications, the Planning Commission may require the developer to submit a revised preliminary plat. Tentative approval of the preliminary plat shall be deemed to be an approval of the design features of the tract only, approval of the Engineer and the City or other official having jurisdiction may be necessary for the protection of the public interest.

3.043            Construction of Improvements - Bond: Upon tentative approval, which shall be effective for a period of two years, unless extended by the Planning Commission, the developer may proceed to install all required improvements and, for this purpose may secure from the appropriate authorities the necessary permits, provided, however, that the developer, at his option and immediately following tentative approval of the preliminary plat, may request approval of the final plat. In the event approval of the final plat is requested prior to installation of improvements, the developer shall post with the Legislative Body a corporate surety bond, running to the City of Collinsville, a cashier's check or such other security as may be acceptable to the Legislative Body in an amount sufficient to cover the cost of installing all required improvements as estimated by the officials having jurisdiction to assure the satisfactory construction and performance of said improvements at the time and terms fixed by the Legislative Body and in accordance with this Ordinance.

3.044            The Contractor or Developer shall furnish a Maintenance Bond or Irrevocable Letter of Credit and Certificate of Insurance - prior to beginning Construction per applicable sections of the Engineering Design

Criteria.

- 3.05 **FINAL PLAT:** Upon completion of all required improvements or posting of appropriate securities as stipulated in paragraph 3.043 above, the developer shall file with the Planning Commission the final plat of the subdivision. The final plat may include all or any reasonably acceptable part of the tentatively approved preliminary plat, and completion of improvements, or the bond therefore, need only cover that portion of the plat for which final approval is requested.
- 3.051 **Number of Copies, Certificate of Title, etc.** The developer file with the Planning Commission 22 black line or blue line prints of the final or record plat which shall conform in every respect with the requirements specified in Section 6 of this Ordinance. These shall be accompanied by a certificate of title showing the ownership of all lands to be dedicated to the public and that the title thereof is free and unencumbered.
- 3.052 **Checking - City Engineers:** A copy of the final or record plat thus filed shall be transmitted to the City Engineer who will check the final plat. If found satisfactory, the City Engineer will return said plat to the Planning Commission within 20 days from the filing date, together with a two-fold certificate showing (a) That the engineering data and particulars of the plat itself have been checked and found satisfactory, and (b) that all improvements - streets, utilities, drainage ways and others - required to be completed by the subdivide prior to approval of the final plat have been satisfactorily made as stipulated in the preliminary plat and in this Ordinance.
- 3.053 **Approval - Legislative Body:** The approval of the Legislative Body or the refusal to approve shall take place within 30 days from and after the submission of the plat for final approval unless the developer agrees in writing to an extension of this time period; otherwise said plat shall be deemed to have been approved and the certificate of said Legislative Body as to the date of the submission of the plat for approval and as to the failure to take action thereon within such time shall be sufficient in lieu of the written endorsement or evidence of approval herein required. The ground of refusal of any plat submitted or regulations violated by the plat shall be stated upon the record of the Legislative Body.

#### Section 4. The Preliminary Plat

- 4.00      **COPIES - APPLICATION:** The preliminary plat of the proposed subdivision, 22 black line or blue line prints prepared by a qualified registered professional engineer, shall accompany an application in writing to the Planning Commission for the tentative approval of the subdivision and shall contain the following:
- 4.01      **VICINITY SKETCH:** A vicinity sketch at a scale of 400 feet or more to the inch shall be drawn on or shall accompany the preliminary plat. This sketch shall show: (a) All existing subdivisions and the street and tract lines or acreage parcels immediately adjoining the proposed subdivision and between it; (b) The nearest existing highways or thoroughfares, streets and alleys in neighboring subdivisions or unplatted property involved in producing the most advantageous development of the entire neighborhood; (c) Section, range and township.
- 4.02      **SCALE - HORIZONTAL PROFILES:** The horizontal scale of the preliminary plat shall be 100 feet or less to the inch, and the vertical scale of street and sewer profiles 10 feet or less to the inch.
- 4.03      **EXISTING AND PROPOSED FEATURES TO BE SHOWN:** The preliminary plat shall clearly show the following features and information:
- 4.030      **Name:** The proposed name of the subdivision which shall not duplicate or closely approximate the name of any other subdivision in Tulsa County.
- 4.031      **Designation:** The tract designation according to real estate records of the office of the county where located.
- 4.032      **Owners of Record:** The names and addresses of the owner or owners of record, the developer and the engineer.
- 4.033      **Abutting Owners:** The name of adjacent subdivision and the names of record owners of adjacent parcels of unplatted land.
- 4.034      **Boundary Lines:** The boundary lines accurate in scale, of the tract to be subdivided.
- 4.035      **Streets - Other Features:** The location widths and names of all existing or platted streets or other public ways within or adjacent to the tract, and other important features such as existing permanent buildings, large trees and water courses; railroad lines; corporation and township lines; pipelines and oil and gas lines, easements or wells as shown in the records of the Oklahoma Corporation Commission including abandoned gas or oil wells and dry holes; etc.

- 4.036            Existing Utilities: Existing telephone, and/or electrical conduits, sewers, water mains, culverts and other underground structures within the tract and immediately adjacent thereto with pipe sizes and grades indicated.
- 4.037            Topography: Contours, normally with intervals of two feet referenced to local datum, or as may be otherwise required by the Planning Commission.
- 4.038            Proposed Design - Street, Drainage, etc.: (a) The layouts, names and widths of proposed streets, alleys and easements; (b) the location and approximate sizes of catch basins, culverts and other drainage structures; (c) the layout, numbers and approximate dimensions of proposed lots. Proposed street names shall be established to the satisfaction of the Planning Commission, and shall not duplicate or closely approximate any existing street names in the area, except extensions of existing streets.
- 4.039            Zoning: Zoning boundary lines if any, proposed uses of property and proposed front yard setback lines.
- 4.0310           North Point, etc.: North-point, scale, date (written and graphically), title.
- 4.0311           Deed Restrictions and Covenants: Copies of any private restrictions to be included in the deeds should be attached to the preliminary plat.
- 4.0312           ADDRESSES: The address shall be shown for each lot and placed within lot boundaries. Street addresses shown on each lot shall be accompanied with the following disclaimer:

CAVEAT/Disclaimer:

Addresses shown on this plat are accurate at the time of filing. Addresses are subject to change and should never be relied on in place of the legal description.

- 4.04            CONSTRUCTION PLANS: Construction plans and other engineering data, prepared and certified by a registered professional engineer and as required under Appendix II and III of the Ordinance, shall be submitted to the respective office, department or agency having jurisdiction over such improvements prior to the approval of the final plat, provided, however, that a general statement describing proposed improvements and drainage systems accompany the preliminary plat: and provided further that the Planning Commission may require submission of all or any of the construction plans prior to its review of the preliminary plat, "As built" plans of the improvements shall be filed with the department having

jurisdiction within 30 days after their completion. "As Built" plans will be certified by a registered professional engineer licensed in Oklahoma and will be signed over the seal.

Section 5. Improvements

5.01        **REQUIRED MINIMUM IMPROVEMENTS:** Minimum improvements shall be installed within the jurisdiction of the Legislative Body in accordance with the requirements of Appendix II and III of this Ordinance. The developer shall acknowledge the several improvement requirements as set forth herein by notation of the final plat. Said notation shall be worded substantially as follows:

5.2        “All streets shall be graded, base material applied and surface paved in accordance with the standards and specifications of the City of Collinsville to include curbs and gutters, street name signs erected planting screens established and trees planted, utilities and street lights installed, sidewalks constructed, drainage structures constructed in accordance with the approved plans on file in the office of the City Engineer by the developer at his expense and in compliance with and to the standards, plans and specifications of the City of Collinsville”.



Section 6. The Final or Record Plat

6.00      NUMBER OF COPIES - SYMBOLS, ETC. 22 black line or blue line prints of the final or record plat of the subdivision or of any part of a larger subdivision shall be submitted to the Planning Commission by the developer together with a written application for approval on forms provided by the Planning Commission. The final plat shall be a print or prints on linen tracing cloth, - Cronaflex Mylar or similar durable material. When more than one sheet is used for any plat, each sheet shall be numbered consecutively and shall contain a notation giving the total number of sheets. There shall be a binding margin of 1 - 1/2 inches on all sides. The plat shall be drawn at a scale of 100 feet or less to the inch. Said scale shall be indicated on the plat graphically and written.

When a street is on a circular curve, the main chord of the center line shall be drawn as a dotted line in waterproof, non-fading red ink, in its proper place, and on it shall be noted its bearing and length, the angle subtended, the bearing of the radius at the point of curve and the chord length and deflection angles used in staking out the survey. The lot lines on the street sides may be shown in the same manner or by bearings and distances. When a curve of 200 feet radius or less is used, it is sufficient to show in waterproof, non-fading red ink the length and bearing of the main chord, the radius at one end of the curve, and the central angle subtended.

IN ADDITION, THE PLAT SHALL CLEARLY SHOW THE FOLLOWING FEATURES AND INFORMATION:

6.01      BOUNDARY LINES: All plat boundary lines with lengths of courses to hundreds of a foot and bearings to half minutes. These boundaries shall be determined by an accurate survey in the field, which shall be balanced and closed with an error of closure of not to exceed 1:10,000'.

6.02      RECORDED STREETS: The exact location and the widths along the property line of all existing recorded streets and rights-of-ways intersecting or paralleling the boundaries of the tract.

6.021      STREET NAMES: Street names shall be shown on the Final Plat.

6.022      STREET ADDRESSES: Street address numbers shall be shown on each lot.

6.03      BEARINGS- DISTANCES: True bearings and distances to nearest established street bounds, patent or other established survey lines, or other official monuments, which monuments shall be located or accurately described on the plat. Any patent or other established survey or

corporation lines shall be accurately monument - marked and located on the plat and their names shall be lettered on them.

6.04      **MONUMENTS:** The accurate location and material of all permanent reference monuments.

6.05      **LAYOUT:** The exact layout including:

- (a)      Street and alley lines - their names, bearings, angles of intersection and widths (including widths along the line of any obliquely intersecting street);
- (b)      The length of all arcs - radii, points of curvature and tangent bearings;
- (c)      All easements and rights-of-way, when provided for or owned by public services (with the limitation of the easement rights definitely stated on the plat);
- (d)      All lot lines with dimensions in feet and hundredths, and with bearings and angles to minutes if other than right angles to the street and alley lines.

6.06      **LOTS AND BLOCK NUMBERS:** Lots shall be numbered in numerical order. In tracts containing more than one block, the blocks shall likewise be numbered in numerical order. In case of a re-subdivision of lots in any block, such re-subdivided lots shall be designated by their original number prefixed with the term most accurately describing such division, such as W 1/2 of 3, N 40' of 5, etc., or they shall be designated numerically beginning with the number following the highest lot numbered in the block.

6.07      **PROPERTY OFFERED FOR DEDICATION:** The accurate outline of all property which is offered for dedication for public use, and of all property that may be reserved by covenant in the deeds for the common use of the property owners in the subdivisions, with the purpose indicated thereon. All lands dedicated to public use other than streets or roads shall be marked "Dedicated to the Public."

6.08      **WATER COURSES:** In case the subdivision is traversed by a water course, channel, stream or creek, the prior or present location of such water course, channel, stream, or creek and the line of historical or periodic flooding shall be shown on the plat.

6.09      **SETBACK OR BUILDING LINES:** Setback building lines as fixed by the Zoning Ordinance or the official street plan and any other setback lines or

street lines established by public authority, and those stipulated in the deed restrictions. Limits of access/no access shall be dimensioned on arterial streets and shown with the notations "ACC" and "LNA".

6.10      **DEED RESTRICTIONS:** Private restrictions, if any, including boundaries of each type of use restriction and other private restrictions for each definitely restricted section of the subdivision.

6.11      **NAME OF SUBDIVISION:** Name of the subdivision and the name or number of the larger subdivision or tract of which the tract now subdivided is a part.

6.12      **ADJOINING SUBDIVISION: LAKES, ETC.:** Names and locations of adjoining subdivisions and location and ownership of adjoining unsubdivided property. Where provisions are made for access to an adjoining lake or stream, a sketch illustrating such access shall be submitted and the easement or right-of-way shall be included within the Deed of Declaration.

6.13      **NAMES OF OWNERS, ETC.:** Names and addresses of the owner or owners of record, the developer, and of the engineer or surveyor. Also the Certificate of Notary.

6.14      **NORTH-POINT, ETC.** North-point, scale (graphic and written), date, and title.

6.15      **ENGINEER'S CERTIFICATE:** Affidavit and certificate by a qualified registered professional engineer to the effect that he has fully complied with the requirements of this Ordinance and the subdivision laws of the State of Oklahoma governing surveying, dividing and mapping of the land, that the plat is a correct representation of all the exterior boundaries of the land surveyed and the subdivision of it; that the plat represents a survey made by him and that all monuments indicated thereon actually exist and their location, size and material are correctly shown.

6.16      **OWNER'S CERTIFICATE:** A certificate by the owner of the land in substantially the following form:

"As owner I hereby certify that I have caused the land described on this plat to be surveyed, divided, mapped, dedicated and access rights reserved as represented on the plat."

This certificate shall be executed as a conveyance is executed.

6.17      **PLANNING COMMISSION CERTIFICATE:** The Planning Commission shall certify that the plat meets all applicable requirements and said

certificate shall be affixed to the final plat. Prior to certifying that the plat meets all applicable requirements the Planning Commission may request affidavits, certificates acknowledgments, agreements or endorsements from any public agency concerned, including the following:

- 6.171            City Engineer: That the plat conforms to all applicable engineering requirements and specifications.
- 6.172            City-County Health Department: That the plat meets all applicable public health regulations.
- 6.173            Oklahoma Department of Environmental Quality (ODEQ): That the  
                    plat  
                    meets all applicable regulations relating to public water and sanitary sewer systems.
- 6.174            State Highway Department: If applicable, that the plat is properly coordinated with State and Federal highways, existing and planned.
- 6.18             LEGISLATIVE BODY APPROVAL: The Legislative Body shall certify approval of the plat and such certification shall be affixed to all required copies of the final plat. Prior to the Legislative Body certifying the plat, the Planning Commission and the other required certificates shall be noted.

## Section 7. Modifications and Exceptions

- 7.00 **MINOR SUBDIVISIONS - EXEMPTIONS**: In the case of a small subdivision of minor importance situated in a locality where conditions are well defined, the Legislative Body on written request of the developer, may exempt the developer from complying with some of the requirements stipulated in Section 4 and 6 pertaining to the preparation of the plats.
- 7.01 **LOT-SPLITS**: Any proposed lot-split shall be submitted to the Planning Commission for review, and if the Planning Commission, acting through its staff, is satisfied that such proposed lot-split is not contrary to applicable regulations, it shall within 20 days after submission approve such lot-split and, on presentation of a conveyance of said parcel, shall stamp the same "Approved by the Planning Commission, no plat required" - and have it signed by the Chairman or other official as may be designated by it. In so doing, the Planning Commission may require the submission of a sketch plat, record of survey and such other information, as it may deem pertinent to its determination thereunder. Lot splits may receive Administrative Review and Approval if water, sewer and streets are available. City utilities and drainage review and approval will constitute complete review. Administrative Review must be ratified by the Planning Commission for final approval. No legislative approval is necessary.
- 7.02 **MODIFICATION - UNDUE HARDSHIP-WAIVER**: In any particular case where the developer can show by plan and written statement that, by reason of exceptional topographic or other physical conditions, literal compliance with any requirement of this Ordinance would cause practical difficulty or exceptional and undue hardship, the Planning Commission may modify by granting a waiver such requirement to the extent just and proper, so as to relieve such difficulty or hardship, provided such relief may be granted without detriment to the public interest and without impairing the intent and purpose of this Ordinance or the desirable general development of the neighborhood and the community in accordance with the Comprehensive Plan and the Zoning Ordinance. Any waiver thus granted should be recorded in the minutes of the Planning Commission setting forth the reasons that in the opinion of the Planning Commission justified the modification that shall be transmitted to the Legislative Body for their action.

Section 8. Invalidity of Part

8.00 The various provisions of this Ordinance are not interdependent, and in case any provisions of this Ordinance shall be held to be invalid, or unconstitutional, the remainder of the Ordinance shall not be affected thereby, but shall remain in full force and effect.

Adopted by the Board of City Commissioners, Collinsville, Oklahoma, together with the Appendices I, II, and III hereto.

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Date

Approved as to Form:

\_\_\_\_\_  
City Attorney

**APPENDIX I**

**General Principles of Design and  
Minimum Requirements for the Layout of Subdivisions**

General Principles of Design and Minimum Requirements  
For the Layout of Subdivisions within the Jurisdiction of  
The Collinsville City Planning Commission

A. GENERAL

In laying out a subdivision, the developer shall comply with the following general principles and requirements:

B. FLOOD AREAS

In order to protect the health, safety and general welfare of the people, the Planning Commission will reject any proposed subdivision located in an area subject to periodic flooding. Whenever a subdivision is proposed to be located in an area having poor drainage or other adverse physical characteristics and impairment, the Legislative Body may approve the plat, provided the developer binds himself legally to make such improvements as, in the judgment of the Legislative Body, will render the subdivision substantially safe and otherwise acceptable for the intended use. In this case the developer shall post with the Commission a surety performance bond, running to the City, or other security acceptable to the Legislative Body, sufficient to cover the cost of such improvements as estimated by the City Engineer.

C. MASTER PLAN - COMPLIANCE

- (1) The subdivision layout shall conform to the official Tulsa County Street and Highway Plan.

Whenever a tract to be subdivided embraces any part of a highway, thoroughfare, parkway or other major or collector street so designated on said Plan, such part of such public way shall be platted by the developer in the location and at the width indicated in the Plan.

- (2) The subdivision shall conform to the Public Facilities element of the official Comprehensive Plan.



**D. THE STREET AND BLOCK LAYOUT**

- (1) The street layout of the subdivision shall be in general conformity with a plan for the most advantageous and aesthetically pleasing development of the entire neighborhood, including adjoining areas.
  - (a) Where appropriate to the design, proposed streets shall be continuous and in alignment with existing, planned or platted streets with which they are to connect.
  - (b) Proposed streets shall be extended to the boundary lines of the tract to be subdivided, unless prevented by topography or other physical conditions or unless, in the opinion of the Planning Commission, such extension is not necessary or desirable for the coordination of the layout of the subdivision with the existing layout or the most advantageous future development of adjacent tracts. Dead end streets of reasonable length (normally not over 500 feet) with a temporary turn around, may be approved where necessitated by topography or where, in the opinion of the Planning Commission, they are appropriate for the type of development contemplated.
  - (c) Proposed streets shall intersect one another as nearly at right angles as topography and other limiting factors of good design permit. Four-way intersections shall be avoided and three-way or T-intersections shall be used for minor interior streets wherever practicable and not in conflict with other applicable design principles and standards. Street jogs with centerline offsets of less than 125 feet shall be avoided.
  - (d) Wherever there abuts the tract to be subdivided a dedicated or platted and recorded half-width street or alley, the other half width of such street or alley shall be platted.
  - (e) In platting lands abutting Federal State highway or other primary thoroughfares, every effort shall be made (a) to cushion the adverse impact of heavy or high-speed traffic on such lands, especially where used for residential purposes (b) to minimize interference with through traffic operations, and (c) to reduce vehicular and pedestrian accident hazards. In designing such plats the following rules and the provisions of sub-paragraph (3) of this Section D shall be applied.

e-1 Lots abutting such thoroughfares shall be platted at generous depth. Vehicular access to such lots shall be provided by means of minor streets, alleys in the rear, or frontage streets immediately alongside the trafficway, connected therewith at infrequent intervals and otherwise separated therefrom by reserved non-access control strips of land; or

e-2 the frontage of such lots may be reversed and the lots may front on a minor street paralleling the thoroughfare at a distance of appropriate lot depth. In this case all private driveways shall connect with such minor street, or

e-3 A minor street may be located parallel to such thoroughfare at a distance of approximately 100 feet to 1,000 feet, and loop streets or cul-de-sacs may be extended from such collector street toward the thoroughfare, the ends of which will give access to the lots abutting the thoroughfare immediately along their rear or side lot lines.

Determination of the most appropriate method for accomplishing the intended purpose shall be made in consideration of topography and other physical conditions, the character of existing and contemplated developments and other pertinent factors as may be applicable or indicated in each case.

- (f) Collector streets shall be located as to provide for smooth traffic flow within the areas served, but in such a way as to discourage through traffic. In most situations this is best accomplished by developing alignment running opposite to the established or projected major metropolitan travel desire lines. Normally collector streets should be continuous for distances of not more than one to one and one-half miles. Offsets that are likely to induce continuance of traffic flow should be avoided.
- (g) Except as otherwise provided herein, temporary dead-end streets may be approved where necessitated by the layout of the subdivision or staging of development, provided that a temporary unpaved turn-around shall be constructed where lots are fronting on such temporary dead-end street. The additional width of right-of-way required for a temporary turn-around shall be the same as that required for a permanent turn-around. The extra right-of-way in excess of the street right-of-way shall be vacated upon extension of the temporary street and the reconditioning of said street and

front yards concerned shall be at the expense of the developer.

- (2) Blocks shall have sufficient width to provide for two tiers of lots appropriate depth, except in the case of reversed frontages.
  - (a) The length of blocks shall be such as may be appropriate, in the opinion of the Planning Commission, for the locality and the type of development contemplated, but shall not exceed two acres in area.
  - (b) In any block over 900 feet in length the Planning Commission may require that a crosswalk or pedestrian way not less than ten feet wide, be provided and appropriately improved near the center and entirely across such block.
- (3) Provision of access shall be governed by the following rules, in addition to sub-paragraph (1) e. above:
  - (a) Each lot shall be provided with access to a public street or highway to assure convenient ingress and egress to and from such lot, and to provide adequately for the layout of utilities, garbage and waste removal, fire and police protection and other services and to protect and further the public health and safety generally. Subdivisions intended for commercial or industrial occupancy shall have access to a major street or thoroughfare, may have access to a collector street, but shall not have direct access to any residential street or residential collector street under any circumstances, except in the case of appropriately separated planned retail centers.
  - (b) For the purpose of assuring traffic safety and efficient traffic operations on the thoroughfare system and the County, State and Federal highway system, non-access provisions shall be made to the satisfaction of the Planning Commission, designated, dimensioned and dedicated, where held appropriate, along all abutting streets in commercial and industrial subdivisions and along all primary thoroughfares in residential subdivisions. A description of such non-access provisions shall be affixed to the final plat (ACC, LNA).
  - (c) The number of intersecting streets along major streets, highways, parkways and other thoroughfares shall be held to a minimum. Wherever practicable, blocks along such thoroughfares shall not be less than 1,200 feet in length.

E. MINIMUM RIGHTS-OF-WAY OF STREETS, ALLEYS  
AND EASEMENTS FOR UTILITIES

- (1) Highways, primary thoroughfares and parkways, as specified in the official Tulsa County Street and Highway Plan, but not less than 100 feet in any case.
- (2) Secondary Thoroughfare, as specified in the official Tulsa County Street and Highway Plan, but not less than 80 feet wide in any case.
- (3) Collector Streets: residential - 60 feet  
Commercial or industrial : - 80 feet
- (4) Minor streets and dead-end streets: 50 feet. All dead end streets shall terminate in a circular turn-around having a minimum right-of-way diameter of 100 feet, unless the Planning Commission approves a "T" or "Y" shaped paved space in place of the required turning circle.
- (5) Utility easements, where required, shall be at least 17.5 feet wide along rear or side lot lines. Easements of adequate width shall be provided for open drainage channels, where required.
- (6) Alleys, where platted, shall have a minimum width of 20 feet.

F. MINIMUM PAVEMENT AND SIDEWALK WIDTHS

- (1) Minimum pavement widths, back to back of curb, required to be installed at subdivider's expense, shall be as follows:
  - (a) Primary and secondary thoroughfares and parkways; collector streets; and minor streets over 600 feet long: 36 feet.

In the case of a primary or secondary thoroughfare or parkway and in the case of a collector street, usually requiring pavements wider than 36 feet, the matter of financial and other arrangements for installing such wider pavements at the time the developer will make the improvement shall be taken up by the developer with the officials having jurisdiction, except for Industrial and Commercial Collectors which shall be at the expense of the developer.

(b) Minor and dead-end streets not over 600 feet long: 26 feet. The pavement of a turning circle at the end of a dead-end street shall have a minimum outside diameter of 80 feet. A "T" or "Y" shaped paved space, when approved by the Planning Commission in place of a turning circle, shall extend entirely across the width of the street right-of-way except for sidewalk space, and shall be at least ten feet wide with the flared portion rounded by minimum radii of 20 feet.

(c) Alleys and service drives 18 feet.

(d) Commercial and Industrial (Local) 32 feet

(e) Commercial and Industrial Collector 40 feet.

(2) Sidewalks shall be installed on all major and collector streets, but may be required by the Planning Commission on any street, including minor residential streets. Sidewalks shall have a minimum width of 4 feet in residential areas and of 8 feet in commercial and industrial areas.

**G.**

**STREET GRADES AND CURVES**

(1) The grades of streets shall not exceed the following except that where unusual or exceptional conditions exist the Planning Commission may modify these requirements:

(a) Highways and primary thoroughfares: 4.0 percent.

(b) Secondary thoroughfares and parkways: 7.0 percent.

(c) Minor streets, service drives and alleys: 8.0 percent.

(d) Pedestrian ways or crosswalks: 12.0 percent unless steps of an acceptable design are to be constructed.

(e) In no event shall the minimum grade of any street or alley be less than 0.5 percent.

(2) All changes in street grades in excess of one percent shall be connected by vertical curves of a minimum length available for the two grades entering into the sum area as defined by the AASHTO publication titled "A Policy on Geometric Design of Highways and Streets - 1984"

(3) **The radii of curvature on the centerline shall not be less than the following:**

(a) **Highways, thoroughfares and parkways: 400 feet.**

(b) **Local streets, minor streets and service drives: 125 feet.**

H.

INTERSECTIONS

- (1) The minimum radius on returns at residential intersections shall be 25 feet. At intersections of a residential and arterial street, the minimum radius on returns shall be 30 feet.
- (2) At intersections of arterial streets, the minimum radius on returns shall be 40 feet.
- (3) The minimum radius on the returns for industrial districts shall be 40 feet.

I.

LOTS

- (1) The size, shape and orientation of lots shall be appropriate for the location of the proposed subdivision and for the type of development contemplated in compliance with applicable Zoning Ordinance or Regulations.
- (2) Excessive depth in relation to width shall be avoided. (A proportion of 1 to 1 or 2 to 1 will normally be considered appropriate, except in the case of narrow lots).
- (3) Every lot shall abut onto a public street, subject to the requirements of Section D (1) and (3) hereof.
- (4) Lots for residence purposes shall have sufficient width at the building setback lines to permit compliance with side yard or distance requirements for the applicable Zoning Ordinance or Regulations and still be adequate for a building of practicable width.
- (5) Except as otherwise provided herein, double-frontage lots shall be avoided.
- (6) Where practicable side lot lines shall be approximately at right angles to the right-of-way line of the street on which the lot faces.
- (7) Corner lots for residential use shall be platted wider than interior lots to permit compliance with the yard and set-back requirements of the applicable zoning ordinance or resolutions.
- (8) Where public sanitary facilities and/or water are not accessible, the lot size shall be determined in accordance with the requirements of Appendix II.

J. DESIGN CONCEPTS FOR RESIDENTIAL SUBDIVISION IN THE CITY OF COLLINSVILLE

Figure 1 - 10.