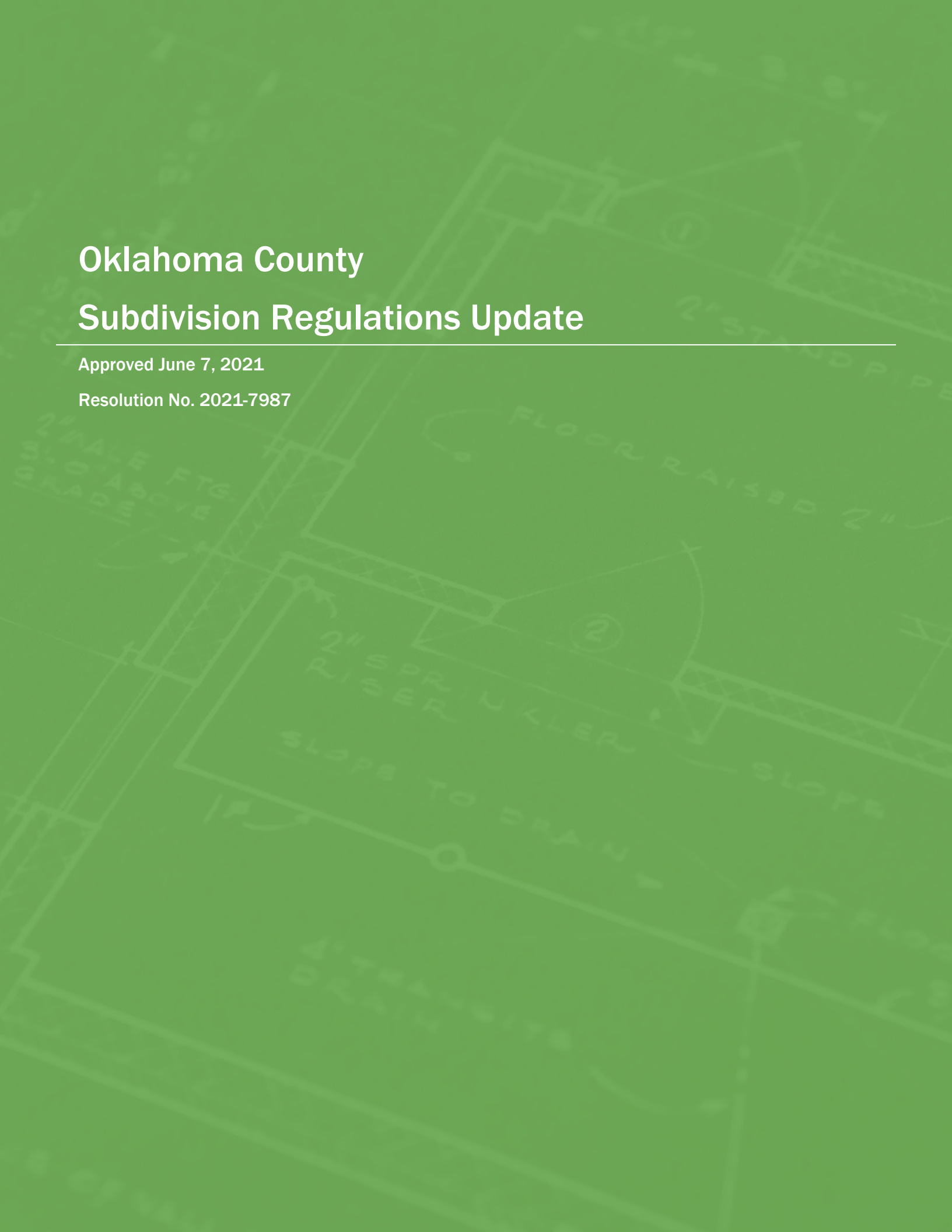


Oklahoma County

Subdivision Regulations Update

Approved June 7, 2021

Resolution No. 2021-7987



RESOLUTION NO. 2021-7987

A RESOLUTION RESCINDING AND REPLACING RESOLUTION NO. 130-08, PROVIDING SUBDIVISION REGULATIONS FOR UNINCORPORATED OKLAHOMA COUNTY ACCORDING TO O.S. TITLE 19 §868.8; §868.9; and §868.10.

WHEREAS, The Board of County Commissioners of Oklahoma County, Oklahoma, did on June 11, 2008, approve the regulations providing for the subdivision of land in unincorporated Oklahoma County, and


WHEREAS, these regulations must be updated from time to time; and

WHEREAS, the Oklahoma County Planning Commission did on May 20, 2021, hold a public hearing and adopted new Subdivision Regulations for Oklahoma County.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Oklahoma County hereby approves and adopts these new Subdivision Regulations for Oklahoma County, as provided in Oklahoma Statutes, Title 19, §868.8. A copy herewith is certified to the County Clerk.

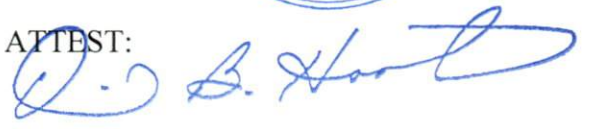
APPROVED this 7th day of June, 2021.

APPROVED:


County Engineer
Stacey Trumbo




ATTEST:


David B. Hooten, County Clerk


BOARD OF COUNTY COMMISSIONERS
OKLAHOMA COUNTY, OKLAHOMA


Chairman


Member


Member

APPROVED as to form and legality this 26th day of May, 2021.


Assistant District Attorney, Gretchen Crawford

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Article I. General Provisions

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Section 1. General

A. Title

These regulations shall officially be known, cited and referred to as the Subdivision Regulations of Oklahoma County (hereinafter “these regulations”).

B. Policy

1. It is declared to be the policy of the County to consider the subdivision of land and the subsequent development of the subdivided plat as subject to the control of the County and for the orderly, planned, efficient, and economical development of the County.
2. Land to be subdivided shall be 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 adequate public facilities and improvements exist and/or proper provision has been made for, but not limited to, drainage, water, and sewerage.
3. These regulations shall supplement and facilitate the enforcement of the provisions and standards contained in building codes, zoning regulations, floodplain regulations, and the Oklahoma County Master Plan.

Article I. General Provisions

[Section 2. Authority]

C. Purpose

The purpose of these regulations is:

1. To protect and provide for the public health, safety and general welfare of the County.
2. To ensure new development in unincorporated Oklahoma County meets the goals and conforms to the objectives and policies of the Oklahoma County Master Plan.
3. To provide for adequate light, air, and privacy to secure safety from fire, flood and other danger, and to prevent overcrowding of the land and undue congestion of population.
4. To provide the most beneficial relationship between the uses of land and buildings and the circulation of traffic throughout the County, having particular regard to the avoidance of congestion on the roads and highways, and to provide for the proper location and width of roads and building lines.
5. To establish reasonable standards of design and procedures for subdivisions in order to further the orderly layout and use of land and to ensure proper legal descriptions of subdivided land.
6. To ensure that public facilities and services are available concurrent with development and will have a sufficient capacity to serve the proposed subdivision.
7. To provide for open spaces through the most efficient design and layout of the land, including the use of average density in providing for minimum width and area of lots, while preserving the density of development as established in the County Zoning Regulations.

Section 2. Authority

The Oklahoma County Planning Commission is vested with the authority to review, approve, conditionally approve, and disapprove applications for the subdivision of land, as described in these regulations and O.S. Title 19 §868.8, including General Plats, Preliminary Plats, and Final Plats, subject to approval and acceptance of any public dedications thereon by the Oklahoma County Board of County Commissioners.

Section 3. Jurisdiction

A. Application of Regulations

These regulations apply to all subdivision of land located within unincorporated Oklahoma County.

B. Conformance to Regulations

No Building Permit or Certificate of Occupancy shall be issued for any parcel, lot, or plat of land created by subdivision after the effective date of these Regulations and not in substantial conformity with the provisions of these regulations; no excavation of land or construction of any public or private improvements shall take place or be commenced except in conformity with these regulations. (See also **Article II. Section 9.H. Issuance of Building Permits and Certificates of Occupancy.**)

Section 4. Enactment

In order that land may be subdivided in accordance with these purposes and policies, these subdivision regulations are hereby adopted and made effective. All applications for subdivision approval, including Final Plats, pending on the effective date of these regulations shall be reviewed under these regulations.

Section 5. Interpretation, Conflict, and Separability

A. Interpretation

In their interpretation and application, the provisions of these regulations shall be held to be the minimum requirements for the promotion of the public health, safety, and general welfare. These regulations shall be construed broadly to promote the purposes for which they are adopted.

1. Public Provisions

These regulations are not intended to interfere with, repeal, or annul any other regulation or rule. Where any provision of these regulations imposes restrictions different from those imposed by any other rule or regulation, the provision that is more restrictive or imposes higher standards shall control.

2. Private Provisions

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

3. Enforcement of Private Provisions or Homeowners' Covenants

Oklahoma County has no responsibility or jurisdiction for enforcement of any private covenant or homeowner association bylaw or requirement.

B. Severability

If any part or provision of these regulations or the application of these regulations to any person or circumstances is adjudged invalid by any court of competent jurisdiction, the judgment shall be confined in its operation to the part, provision, or application directly involved in the controversy in which the judgment shall be rendered and it shall not affect or impair the validity of the remainder of these regulations or the application of them to other persons or circumstances. The Board of County Commissioners hereby declares that it would have enacted the remainder of these regulations even without any such part, provision, or application that is judged to be invalid.

Article I. General Provisions

[Section 6. Saving Provision]

Section 6. Saving Provision

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

Section 7. Reservations and Repeals

Upon the adoption of these regulations according to law, the Rules and Regulations Governing the Subdivision of Land in Oklahoma County adopted in 1991, 2005, and 2008, as amended, are hereby repealed, except as to those sections expressly retained in these regulations.

Section 8. Amendments

For the purpose of protecting the public health, safety, and general welfare, the County Engineer, Planning Commission, or Board of County Commissioners may from time to time propose amendments to these regulations that shall then be approved or disapproved by the Board of County Commissioners at a public meeting following public notice.

Section 9. Public Purpose

The developer has the duty of compliance with reasonable conditions laid down by the Planning Commission for design, dedication, improvement, and restrictive use of the land to conform to the health, safety, and general welfare of the future lot owners in the subdivision and of the community at large.

Section 10. Fees

A. General Fees

The Planning Commission shall establish a schedule of fees, charges, expenses, and collection procedures for administration of these Regulations. The schedule of fees shall be maintained in the office of the Planning Commission. Until all applicable fees, charges and expenses have been paid in full, no action shall be taken on any application. The subdivider shall be solely responsible for submittal of the plat, all required materials and information, and payment of fees. Fees are nonrefundable.

B. Inspection Fees

The County Engineer shall establish and maintain a schedule of fees related to subdivision inspections. Fees are nonrefundable.

Section 11. Enforcement, Violations, and Penalties

A. General

The County Engineer shall have the duty of administering these regulations and shall make inspections and investigations as may be necessary to enforce the regulations set forth herein.

1. No owner, or agent of the owner, of any parcel of the land located in a proposed subdivision shall transfer or sell any part of the parcel before a final plat of the subdivision has been approved by the Planning Commission and Board of County Commissioners and filed with the Oklahoma County Registrar of Deeds.
2. No Building Permit shall be issued for the construction of any building or structure located on a lot or plat subdivided or sold in violation of the provisions of these regulations, nor shall the County have any obligation to issue a Certificate of Occupancy to any parcel created or any building constructed in violation of these regulations. (See also **Article II. Section 9.H. Issuance of Building Permits and Certificates of Occupancy.**)

B. Violations and Penalties

Any violation of these regulations shall be deemed a misdemeanor and shall be punishable by fine or imprisonment or both, as now provided by law for misdemeanors. The proper County authorities or any person affected by such violation, in addition to other remedies, may also institute any appropriate action including injunctive relief or proceedings to prevent or remove such violation (O.S. Title 19 §868.21).

Article II. Application Procedures and Approval Process

Article Contents

Section 1. Purpose

Section 2. Subdivision Requirements and Procedures

Section 3. Phased Subdivision Plats

Section 4. Planned Unit Development Requirements

Section 5. Notice Required

Section 6. Protests

Section 7. Subdivision Waiver

Section 8. Plat Approval Expiration or Extension

Section 9. Completion of Public Improvements

Section 1. Purpose

The purpose of this section is to establish the procedure for review and approval of Subdivisions. The procedure is intended to provide orderly and expeditious processing of such applications.

Section 2. Subdivision Requirements and Procedures

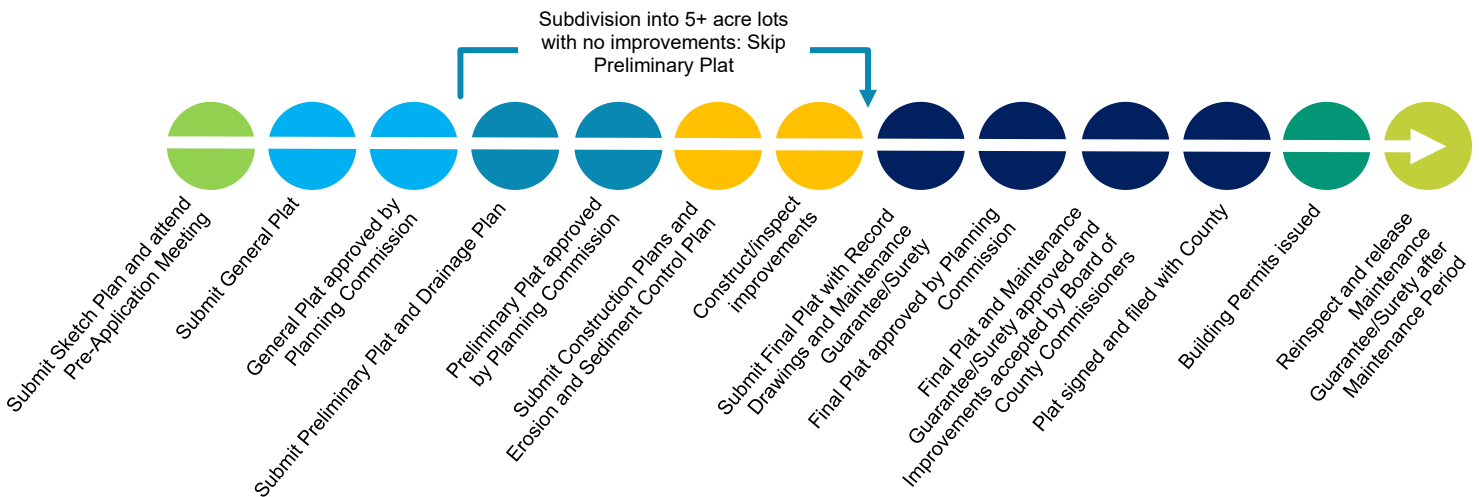
A. Applicability

For all property in Unincorporated Oklahoma County, any proposal involving any of the following shall be subject to subdivision procedures as required herein:

1. Any division of land,
2. Construction of a road through a tract of land, regardless of area, or
3. Replat of land hereto divided or platted into lots or parcels.

B. Subdivision Process Overview

1. The subdivision process includes the following steps:
 - a. Step 1: Pre-Application Meeting
 - b. Step 2: General Plat
 - c. Step 3: Preliminary Plat
 - d. Step 4: Construction of Improvements
 - e. Step 5: Final Plat



Article II. Application Procedures and Approval Process

[Section 2. Subdivision Requirements and Procedures]

2. Exceptions:
 - a. Subdivisions comprised of lots that are five (5) acres or larger and do not require construction of Public Improvements may bypass Step 3 and Step 4 above. Additionally, no Maintenance Guarantee/Surety is required.
 - b. Lot Splits
 - (1) The following Lot Splits may be administratively approved by the County Engineer:
 - (a) Combination Lot Split: A Lot Split where Lots are conveyed to abutting owners and does not result in an additional new Lot or parcel; or
 - (b) Standard Lot Split: A Lot may be divided one (1) time during a three (3) year period to separate the Lot into two (2) Lots that are each at least five (5) acres in area.
 - (2) Splits that result in a lot smaller than five (5) acres must follow the platting process, unless the split is a Combination Lot Split.
 - (a) For example, if a ten (10) acre lot will be split into a two (2) acre lot and eight (8) acre lot, then the platting process must be followed.
 - (3) Such applications shall be submitted to the County Engineer for review and approval consideration.

C. Step 1: Pre-Application Meeting

1. Pre-Application Meeting

Prior to preparing a General Plat, it is highly recommended that the developer schedule an informal meeting with the County's Planning and Engineering staff to discuss subdivision application procedures and requirements including, but not limited to, erosion control, drainage, utilities, paving design standards, driveway access locations, and road maintenance.
2. Pre-Application Deadline

The applicant is encouraged but not required to submit a sketch of the lots, roads, proposed improvements, and other significant features two (2) business days prior to the Pre-Application Meeting.

D. Step 2: General Plat

1. Purpose

The purpose of a General Plat is to depict the proposed design of the subdivision prior to the Preliminary Plat process.
2. General Plat Application Deadline

The General Plat application, fee, and all required documents must be submitted by the Official Filing Date.
3. Planning Commission Review and Action
 - a. Within forty-five (45) days of the application's Official Filing Date, the General Plat application will go before the Planning Commission for review and action at a public meeting.
 - b. If the Planning Commission approves the General Plat, the applicant may then submit a Preliminary Plat.
 - c. If no Public Improvements will be installed, the applicant may skip to submittal of a Final Plat.

Article II. Application Procedures and Approval Process

[Section 2. Subdivision Requirements and Procedures]

E. Step 3: Preliminary Plat

1. Purpose

The purpose of a Preliminary Plat is to depict the detailed layout of the subdivision and proposed improvements prior to the construction of Public Improvements and the Final Plat process.

2. Preliminary Plat Application Deadlines

a. The Preliminary Plat must be applied for within one (1) year from the date of General Plat approval by the Planning Commission or a new General Plat must be filed.

b. The Preliminary Plat application, fee, and all required documents must be submitted by the Official Filing Date.

3. Licensed Engineer or Surveyor Required

The Preliminary Plat must be prepared and sealed by a Professional Engineer and/or Registered Land Surveyor.

4. Planning Commission Review and Action

a. Within forty-five (45) days of the application's Official Filing Date, the Preliminary Plat application will go before the Planning Commission for review and action at a public meeting.

b. If the Planning Commission approves the Preliminary Plat, the applicant may then submit Construction Plans.

F. Step 4: Construction of Improvements

1. See **Section 9. Completion of Public Improvements** for requirements for the construction of public improvements.

2. Construction of the subdivision must commence within one (1) year of Preliminary Plat approval by the Board of County Commissioners. Failure to begin construction within one (1) year of approval will render the Preliminary Plat null and void, unless an extension of the approval has been granted in accordance with **Section 8. Plat Approval Expiration or Extension**.

G. Step 5: Final Plat

1. Purpose

The purpose of the Final Plat is to record the subdivision and its constructed improvements.

2. Licensed Engineer or Surveyor Required

The Final Plat must be prepared and sealed by a Professional Engineer and/or Registered Land Surveyor.

3. Planning Commission Review and Action

Within forty-five (45) days of the application's Official Filing Date, the Final Plat application will go before the Planning Commission for review and action at a public meeting.

4. Board of County Commissioners Review and Action

Upon review and approval by the Planning Commission, the Final Plat and Maintenance Guarantee/Surety will be submitted to the Board of County Commissioners for approval. The Final Plat must be filed with the Registrar of Deeds within sixty (60) days of Board of County Commissioners' approval.

Article II. Application Procedures and Approval Process

[Section 3. Phased Subdivision Plats]

5. Acceptance of Maintenance Guarantee/Surety and Dedications
 - a. The Board of County Commissioners may accept the dedications of public improvements by a Final Plat in accordance with the following:
 - (1) Submittal of Maintenance Guarantee/Surety in accordance with **Section 9.G.6**; and
 - (2) Installation of required improvements in accordance with **Article III. Requirements for Improvements and Design**.
 - b. The Final Plat must reflect all Planning Commission requirements.
6. Building Permits and Certificates of Occupancy

See **Section 9.H. Issuance of Building Permits and Certificates of Occupancy** concerning building permits and occupancy requirements for lots in new subdivisions and new development.

Section 3. Phased Subdivision Plats

A. Phasing of Preliminary Plat Allowed

1. Prior to granting final approval of a subdivision plat, the Planning Commission may permit the plat to be divided into two or more phases and shall impose such conditions upon the filing of the phases as it may deem necessary to ensure the orderly development of the subdivision, including but not limited to, restricting grading in each phase only after Preliminary Plat approval of each phase by the Planning Commission and receipt of Maintenance Guarantee/Surety.
2. A Preliminary Plat of the entire subdivision (before phasing) must be submitted as required in Step 3: Preliminary Plat. The approved Final Plat, for each phase, must be filed subject to the requirements in Step 5: Final Plat.

B. Phases Must be in Conformance

The Final Plat for each phase must be in conformance to the approved Preliminary Plat, otherwise, a revised Preliminary Plat shall be required to be submitted and approved following the subdivision process.

Section 4. Planned Unit Development Requirements

A. Purpose and Intent

The purpose of the Planned Unit Development (PUD) district is to promote efficient use of land, allow flexible application of development controls, allow a variety of density and land use application and configuration, protect surrounding property, and protect the natural features and scenic beauty of the land.

A PUD district shall constitute a zoning amendment and follow the procedures outlined by the Oklahoma County Zoning Regulations. Development within the PUD district shall be controlled by the PUD Master Plan and its Terms and Conditions submitted as part of the application and included with the PUD rezoning approval.

B. Drainage, Floodplain Management, Road Construction, and Building Code Applicable to PUDs

No subdivision application submitted to be reviewed concurrently with a PUD rezoning application shall seek to alter County drainage standards, floodplain regulations, road construction, or building code requirements. All roads, public or private, in a PUD shall be built to meet County applicable roadway standards.

C. General, Preliminary, and Final Plats

1. Upon approval of the PUD Design Statement and Master Development Plan, the developer shall prepare a General Plat, Preliminary Plat, and Final Plat for the entire development area.
2. Where a General Plat and PUD application have been submitted together, they may be reviewed concurrently.

Section 5. Notice Required

Before holding any hearing required by these Regulations, the Planning Commission shall give notice stating the nature of the hearing and the time and place where it shall be held. Such notice shall be given at least once each week for three (3) successive weeks prior to the date of such hearing in a newspaper of general circulation in the County.

Section 6. Protests

In accordance with O.S. Title 19 §868.8, if the governing body of a city or town protests against a subdivision plat of any land lying within three (3) miles of the limits of the incorporated area of such city or town, the plat shall be approved only by a favorable vote of two-thirds (2/3) of the whole membership of the Planning Commission with the reasons therefor stated within its minutes.

In accordance with O.S. Title 19 §868.16, the regulations imposed and the districts created under authority of this act may be amended from time to time by the Board of County Commissioners by order after the order establishing the same has gone into effect, but no such amendment shall be made without a hearing before the County Planning Commission. In case of written protest against any proposed amendment, signed and acknowledged by the owners of twenty percent (20%) of the frontage within one thousand (1,000) feet to the right or left of the frontage proposed to be changed, or by the owners of twenty percent (20%) of the frontage directly opposite, or directly in the rear of the frontage proposed to be altered, or, in cases where the land affected lies within one and one-half (1 1/2) miles of the limits of a municipality, by the governing body of the zoned municipality, filed with the County Planning Commission, such amendment may not be passed except by the favorable vote of all members of the Board of County Commissioners.

Section 7. Subdivision Waiver

A. General

1. These regulations shall provide for the modification thereof by the Planning Commission in specific cases where unusual topographical or other exceptional conditions may require the same (O.S. Title 19 O.S. §868.8).
2. Where the Planning Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes of these regulations may be served to a greater extent by an alternative proposal, the Planning Commission may approve waivers to these regulations so that substantial justice may be done and the public interest secured, provided that the waiver shall not have the effect of nullifying the intent and purposes of these regulations;

Article II. Application Procedures and Approval Process

[Section 8. Plat Approval Expiration or Extension]

and further provided that the Planning Commission shall not approve waivers unless it shall make findings based upon the evidence presented to it in each specific case that:

- a. The granting of a waiver will not be detrimental to the public safety, health, or welfare or injurious to other property;
 - b. The conditions upon which the request is based are unique to the property for which the relief 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 owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out; and
 - d. The waiver will not in any manner vary or alter the provisions of the Zoning Regulations, except in the manner prescribed by an approved Planned Unit Development governing the subdivision and/or development of the property.
3. An application for relief may be denied if an owner requests it merely for their own convenience, such as when the land is not usable due to error or poor assumptions on the owner's part, or when the only supporting evidence is that compliance would add significantly to development costs.

B. Conditions

In approving waivers, the Planning Commission may require such conditions as will, in its judgment, secure substantially the purposes described in **Article I. Section 1.C. Purpose**.

C. Procedures

1. An application for a waiver shall be submitted in writing by the subdivider or his designee with the General Plat or Preliminary Plat application.
2. The request for a waiver shall state fully the grounds for the application and all of the facts relied upon by the applicant.
3. The waiver, if granted, shall be incorporated into the Final Plat(s) with no further action or request for same required.
4. Waivers to these regulations shall require an affirmative vote of two thirds (2/3) of the full Planning Commission.

Section 8. Plat Approval Expiration or Extension

Failure to comply with stated time periods of these regulations shall result in the expiration of the application and associated Planning Commission approvals. Before expiration, the subdivider may provide a letter stating why these time periods cannot be met and requesting their extension. The subdivider is solely responsible for knowing expiration dates and meeting or extending them in accordance with these regulations. The Planning Commission shall have no duty, obligation or responsibility to remind or notify subdividers of approaching expiration dates.

A. Plat Approval Process

Once a Preliminary Plat or Final Plat is officially submitted by the subdivider, the Planning Commission has a fixed time period for approval or denial. If it appears that the Preliminary Plat or Final Plat will not be approved for reasons that the subdivider believes he or she can remedy, a time extension may be requested. The Planning Commission has the right to extend the review process,

Article II. Application Procedures and Approval Process

[Section 9. Completion of Public Improvements]

with the subdivider's written consent, if questions arise and the plan or plat cannot be approved until information is gathered and the questions answered.

B. Preliminary Plat Approval

Construction of the subdivision must commence within one (1) year of Preliminary Plat approval by the Board of County Commissioners unless an extension of the approval has been granted by the Planning Commission.

1. Preliminary Plat Valid for One (1) Year

If construction does not commence within one (1) year or the date of Planning Commission approval of the Preliminary Plat, the Preliminary Plat approval shall expire and become void. A formal request for Preliminary Plat extension 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.

2. Phased Plats

Where only a portion of an approved Preliminary Plat (See **Section 3. Phased Subdivision Plats**) is submitted for final approval, a Final Plat of the remaining area may be submitted at any time within three (3) years of the date the Preliminary Plat was approved by the Planning Commission, if each subsequent Final Plat conforms substantially to the approved Preliminary Plat.

C. Expired Plats

1. Any further subdivision action on property of expired plats will require resubmittal and shall include any necessary required public hearings.
2. The County Planner will notify the applicant of the affected plat thirty (30) days prior to the expiration.

Section 9. Completion of Public Improvements

A. Construction of Public Improvements Required

1. Before the Final Plat is approved and signed by the Planning Commission, all applicants shall be required to complete, in accordance with the Planning Commission's decision and to the satisfaction of the County Engineer, all Public Improvements specified in the Preliminary Plat and Construction Plans, and to dedicate those Public Improvements to the County on the Final Plat, unless otherwise specified, free and clear of all liens and encumbrances on the dedicated property and public improvements.
2. All required improvements should be made by the developer, at its expense, without reimbursement by the County.

B. Process Overview

The construction process includes the following steps:

1. Construction Plans
2. Pre-Construction Meeting

Article II. Application Procedures and Approval Process

[Section 9. Completion of Public Improvements]

3. Construction Release
4. Construction of Public Improvements
5. Inspection and Acceptance of Public Improvements
6. Issuance of Building Permits and Certificates of Occupancy

C. Construction Plans

1. Purpose

The purpose of Construction Plans is to require that Public Improvements will be installed in accordance with all Subdivision Regulations.

2. Submittal and Review of Construction Plans

- a. Construction Plans shall be submitted following Preliminary Plat approval.
- b. The Stormwater Pollution Prevention Plan (see **Article III. Section 9**) shall be submitted in conjunction with Construction Plans.
- c. All Construction Plans shall be prepared and sealed by a Professional Engineer.
- d. The County Engineer shall be responsible for the review and approval of Construction Plans. The County Engineer shall approve Construction Plans if:
 - (1) The Construction Plans are consistent with the approved Preliminary Plat; and
 - (2) The Construction Plans conform to the subject property's zoning and any Planned Unit Development standards, and any other standards for adequate public facilities, contained in these Subdivision Regulations and all other applicable County codes, standards, and specifications.
- e. All erosion control measures must be correctly installed according to the approved, submitted erosion control plans before any grading or dirt work commences.

3. Effect

Approval of Construction Plans authorizes the applicant to:

- a. Schedule a Pre-Construction Meeting; and
- b. Apply for Construction Release.

4. Expiration Date for Construction Plans

The approval of Construction Plans shall remain in effect for a period of one (1) year from the date of approval, or for the duration of construction of the project, provided that progress toward completion of the project continues to be demonstrated, unless the Construction Plans are extended in accordance with 5 below.

Article II. Application Procedures and Approval Process

[Section 9. Completion of Public Improvements]

5. Extension of Construction Plans beyond Expiration Date

a. General

- (1) Construction Plans may be extended for a period of six (6) additional months beyond the expiration date.
- (2) A request must be made in writing to the County Engineer for such extension prior to expiration of the plans and shall include reasons why the plans should be extended.

b. Decision by the County Engineer

- (1) The County Engineer will review the extension request, and shall approve, approve with conditions, or deny the extension request within thirty (30) calendar days following the date of the extension request.
- (2) Should the County Engineer fail to act on an extension request within thirty (30) calendar days, the extension shall be deemed to be approved.

c. Consideration

The County Engineer shall extend Construction Plans approval for a period of six (6) additional months beyond the expiration date if:

- (1) A Final Plat has been submitted, approved or filed of record for any portion of the property shown on the Construction Plans;
- (2) The Construction Plans comply with new regulations (i.e., regulations that have been adopted after approval of the original Construction Plans) that impact the health, safety, and general welfare of the County; and
- (3) Demonstrable progress has been made to proceed with construction or required improvements.

d. Conditions

In granting an extension, the County Engineer may impose such conditions as are needed to ensure that the land will be developed in a timely fashion and that the public interest is served. Any extension may be predicated upon compliance with new development regulations and/or the applicant waiving any vested rights.

e. Second Extension

A second six (6) month extension may be requested using the same process outlined above.

D. Pre-Construction Meeting

1. Purpose

- a. The purpose of the Pre-Construction Meeting is to discuss administrative, communication, and operating procedures for project construction.
- b. A list of typical inspection items, procedures, and acceptance criteria for items in right-of-way and easements will also be furnished to the applicant.

2. Requirement

- a. The applicant shall receive written notice from the County Engineer that Construction Plans have been approved and that the project is eligible for a Pre-Construction Meeting.

Article II. Application Procedures and Approval Process

[Section 9. Completion of Public Improvements]

- b. The applicant(s) shall attend a Pre-Construction Meeting with the County Engineer following the approval of Construction Plans and prior to commencement of any construction on the property.
- c. The County Engineer shall require at least three (3) business days to schedule a Pre-Construction Meeting.
3. Off-Site Easements
 - a. All necessary off-site easements required for installation of Public Improvements to serve the development (such as an off-site detention pond) shall be acquired by the applicant prior to the Pre-Construction Meeting. The applicant shall be responsible for the acquisition of all required off-site easements.
 - b. Off-site easements shall be conveyed and recorded at the County by an instrument approved by the County.
4. Effect
 - a. Following the Pre-Construction Meeting and upon approval of the Construction Plans and full compliance with all pre-construction requirements, the County Engineer shall authorize Construction Release, allowing the applicant to commence with construction of the project.
 - b. The applicant may also be issued a Building Permit, if appropriate, provided that a Building Permit application has been submitted and approved and all other Building Permit requirements have also been met.

E. Construction Release

1. Upon approval of the Construction Plans, receipt of all documentation and fees, and after the Pre-Construction Meeting with the County Engineer, the County Engineer shall release the plans for construction if all County requirements pertaining to construction have been met. All construction of Public Improvements shall be supervised by a Professional Engineer.
2. The Construction Release shall remain in effect for a period of one (1) year from the date of issuance, or for the duration of construction of the project, provided that progress toward completion of the project continues to be demonstrated.
 - a. Expiration, and possible extension, of the Construction Release shall be the same as for the Construction Plans (see **C.4** above).

F. Construction of Public Improvements

1. Timing of Public Improvements Construction
 - a. Completion of all required Public Improvements shall occur prior to Final Plat approval.
 - b. If the development is being platted and constructed in phases, improvements shall be completed as platted areas are approved and phases are constructed.
 - c. All drainage improvements must be completed before or in conjunction with any road construction.

2. Easements for Utility Providers

See **Article III. Section 3.D. Easements for Utility Providers.**

G. Inspection and Acceptance of Public Improvements

1. Inspection of Public Improvements
 - a. The County Engineer shall inspect the construction of Public Improvements while in progress, as well as upon completion.
 - b. The applicant, or applicant's contractor, shall maintain contact with the County Engineer during construction of Public Improvements.
 - c. Inspections shall be conducted during normal business hours, Monday through Friday.
 - d. Inspection fees shall be established and maintained by the County Engineer as stated in **Article I. Section 10.B. Inspection Fees.**
2. Conformance with Construction Plans
 - a. Construction shall be in accordance with the approved Construction Plans.
 - b. Any significant change in design required during construction shall be made by the applicant's engineer and shall be subject to approval by the County Engineer.
 - c. Once construction is complete, preliminary Record Drawings shall be submitted to the County Engineer.
3. Corrections to Public Improvements
 - a. If the County Engineer finds, upon inspection, that any of the required Public Improvements have not been constructed properly and in accordance with the approved Construction Plans, the applicant shall be responsible for completing and/or correcting the Public Improvements to bring such into compliance.
 - b. The County will provide the applicant with a punch list of any issues the applicant must rectify in order for the Public Improvements to be in accordance with the approved Construction Plans and County standards.
4. Final Inspection

Once preliminary inspection issues have been rectified, then the applicant may schedule a final inspection with the County Engineer.
5. Public Improvements Inspection Fees
 - a. Fees
 - (1) The developer will be charged an inspection fee as per the Fee Schedule.
 - (2) The developer may be charged an additional inspection fee to reimburse the County the actual inspection cost if the County is required to have third party inspections of the Public Improvements in each subdivision or development.
 - b. Cost for Construction
 - (1) The developer shall submit to the County a cost for construction of the Public Improvements to be dedicated to the County and upon which the Maintenance Guarantee/Surety and inspection fees will be based.
 - (2) The cost of construction shall be reviewed and approved by the County Engineer.

Article II. Application Procedures and Approval Process

[Section 9. Completion of Public Improvements]

6. Maintenance Guarantee/Surety

- a. The purpose of Maintenance Guarantee/Surety is to guarantee the contractor's materials and workmanship for ten (10) years following the issuance of a Letter of Acceptance.

- (1) The maintenance period shall be two (2) years if a dedicated construction entrance is provided and utilized.

- b. All subdivisions constructing Public Improvements (including drainage and erosion control measures) are required to submit Maintenance Guarantee/Surety with the County in an amount equal to twenty (20) percent of the contract price.

- (1) Exception: Projects with a contract price less than ten thousand dollars (\$10,000) shall be exempt from this requirement.

- c. Types of Security Accepted

The following types of security may be accepted by the County, at the County Engineer's discretion.

- (1) Letter of Credit

If the applicant posts a letter of credit as security for its promises contained in the subdivision agreements, the credit shall:

- (a) Be irrevocable;

- (b) Be for a term sufficient to cover the maintenance period in a above; and

- (c) Require only that the government present the credit with a sight draft and an affidavit signed by the Oklahoma County District Attorney attesting to the County's right to draw funds under the credit.

- (2) Cash Escrow

If the applicant posts a cash escrow as security for its promises contained in the agreements, the escrow instructions shall provide: 1) that the subdivider will have no right to a return of any of the funds until the term of the subdivision security has been met and 2) that the escrow agent shall have a legal duty to deliver the funds to the County whenever the Oklahoma County District Attorney presents an affidavit to the agent attesting to the County's right to receive funds whether or not the subdivider protests that right.

- (3) Bond

The applicant may provide a bond executed by a surety company authorized to do business in the State of Oklahoma.

7. Submittal of Record Drawings

- a. The County shall not accept the dedication of required Public Improvements until the applicant's engineer has certified to the County Engineer, through submittal of detailed Record Drawings of the project, that the Public Improvements have been built in accordance with the approved Construction Plans.

- (1) The submittal of detailed Record Drawings of the project shall be approved by the County Engineer.

- (2) Recorded off-site easements shall be submitted with the Record Drawings.

- b. Record Drawings for all County Public Improvements and improvements for other utility providers (e.g., water and wastewater) shall be submitted to the County before a plat is recorded.

Article II. Application Procedures and Approval Process

[Section 9. Completion of Public Improvements]

- c. Each Record Drawing sheet shall show all changes made in the Construction Plans during construction, and on each sheet, there shall be a “record” stamp bearing the signature of the engineer and date, which shall be maintained by the County Engineer.
 - d. Digital files of all the Record Drawings shall be submitted by the applicant in AutoCAD and Adobe PDF formats, as required by the County.
8. Conditional Acceptance or Rejection of Improvements by the County Engineer
- The County Engineer is responsible for conditionally accepting completed subdivision improvements intended for dedication to the County.
- a. Final Inspection

After completion of all improvements, franchise utilities, grading, and erosion control, the County Engineer and other designated representatives (as applicable) will perform a final inspection before accepting the improvements.
 - b. Letter of Acceptance
 - (1) If all improvements are completed, inspected, tested (if applicable), and determined by the County to be in conformance with the Subdivision Regulations and with the County’s design standards and all inspection fees have been paid, the Board of County Commissioners shall consider acceptance of the improvements at the time of Final Plat approval and then the County Engineer shall issue a Letter of Acceptance to the applicant, thereby notifying the applicant of the County’s acceptance of any proposed dedications (including right-of-way and Public Improvements) offered on the Final Plat.
 - (2) The Letter of Acceptance shall be a separate document and recorded with the Final Plat.
 - (3) Acceptance of the Public Improvements at Final Plat approval shall mean that the applicant has transferred all rights to all the Public Improvements to the County for title, use, and maintenance. This shall not release the developer from the Maintenance Guarantee/Surety (see **6** above).
 - c. Rejection

The County Engineer shall reject those Public Improvements that fail to comply with the County’s standards and specifications. The developer shall correct the issues to ensure compliance with the County’s standards and specifications.
9. Acceptance Disclaimer
- a. Approval of a General Plat, Preliminary Plat, or Final Plat by the Planning Commission, or Construction Plans by the County Engineer, shall not constitute acceptance of any of the Public Improvements required to serve the subdivision or development.
 - b. No Public Improvements shall be accepted for dedication by the County except in accordance with this Section.

H. Issuance of Building Permits and Certificates of Occupancy

No Building Permit or Certificate of Occupancy shall be issued until all Public Improvements and Stormwater Pollution Prevention measures have been completed and accepted by the Board of County Commissioners and the Final Plat has been filed with the County.

Article III. Requirements for Improvements and Design

Article Contents

Section 1. General Provisions

Section 2. Public Facilities and Services

Section 3. Lots and Blocks

Section 4. Roads

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Section 6. Conservation Easement or Setback Along Waterways

Section 7. Water Facilities

Section 8. Wastewater Facilities

Section 9. Stormwater Pollution Prevention

Section 1. General Provisions

A. Conformance to Applicable Rules and Regulations

In addition to the requirements established in these regulations, all subdivision plats shall comply with the following laws, rules, and regulations:

1. All applicable statutory provisions;
2. All requirements of the County Zoning Regulations, building and housing codes, floodplain regulations, and all other applicable laws of the appropriate jurisdictions;
3. The Official Zoning Map;
4. The special requirements of these Regulations and any rules of the Health Department and/or appropriate state or substate agencies;
5. The rules of the Oklahoma Department of Transportation if the subdivision or any lot contained therein abuts a state highway or connecting road;
6. The standards and regulations adopted by the County Engineer and all boards, commissions, agencies, and officials of Oklahoma County government;
7. The County's Master Plan;
8. The State of Oklahoma County Highway System Design Guidelines manual; and
9. Any other standards and regulations adopted by the County.

B. Conformance to Guidelines

Plat approval shall be withheld if a subdivision is not in conformity with the above laws, regulations, guidelines, and policies as well as the purposes of these regulations.

C. Self-Imposed Restrictions

If the owner places restrictions on any of the land contained in the subdivision greater than those required by the Zoning Regulations or these regulations, such restrictions or reference to those restrictions shall be required to be indicated on the subdivision plat. Where restrictive covenants are less restrictive than those required by the Zoning Regulations, the more restrictive regulation shall prevail. All restrictive covenants shall be filed with the Registrar of Deeds.

D. Character of the Land

Land that the Planning Commission finds to be unsuitable for subdivision or development due to flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements, or other features that will reasonably be harmful to the safety, health, and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas, shall not be subdivided or developed unless adequate methods are formulated by the developer and approved by the Planning Commission, upon recommendation of the County Engineer, to solve the problems created by the unsuitable land conditions. Such land shall be set aside for uses that shall not involve any danger to public health, safety, and welfare.

E. Subdivision Name

The proposed name of the subdivision shall not duplicate, or too closely approximate phonetically, the name of any other subdivision in the County. The Planning Commission shall have final authority to designate the name of the subdivision, which shall be determined at time of General Plat approval.

Section 2. Public Facilities and Services

A. Adequate Public Facilities

No Preliminary Plat shall be approved unless the Planning Commission determines that public facilities will be adequate to support and service the area of the proposed subdivision. The applicant shall, at the request of the Planning Commission, submit sufficient information and data on the proposed subdivision to demonstrate the expected impact on, and use of, public facilities by possible uses of said subdivision. Public facilities and services to be examined for adequacy will include roads, drainage, sewerage, and water service.

B. Extension Policies

All public improvements and required easements shall be extended through the parcel on which new development is proposed. Roads, water lines, wastewater systems, drainage facilities, electric lines, and telecommunications lines shall be constructed through new development to promote the logical extension of public infrastructure. Oklahoma County may require the applicant of a subdivision to extend offsite improvements to reach the subdivision or oversize required public facilities to serve anticipated future development as a condition of plat approval.

Article III. Requirements for Improvements and Design

[Section 3. Lots and Blocks]

Section 3. Lots and Blocks

A. Access

1. Every lot shall have frontage on, and access to, a public road or private road meeting right-of-way and improvement standards. Minimum frontage shall be established by the Zoning Regulations dimensional standards.
2. Lots shall not, in general, derive access exclusively from a major or section line road.
 - a. Where driveway access from a major or section line road 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 on the road.
3. Driveways should be designed and arranged to avoid requiring vehicles to back into traffic on section line roads.
4. For paving requirements in the right-of-way adjoining any County road, see **Section 4.D.2. Hard Surface may be Required in the Right-of-Way.**

B. Lot Dimensions and Orientation

1. Lot dimensions shall comply with the minimum standards of the Zoning Regulations. Minimum lot dimension and area shall not include any right-of-way or roadway easement, whether public or private, in lot size calculations.
2. In general, side lot lines shall be at right angles to road lines (or radial to curving road lines).
3. The lot line common to the road right-of-way shall be the front line.
 - a. All lots shall face the front line and a similar line across the road.
 - b. Wherever feasible, lots shall be arranged so that the rear line does not abut the side line of an adjacent lot.

C. Double Frontage Lots and Reverse Frontage Lots

1. Double frontage and reverse frontage lots shall be prohibited except where necessary to provide separation of residential development from Section Line Roads or to overcome specific disadvantages of topography and orientation.
2. Where lots have double frontage, a front yard setback shall be provided on both roads in accordance with the Zoning Regulations.

D. Easements for Utility Providers

1. The applicant is responsible for contacting all utility providers prior to beginning construction, and for securing all necessary easements for same prior to Final Plat approval and recordation.
2. The applicant's engineer shall provide the County Engineer with written certification that all necessary easements are secured for the various utility providers, and such easements shall be shown on the Final Plat with the recording information for each.

E. Other Required Easements

Other required easements include, but are not limited to:

1. Conservation Easement or Setback, as established within **Section 11** of the Zoning Regulations.
2. Sight Visibility Easements, as established within **Section 4.F** of these Subdivision Regulations.
3. Drainage Easements, as established within **Section 5.B** of these Subdivision Regulations.

F. Block Length

1. Block lengths in residential areas shall not exceed one thousand five hundred (1,500) feet, nor be less than four hundred (400) feet in length.
2. Blocks along section line and collector roads shall be not less than one thousand (1,000) feet in length unless otherwise approved by the County Engineer.
3. The Planning Commission may require the reservation of an easement through the block to accommodate utilities, drainage facilities, or pedestrian traffic to provide circulation or access to schools, playgrounds, shopping centers, transportation, or other community facilities.

G. Sidewalks

1. Sidewalks are required internally within all residential subdivisions and shall be constructed within the right-of-way on both sides of the road.
 - a. Exception: The County Engineer may waive the requirement for sidewalks in subdivisions with an average lot size of at least one (1) acre or when topography or other natural features do not reasonably allow for the installation of sidewalks.
2. Sidewalks shall be at least five (5) feet in width.
3. All sidewalks shall be designed and constructed in accordance with American with Disabilities Act.
4. All sidewalks shall be completed before the final inspection at the building permit phase for each lot within a subdivision.

H. Pedestrian Ways or Crosswalks

1. Where sidewalks are provided, pedestrian crosswalks shall be provided at every intersection involving one or more Collector roads. Crosswalks shall include painted or textured markings, signage at the crosswalk, and advanced signage to alert traffic of pedestrians.
2. Crosswalks and ramp orientation shall be as close to perpendicular to the road as possible to promote safe crossings.
3. All public and private walkways, trails, sidewalks, ramps, stairs, or other pedestrian or bicycle access routes shall meet the guidelines of the Americans with Disabilities Act and Oklahoma Department of Transportation (ODOT) Standard Specifications.

Article III. Requirements for Improvements and Design

[Section 3. Lots and Blocks]

I. Maintenance of Pedestrian Ways and Sidewalks

Unless maintenance is provided by and under homeowners' or property owners' covenants, each owner or occupant of any house or other building, and any owner or person entitled to possession of any vacant lot, and any person having charge of any facility or public building shall be responsible for maintaining the pedestrian ways, crosswalks, or sidewalks adjacent to their property. During the winter season, this shall include keeping the sidewalk free of snow or ice and at all other times shall keep the sidewalk in good and safe repair in a clean condition, free from obstructions or encumbrances.

Section 4. Roads

A. General Requirements

The road pattern of a neighborhood shall provide adequate circulation within the subdivision. The arrangement, character, extent, width, grade, and location of all roads shall be considered in their relation to existing and planned roads, to topographical conditions, to public safety and convenience, and to the proposed uses of the land to be served by such roads. Proposed roads shall provide a safe, convenient, and functional system for vehicular, pedestrian, and bicycle circulation, and shall be appropriate for the particular traffic characteristics of each proposed development. (See also **Appendix B. Paving Design Standards** and **Appendix C. Typical Paving Sections**.)

1. Traffic Impact Analysis

- a. A Traffic Impact Analysis (TIA) is a study that will assess the effects that a development's traffic will have on the surrounding roadway network.
- b. A TIA shall be required for any development or development proposal meeting the criteria outlined in **Appendix D. Traffic Impact Analysis**.

2. Road Names

- a. Road names shall not be used that will duplicate or may be confused with the names of existing roads.
- b. No two roads shall be given the same name or similar sounding name.
- c. Street names shall be subject to the approval of the Planning Commission and in accordance with 9-1-1 guidelines.

3. Roadway Signs

Signs for roads shall be in accordance with the following:

a. Street Signs

The developer, owner, or owners shall provide and erect two (2) road name signs at each road intersection. The signs, posts, and mounting hardware shall be in conformance with the Oklahoma Manual on Uniform Traffic Control Devices (latest edition).

b. Traffic Control

The developer, owner, or owners shall provide temporary (during construction) and permanent traffic control devices (signs, signals, pavement markings, and delineation) in accordance with the Oklahoma Manual on Uniform Traffic Control Devices (latest edition). A traffic control plan and permanent traffic control devices layout plan must be submitted and sealed by a licensed engineer.

Article III. Requirements for Improvements and Design

[Section 4. Roads]

B. Roadway Classification

1. Functional Classification

All roads shall be classified as either a Section Line Road, Collector, or Local in accordance with the dimensional standards in **Figure 1**, **Figure 2**, **Figure 3**, and **Figure 4** below.

Figure 1. Section Line Road (4-Lane)

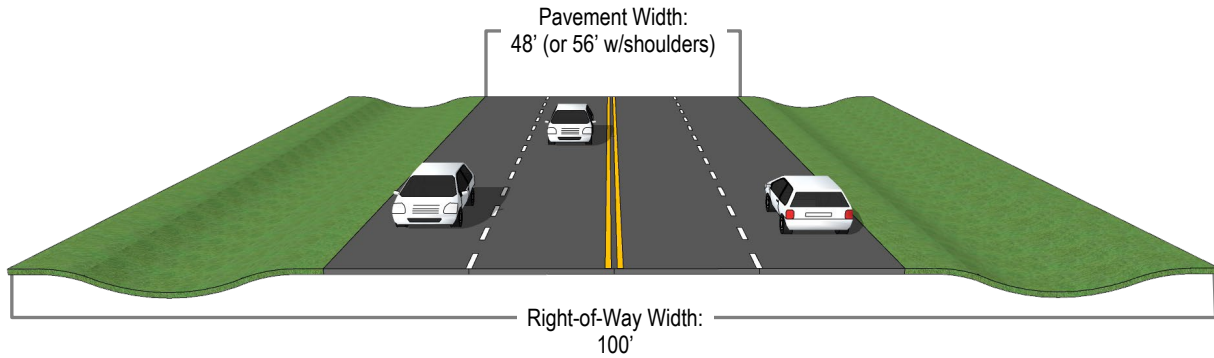


Figure 2. Section Line Road (2-Lane)

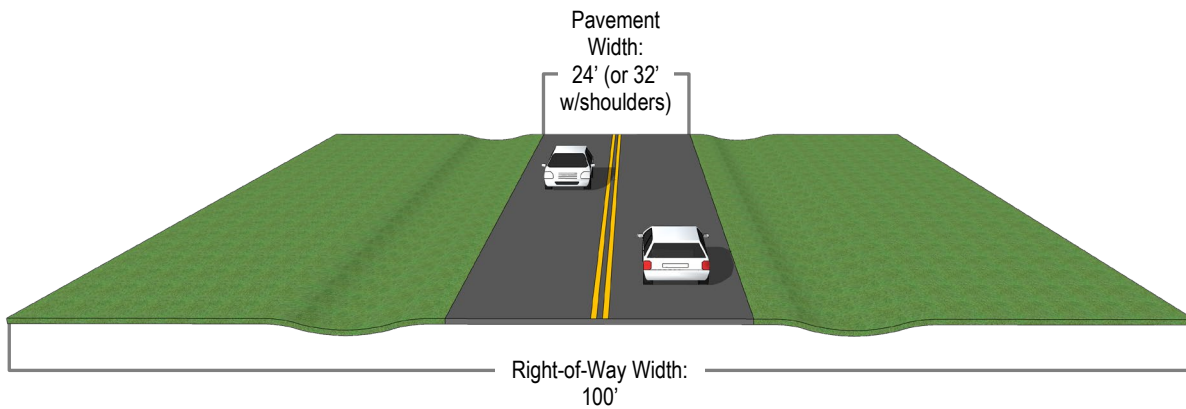


Figure 3. Collector

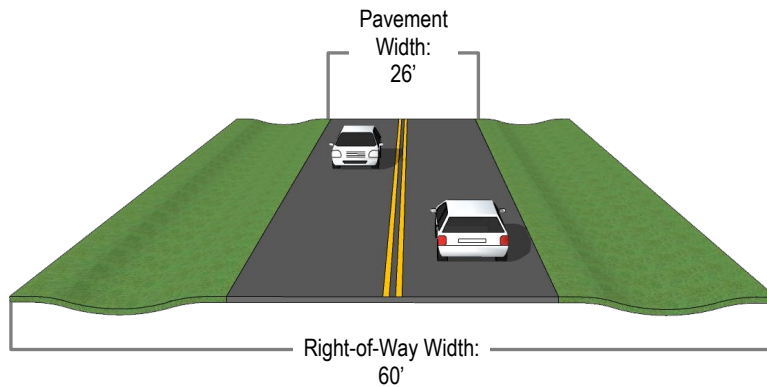
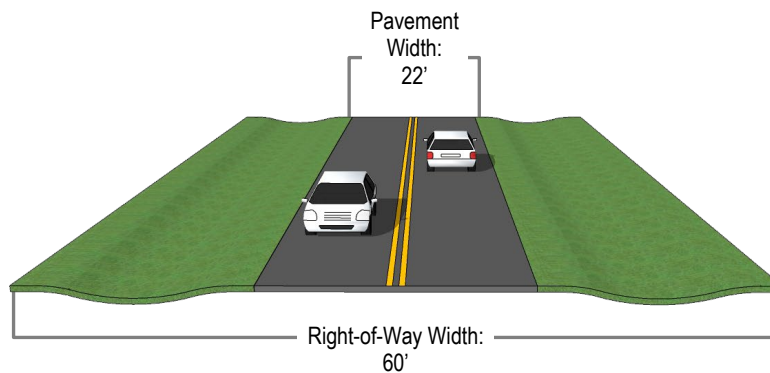


Figure 4. Local



2. Excess Right-of-Way

Right-of-way in excess of the standards designated in these regulations shall be required whenever, due to topography, additional width is necessary to provide adequate earth slopes.

- a. Such slopes must meet current County standards (see **Appendix B. Paving Design Standards** and **Appendix C. Typical Paving Sections**). Steeper slopes can be approved by the County Engineer under special circumstances to avoid conflicts with other utilities or to match certain existing topographic conditions. Special vegetation maintenance and establishment may be required.

Article III. Requirements for Improvements and Design

[Section 4. Roads]

C. Private Roads and Gated Subdivisions

1. Private Roads and Gated Subdivisions

a. General Requirements

Subdivisions with private roads and gated communities shall meet the following requirements:

- (1) The general provisions of these Subdivision Regulations and other County Codes as they relate to development, roads, and utilities will apply.
- (2) A vehicular turn around shall be provided at entry gates to allow vehicles that have been denied entry the ability to exit without having to back up.
- (3) All plans concerning private roads and gated subdivisions are subject to review and approval by the County Engineer.
- (4) The definition of a "subdivision" and "road", as contained in the Subdivision Regulations, will apply to all subdivisions or roads, whether public or private.

b. Owners Responsibility

The person or corporation in control of the property is responsible for, and liable for, any violations of this private road requirement. This includes, but is not limited to, the developer, property owner, the homeowners' or property owners' association and its officers, if applicable, or others who may own or exercise control over the property.

c. Private Road Lot

- (1) Each private road and alley must be constructed within a separate lot owned by the homeowners' or property owners' association.
- (2) Each lot must conform to the County's standards for design of a public road and alley right-of-way.

d. Maintenance of Private Roads

The County shall not pay for any portion of the cost of constructing or maintaining a private road. The Final Plat shall include a statement acknowledging that the County is not responsible for construction, operation, maintenance, repair, or acceptance of private roads. Each deed shall state that the road is privately maintained.

e. Plans and Inspections

An applicant for a proposed subdivision with private roads must submit to the County the same construction plans and engineering information required to construct public roads and utilities. Requirements pertaining to inspection and approval of improvements prior to Final Plat approval shall apply. Fees charged for these services shall also apply. The County may periodically inspect private roads and require repairs necessary to ensure emergency access.

f. Waiver of Services

The Final Plat, property deeds, and homeowners' or property owners' association documents shall note that certain County services shall not be provided on private roads. Among the services that will not be provided are the following:

- (1) Routine law enforcement patrols.
- (2) Enforcement of traffic and parking regulations and preparation of accident reports.

(3) Depending on the characteristics of the proposed development, other services may not be provided.

(4) Road repair and maintenance.

g. Signs

The entrances to all private roads shall be marked with a sign stating that it is a private road. All private traffic regulatory signs shall conform to the Oklahoma Manual of Uniform Traffic Control Devices.

2. Gates

a. Each gate installation in a gated community must conform to the following provisions:

(1) County Engineer Approval Required

Each gate installation must be approved by the County Engineer. The installation must be completed and tested prior to the County's acceptance of the subdivision.

(2) Gate Openings and Clearances

Gate design may incorporate one or two gate sections to meet the required minimum gate width of eighteen (18) feet.

(3) If a gate design incorporates any overhead obstruction, the obstruction must be a minimum of fourteen (14) feet above the finished road surface.

(4) All components of the gate system must be maintained in an approved operating condition, with all components serviced and maintained on a regular basis as needed to ensure proper gate operation. A proper power supply shall be maintained to all electrical and electronic components at all times.

b. Setback Required

Approach and departure areas on both sides of a gated entrance must provide adequate setbacks and proper alignment to allow free and unimpeded passage of emergency vehicles through the entrance area.

3. Homeowners' Associations Required

a. Homeowners' or Property Owners' Association Required

Subdivisions developed with private roads and alleys must have a mandatory homeowners' or property owners' association which includes all property to be served by private roads. The association shall own and be responsible for the maintenance of private roads and appurtenances.

b. The association documents must establish a reserve fund for the maintenance of roads and other improvements. The documents shall be filed of record prior to the approval of the Final Plat. Lot deeds must convey membership in the association and provide for the payment of dues and assessments required by the association.

4. Construction and Utilities

Water, sewer, drainage facilities, road lights, and signs placed within the private road and alley lot shall be installed to County standards prior to approval of the Final Plat. All County regulations relating to infrastructure financing and developer cost participation shall apply to subdivisions with private roads.

Article III. Requirements for Improvements and Design

[Section 4. Roads]

5. Visitor Entrance Design Standards

At least one entrance to a subdivision with private roads shall be equipped for visitor access. In addition to meeting the above design standards, the visitor entrance shall be equipped with a call or code box located at least 50 feet from the boundary of the subdivision to provide for visitors calling in an automobile queuing. A turn-around space with a minimum outside radius of 30 feet shall be located between any call or code box and the access control device to allow vehicles denied access to safely exit onto public roads in a "head-out" position. A sign shall be erected next to the edge or such turnaround space to prohibit vehicle parking in such space. A resident entrance used in combination with a visitor entrance shall comply with the requirements of this Subsection.

6. Resident Only Entrance Design Standards

In addition to meeting the above design standards, an access control device that requires residents to use a key, card, or code to gain access shall be set back internally a minimum of 50 feet from the boundary of the subdivision to provide for automobile queuing; except that resident entrances equipped with an electronic opener that allows residents to remotely open the access control device and enter the subdivision without having to stop are exempt from this requirement. A sign shall be erected next to any resident entrance that does not meet the 50 foot setback requirement of this paragraph and does not provide a turnaround space with a minimum outside radius of 30 feet to indicate that it is for resident use only and not for visitors.

D. Design Standards

1. Layout

a. Road Continuation

The arrangement of roads shall provide for the continuation of principal roads between adjacent properties when the continuation is necessary for convenient movement of traffic, effective fire protection, efficient provision of utilities, and where the continuation is in accordance with County's adopted Master Plan.

b. Topography and Access

- (1) Local roads shall be laid out to conform as much as possible to the topography, to discourage use by through traffic, to permit efficient drainage and utility systems, and to require the minimum number of roads necessary to provide convenient and safe access to property.
- (2) All roads shall be arranged to obtain as many building sites as possible at, or above, the grades of the roads. Grades of roads shall conform as closely as possible to the original topography.
- (3) A combination of steep grades and curves shall be avoided.

c. Drainage Provisions

The road layout shall provide for the acceptable disposal of storm water; provisions shall be made by the developer to plan for drainage in accordance with the rules and procedures herein stated.

d. Road Pattern

A rigid rectangular gridiron road pattern is discouraged, and the use of curvilinear roads shall be encouraged where such use will result in a more desirable layout.

e. Road Extension to Boundary Lines

Proposed roads 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 tracks.

2. Hard Surface may be Required in the Right-of-Way

Within the right-of-way, surface area shall be determined by County standards.

3. Grading and Improvement Plan

- a. Roads shall be graded and improved and conform to Oklahoma County's construction standards and specifications (see **Appendix B. Paving Design Standards** and **Appendix C. Typical Paving Sections**).
- b. Land shall be approved as to design and specifications by the County Engineer, in accordance with the Construction Plans and Stormwater Pollution Prevention Plan.
- c. A subdivision that develops lots with direct access to a County Section Line Road shall widen the Section Line Road to a width appropriate for the density/intensity of the development being proposed, as determined by the Traffic Impact Analysis (see **Appendix D. Traffic Impact Analysis**).

4. Intersections

- a. Roads and alleys shall be laid out to intersect as nearly as possible at right angles. A proposed intersection of two (2) new roads at an angle not less than ninety (90) degrees shall not be acceptable unless approved by the County Engineer upon evidence of good cause. An oblique road should be curved approaching an intersection and should be approximately at right angles for at least one hundred (100) feet there from. Not more than two (2) roads shall intersect at any one point unless specifically approved by the Planning Commission.
- b. Proposed new intersections along one side of an existing road shall, wherever practicable, line up or coincide with any existing intersections on the opposite side of such road.
- c. Road jogs with center-line offsets of less than one hundred fifty (150) feet shall not be permitted, except where the intersected road has separated dual drives without median breaks at either intersection. Offset distances shall be indicated on the Preliminary Plat.
- d. Where roads intersect major roads, their alignment shall be continuous. Intersection of major roads shall be at least five hundred (500) feet apart. A collector road and Section Line Road shall be considered a major intersection for purposes of these Regulations.
- e. Minimum curve radius at the intersection of two (2) local roads shall be at least twenty (20) feet; and minimum curve radius at an intersection involving a collector road shall be at least twenty-five (25) feet. Alley intersections and abrupt changes in alignment within a block shall have the corners cut off in accordance with standard engineering practice to permit safe vehicular movement.
- f. Intersections shall be designed with a flat grade wherever practical. In hilly or rolling areas, at the approach to an intersection, a leveling area shall be provided having not greater that a two percent (2%) rate at a distance of sixty (60) feet, measured from the nearest right-of-way line of the intersecting road.

Article III. Requirements for Improvements and Design

[Section 4. Roads]

- g. Where any road intersection will involve earth banks or existing vegetation inside any lot corner that would create a traffic hazard by limiting visibility, the developer shall cut such ground and/or vegetation (including trees) in connection with the grading of the public right-of-way to the extent deemed necessary to provide an adequate sight distance.
- h. The cross-slopes on all roads, including intersections, shall be three percent (3%) or less.

5. Centerline Curve Radius

The minimum centerline radius on curves applicable to a proposed subdivision is shown in **Table 1**.

Table 1. Minimum Radius on Curves

Road Classification	Minimum Radius
Section Line	800 feet, or as approved by the County Engineer
Collector	100 feet
Local	50 feet

6. Centerline Grade

The minimum grade of a road shall be 0.5% and the maximum grade of a road shall be 8% unless otherwise approved by the County Engineer.

7. Stub Outs, Cul-de-Sacs, and Dead-End Roads

- a. Stub outs shall be provided for connections to future development.
- b. Cul-de-sacs and dead-end roads shall not exceed six hundred (600) feet in length, unless otherwise approved by the County Engineer.
- c. A temporary turnaround shall be provided for any dead-end road that exceeds two hundred (200) feet in length from the nearest intersection. A temporary T- or L-shaped turnabout shall be provided on all temporary dead-end roads, with the notation on the subdivision plat that land outside the normal road right-of-way shall revert to abutters whenever the road is continued.
- d. A cul-de-sac road shall be platted and constructed with a concrete paved cul-de-sac at the closed end having the following minimum turnaround radii:
 - (1) For single-family districts, a paved turnaround of at least one hundred (100) feet in diameter and a right-of-way of one hundred twenty (120) feet in diameter.
 - (2) For all other districts, a paved turnaround of at least one hundred twenty (120) feet in diameter and a right-of-way of one hundred fifty (150) feet in diameter.

8. Road Knuckle

Where an intersection between two (2) roads occurs to form an approximate ninety (90) degree intersection and where there are no future plans to extend the road or roads to form a tee intersection or a four-way intersection, the intersection shall be designed with a road knuckle. The use of a road knuckle shall be limited to use on local roads. The minimum radius of the paved areas of a road knuckle shall be forty (40) feet.

Figure 5. Example of a Street Knuckle



9. Pavement Structure

Minimum pavement structure is outlined in **Appendix B. Paving Design Standards** and **Appendix C. Typical Paving Sections**.

10. Driveway Design and Construction

a. Driveway Width

- (1) The width of residential driveways shall be between sixteen (16) and thirty-two (32) feet, measured at right angles to the centerline of the driveway at the right-of-way, except as increased by permissible radii. Minimum radii from the edge of pavement to driveway shall be ten (10) feet.
- (2) The width of nonresidential driveways shall not exceed sixty (60) feet, measured at right angles to the centerline of the driveway, except as increased by permissible radii.

b. Driveway Drainage Structures (Culverts)

- (1) All culvert pipe shall be constructed of reinforced concrete pipe or high density polypropylene up to sixty (60) inches in diameter and shall be circular in cross section. Pipes over sixty (60) inches in diameter may be corrugated metal pipe (CMP) (14 gauge minimum) or Concrete Box Equivalent, as approved by the County Engineer on a case by case basis.
 - (a) The minimum diameter of pipe shall be eighteen (18) inches unless otherwise approved by the County Engineer.
 - (b) The minimum height of cover for driveway pipe culverts shall be six (6) inches.
 - (c) The length of pipe shall be adequate to allow the front slope of the driveway to have a 3:1 slope.
- (2) Where two or more driveways are located adjacent to each other, it is desirable to place a continuous run of pipe under and between the driveways to eliminate the depression between the driveways.
 - (a) Separation of the driveways must be maintained by means of unpaved areas.
- (3) When the total length of pipe is one hundred and twenty (120) feet or greater, the installation of a cleanout (manhole or drop inlet) is required.
- (4) If the drainage structure is to be constructed using box culverts, the same requirements for front slopes and installation of cleanouts, as shown for pipes, will apply.

Article III. Requirements for Improvements and Design

[Section 4. Roads]

- (5) The property owner shall be responsible for maintenance of any culverts associated with the property.
- c. Placement of Driveway Drainage Structures
 - Pipe or box culverts shall be placed in line with the flow line of the roadway ditch.
- d. Driveway Pavement
 - (1) A Typical Section for driveways shall be included in the roadway construction plans if driveways are to be constructed at the time the roadway is constructed.
 - (2) Driveways may be paved with a two (2) course surface treatment, hot mix asphalt concrete, or Portland cement concrete. Pavement shall be at least four (4) inches thick and reinforced if less than six (6) inches.
 - (3) If Portland cement concrete is to be used, the concrete shall not be placed closer than eight (8) feet from the edge of the roadway pavement.
 - (4) At the right-of-way line, there shall be a full depth expansion joint.
- e. Gravel roads are permitted only in the following circumstances:
 - (1) The gravel road is privately owned and maintained;
 - (2) All lots deriving access from the gravel road are used for single-family residential purposes and are at least five (5) acres in area;
 - (3) The gravel road meets the design standard outlined in **Appendix C. Typical Paving Sections**; and
 - (4) The right-of-way adjoining any County road is surfaced in accordance with **2. Hard Surface may be Required in the Right-of-Way**.

11. Bridges

Bridges of primary benefit to the applicant, as determined by the Planning Commission, shall be constructed at the full expense of the applicant without reimbursement from Oklahoma County and constructed in conformance to all state and local regulations.

E. Access Management

The following outlines access management requirements for new roads, driveways, and subdivisions.

- 1. Subdivision Access to Improved Roads
 - a. No subdivision shall be approved unless the area to be subdivided shall have frontage on and access from an existing public road meeting right-of-way and improvement standards.
 - b. Where a subdivision borders on or contains an existing or proposed Section Line Road, the Planning Commission may require that access to such roads be limited by one of the following means:
 - (1) Design the subdivision so that residential lots back onto the Section Line Road or major road and front onto a parallel local road; no access shall be provided from the Section Line Road and screening shall be provided in a strip of land along the rear property line of such lots. "Limits-of-No-Access" notes shall be required to be placed on the face of the Final Plat.

- (2) A series of cul-de-sacs, U-shaped roads, or short loops entered from and designed generally at right angles to such a parallel road, with the rear lines of their terminal lots backing onto the Section Line Road .
 - (3) A frontage or service road (separated from the Section Line Road by a planting or grass strip and having access at suitable points).
2. Driveway Access and Separation
 - a. Driveway access shall be consistent with specifications outlined in **Table 2** and measured as indicated in **Figure 6**.
 - b. A minimum separation between driveways on the same side of the road is outlined in **Table 3**.
 - c. Information regarding existing driveways for adjacent and opposite sides of road properties shall be depicted on site plans accompanying applications for building permits.
 - d. Only one driveway per lot frontage shall be allowed in cases where the construction of more than one driveway per lot frontage would amount to a violation of standards noted in **Table 2** or **Table 3** (with the separation standards being applied to driveways on lots adjacent to the subject lot as well as to those on the subject lot itself). While no property will be denied reasonable access, the County Engineer may require redesign of proposed access in order to safely control traffic flow. Existing driveway access may also require redesign in conjunction with the issuance of building permits for new construction or remodeling.
 - e. Common or shared driveways constructed for joint use of adjoining properties may be permitted with the provision of documentation evidencing the existence of common rights to driveway access (cross access agreements shall be required).
 - f. Directional driveways may be required in order to restrict the movement of traffic in certain conditions; directional driveways may be either:
 - (1) A directional driveway with right-turn-only, or
 - (2) A directional driveway with left-turn-only driveways.
 - g. Measurement of Separation
 - (1) Access separation between a driveway and an intersection shall be measured from the nearest edge of the driveway to the intersecting road centerline except for a freeway. Spacing from freeways will be from the nearest right-of-way line. See dimension 'A' in **Figure 6** and **Table 2**.
 - (2) Separation between driveways shall be measured from the inside edge to inside edge of driveway. See dimension 'A' in **Figure 7** and **Table 3**.
3. Intersection Design Between a Two-Way Driveway and a Section Line Road, Collector, or Local Road
 - a. A two-way driveway shall be designed to intersect any Section Line Road at a ninety (90) degree angle.
 - b. The corner radius of a ninety (90) degree driveway shall be no less than ten (10) feet; provided that residential driveways on residential local or any collector road shall have a minimum radius of five (5) feet.
 - c. One-way egress driveways of less than ninety (90) degrees egress may be required by the County Engineer where it is determined that it is in the interest of the public health, safety, and general welfare.

Article III. Requirements for Improvements and Design

[Section 4. Roads]

- d. All driveways and access facilities shall be designed to meet the grade, alignment, pavement, and channelization standards and other specifications prescribed by County adopted standards.

Table 2. Minimum Access Distance Between Driveways and Street

		Street on which Driveway is to be Located (Dimension 'A')		
		Freeway Frontage Road	Section Line	Collector
Intersecting Street	Freeway Frontage Road	N/A	400'	300'
	Section Line	400'	300'	250'
	Collector	300'	250'	200'
	Local	230'	200'	100'

Figure 6. Dimension 'A' for Driveway Access

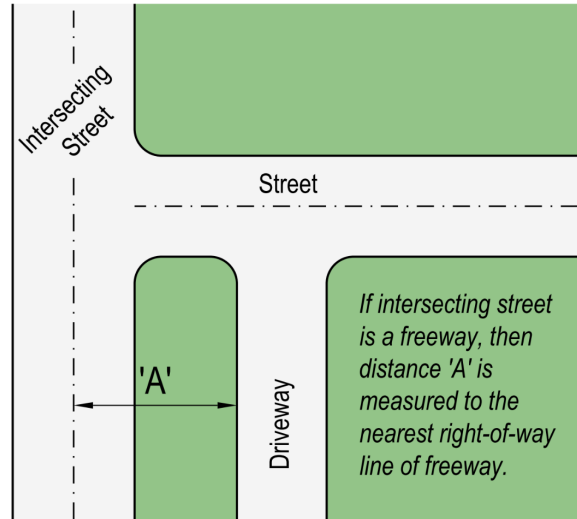
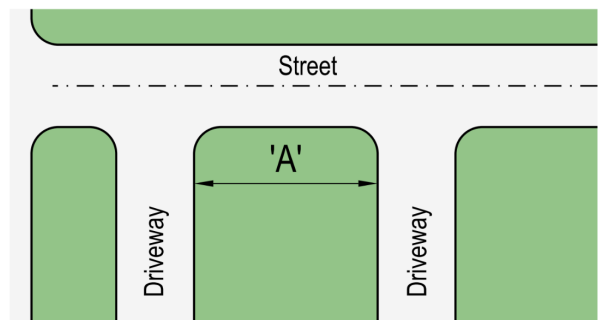


Table 3. Minimum Separation Between Adjacent Driveways

		Street on which Driveway is to be Located (Dimension 'A')			
		Freeway Frontage	Section Line	Collector	Local
Posted Speed Limit	0-40 mph	200'	200'	100'	75'
	40+ mph	200'	200'	125'	100'

Figure 7. Dimension 'A' for Driveway/Driveway Separation



Distance "A" minimum separation to be measured from edge of curb to edge of curb.

4. Access for Single-Family Developments

- a. The minimum number of access points into a single-family development shall be as required by **Table 4**.
 - (1) When the calculation of access points results in a fraction, the number of required access points shall be rounded up to the next whole number.

Table 4. Minimum Number of Access Points

Number of Lots	Minimum Number of Access Points
0-49	1
50-299	2
300-549	3
550+	4

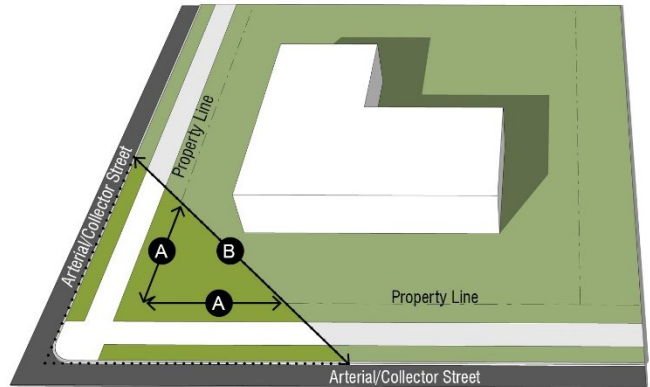
- b. Access points must be to a collector road or larger facility. Stub outs for connections to future developments are considered access points.
- c. Access points must be calculated by each phase.
- d. The Planning Commission may require additional access points if the configuration, number of lots, or other consideration creates the need for additional access.

F. Sight Visibility Easements

1. Triangular sight visibility easements shall be provided based on the classification of the intersecting thoroughfares types.
 - a. A Section Line Road or Collector intersecting with either an Section Line Road or Collector shall provide a 30' x 30' sight visibility easement (see **Figure 8**).
 - b. A Local intersecting with either a Local or a Collector shall provide a 15' x 15' sight visibility easement (see **Figure 9**).
 - c. A Local Street intersecting with an alley shall provide a 5' x 15' sight visibility easement (see **Figure 10**).
2. The following statement shall be placed in the dedication instrument or on the face of the Final Plat:

Sight Visibility Restriction: No structure, object, or plant of any type may obstruct vision from a height of twenty-four (24) inches to a height of ten (10) feet measured above the top of the curb or edge of pavement, including, but not limited to buildings, fences, walks, signs, trees, shrubs, cars, trucks, etc., within the sight visibility easement.

Figure 8. Section Line or Collector/Section Line or Collector Intersection



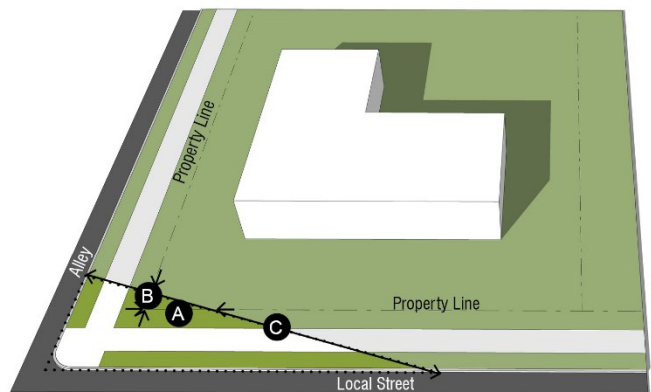
- A 30 feet from property line
- B Sight visibility line

Figure 9. Local/Local or Collector Intersection



- A 15 feet from property line
- B Sight visibility line

Figure 10. Local/Alley Intersection



- A 15 feet from property line
- B 5 feet from property line
- C Sight visibility line

Section 5. Drainage

A. General Requirements

1. Drainage Provisions Required
 - a. The Planning Commission shall not recommend for approval any plat or subdivision that does not make adequate provision for storm and flood water runoff channels or basins.
 - b. The storm water drainage system shall be separate and independent of any sanitary sewer system.
 - c. Lots shall be laid out to provide positive drainage away from all buildings, and individual lot drainage shall be coordinated with the general storm drainage pattern for the area. Drainage shall be designed to avoid concentration of storm drainage water from each lot to adjacent lots.
2. Drainage Plan Required
 - a. A Drainage Plan shall be submitted with the Preliminary Plat.
 - b. The Drainage Plan shall show the extent of all contributing watersheds that impact the subdivision.
 - c. A Professional Engineer shall calculate the potential runoff based on the existing and fully developed conditions 2-, 10-, 25-, and 100-year frequency storm.
 - d. Both peak flows and volumes of runoff will be calculated for all definable drainage courses.
 - e. Proposed development shall not result in additional identifiable adverse flooding and erosion on other property.
 - f. Inlets shall be provided so that surface water is not carried across or around any intersection, not to exceed a distance of more than six hundred (600) feet in the road.
 - g. When calculations indicate that road/curb capacities are exceeded at a point, no further allowance shall be made for flow beyond that point, and basins shall be used to intercept flow at that point.
 - h. Surface water drainage patterns shall be shown for every lot and block.
3. Freeboard Required

Per the County Floodplain regulations, a minimum of two (2) feet of freeboard for the lowest finished floor elevation of habitable structures shall be required above the 100-year Floodplain.
4. Capacity Required

Subdivisions with curb and gutter and a closed conveyance system shall provide the following capacity:

 - a. Pipe conveyance on grade for the 10-year event (HGL below road sub-grade, pipes running at or near capacity),
 - b. Inlets shall provide capacity on grade for the 25-year event (HGL near rim elevation or just beginning to flow down road),
 - c. At sump locations, the inlet and pipe conveyance collect shall convey the 100-year event to the pond, and
 - d. The roadway capacity shall not be exceeded in the 100-year event.

Article III. Requirements for Improvements and Design

[Section 5. Drainage]

5. Easements Required

The applicant may be required by the Planning Commission to carry away by pipe or open ditch any spring or surface water that may exist either previously to, or as a result of the subdivision. Such drainage facilities shall be located in the road right-of-way where feasible, or in perpetual unobstructed easements of appropriate width, and shall be constructed in accordance with the construction standards and specifications.

6. Accessibility to Public Storm Sewers

Where a public storm sewer is accessible, the applicant shall install storm sewer facilities, or if no outlets are within a reasonable distance, adequate provision shall be made for the disposal of storm waters, subject to the specifications of the County Engineer.

7. Accommodation of Upstream Drainage Areas

A culvert or other drainage facility shall in each case be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the subdivision.

B. Dedication of Drainage Easements

1. General Requirements

When a subdivision is traversed by a watercourse, drainageway, channel, or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially to the lines of such watercourse, and of such width and construction as will be adequate for the purpose. Wherever possible, it is desirable that the drainage be maintained by an open channel with landscaped banks and adequate width for maximum potential volume of flow.

2. Drainage Easements

- a. Where topography or other conditions are such as to make impractical the inclusion of drainage facilities within road rights-of-way, perpetual, unobstructed easements at least twenty (20) feet in width for drainage facilities shall be provided across property outside the road lines and with satisfactory access to the road. Easements shall be indicated on the Preliminary Plat and Final Plat. Drainage easements shall extend from the road to a natural watercourse or to other drainage facilities.
- b. When a proposed drainage system will carry water across private land outside the subdivision, appropriate drainage rights must be secured and indicated on the plat.

C. Drainage Facility Standards

Storm water drainage facilities shall be designed and constructed to accommodate the design storm event shown in **Table 5**.

Table 5. Minimum Drainage Standards

Drainage Component	Design Storm Event (Frequency in Years)
Section Line	
Stormwater contained within adjacent ditch	100
Stormwater below adjacent habitable structures (plus 2' Freeboard)	100
Drainage structures/channels	100
Collector and Local	
Stormwater contained within adjacent ditch	25
Stormwater below adjacent habitable structures (plus 2' Freeboard)	100
Drainage structures/channels	25

D. Detention and Retention Pond Design

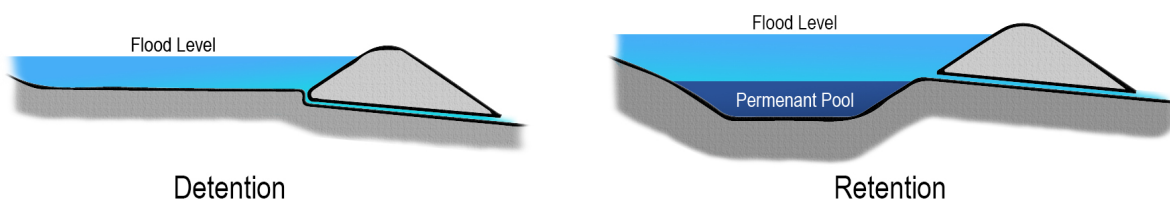
1. Purpose

Storage of stormwater runoff within a stormwater management system is essential to providing the extended detention of stormwater flows for water quality protection and downstream streambank erosion protection, as well as for peak flow attenuation of larger flows for flood protection.

2. Detention and Retention Ponds

Figure 11 illustrates storage facilities that can be considered for a development site. Detention ponds are designed to drain a runoff volume over a specified period of time, typically 24 hours, and provide for streambank protection. Detention ponds are designed to completely drain after a storm has passed. Likewise, retention ponds also serve to drain runoff, but have the added feature of a permanent pool.

Figure 11. Detention and Retention Pond Examples



3. Pond Standards

When a detention or retention pond is used to accommodate drainage, the following standards shall apply unless otherwise provided by the County Engineer:

- a. Drainage easements and features shall be included as a portion of buildable lot(s) and not as a lot by itself unless specifically authorized by the County Engineer.
- b. Ponds shall be built to the capacity to detain the storm water runoff leaving the development at or below the "historic value" (before development) for all storm events, including the 2-, 10-, 25-, and 100-year storms.
- c. Extended Detention and Release Rate
 - (1) Ponds shall provide for the extended detention of storm water to be released at a level that has no adverse impact to downstream property, protects water quality, and prevents streambank erosion. Due to the unique nature of each site and design on the ponds, the release rate may vary, as determined by the County Engineer.
 - (2) Storm water runoff may be released over 24 hours after a designed storm has passed.
- d. In addition to showing ponds on the Drainage Plan, ponds shall be shown on and approved with Construction Plans.
- e. Pond designs shall include a maintenance plan and bond for the removal of sediment and continued operation of the pond in a clean and sanitary manner.
- f. In order to accommodate subdivisions that are developed in phases, multiple ponds may be constructed and shall detain the runoff from associated phases and any upstream runoff contributing to the inflow of the pond.
- g. Ponds shall be built in the first phase of the subdivision and maintained throughout construction of all phases of development that have the potential to contribute stormwater runoff into the pond.

4. Pond Design Requirements

- a. All ponds shall have a minimum 15-foot wide private permanent access easement for maintenance, larger if determined by the County Engineer.
- b. A sediment forebay (i.e., small pool) shall be included near the inlet of the pond to capture silt and other particles before entering the main pond.
 - (1) The sediment forebay shall function as a pretreatment feature for the main pond.
 - (2) Markers or stakes shall be provided within the forebay to indicate the sediment level upon which the removal of sediment from forebay is required by the maintenance plan.
 - (3) Per approval of the County Engineer, a sediment forebay may not be required if the pond is to operate solely as a detention pond and not as a retention pond.
- c. The main pond shall be designed with a higher length to width ratio to eliminate potential for flow to bypass the pond.
- d. For detention ponds, a concrete lined pilot channel shall be provided to prevent stagnation during low flows.
- e. Erosion should be minimized at all times, with the outfall area being stabilized to prevent scour.
- f. In the event that the detention pond outlet does not discharge into a receiving channel or closed storm sewer system, an armored source of storm water conveyance must be provided until it reaches a receiving channel or closed storm sewer system.
- g. An emergency spillway shall be provided to safely convey large flood events.
- h. Either a micro-pool at the outlet of the main pond, a reverse-sloping pipe, or weir outlet with a trash rack shall be provided to prevent re-suspension of sediment and outlet clogging.
- i. A landscaping buffer shall be provided around the pond with plants capable of surviving wet and dry periods. No trees shall be planted on the dam or within thirty (30) feet of the toe of the dam.

5. Method for Determining Peak Flows

The determination of peak flows shall use one of the following methods, as determined by the County Engineer, or another commonly accepted method as appropriated by the County Engineer.

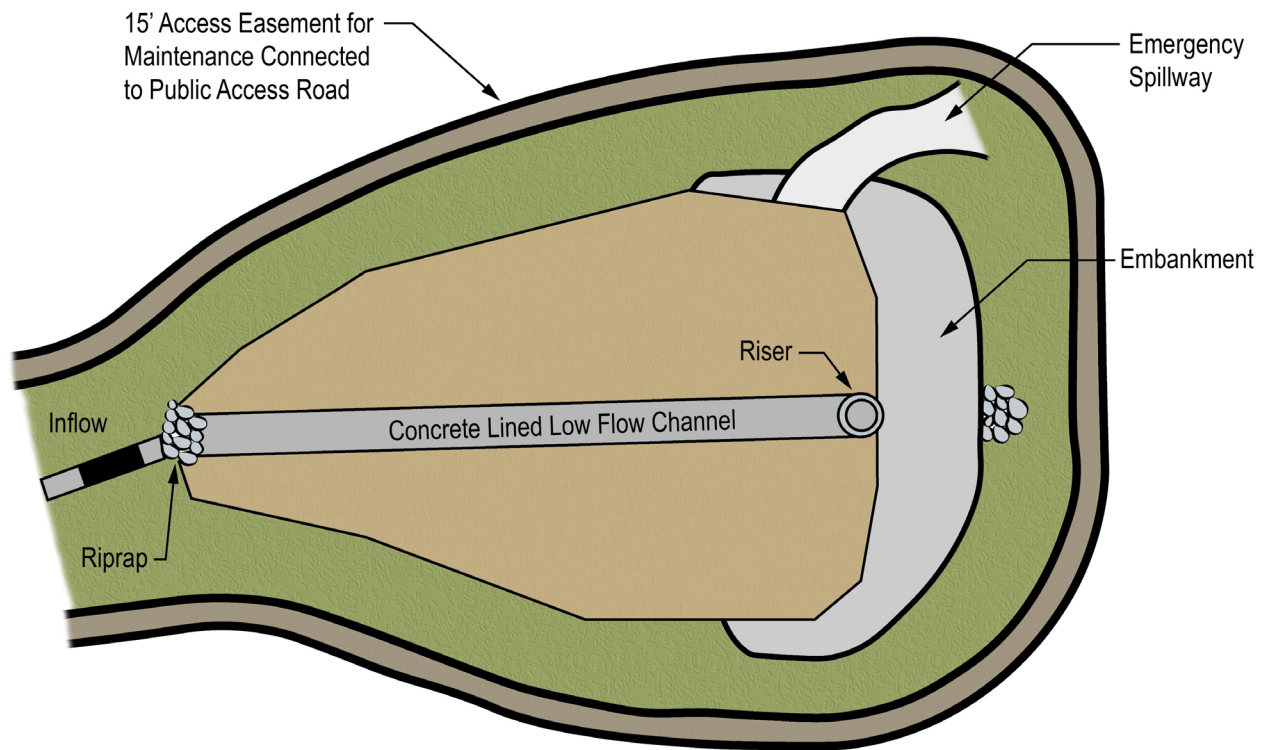
- a. Rational Method
 - (1) The Rational Method may be used to determine peak flows for design of the stormwater drainage system in accordance with the limitations prescribed herein. However, the Rational Method shall not be allowed for detention storage volume calculations.
 - (2) Determination of the Rational Method runoff coefficient (C) requires the professional to exercise good engineering judgment.
 - (3) The principles detailed in the United States Department of Transportation, Federal Highway Administration Hydraulic Engineering Circular Number 22 (HEC-22): Urban Drainage Manual, second edition, dated August 2001 shall govern with respect to the application of the Rational Method, except where specifically modified herein.

Article III. Requirements for Improvements and Design

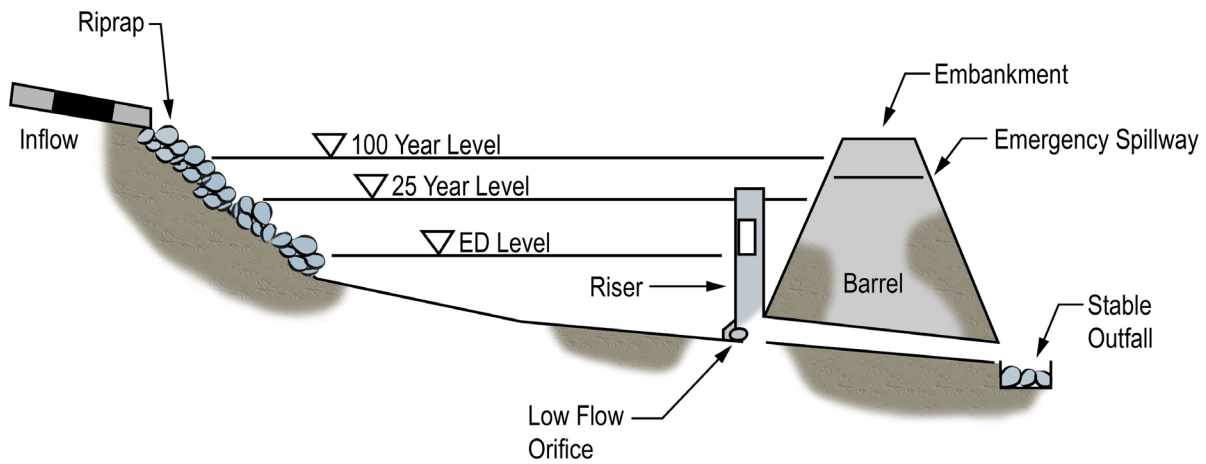
[Section 5. Drainage]

- b. Soil Conservation Service (SCS) Method
 - (1) The SCS Method may be used to determine peak flows for design of the stormwater drainage system in accordance with the limitations prescribed herein. In addition, the SCS Method shall be allowed for detention storage volume calculations as prescribed herein as well.
 - (2) Determination of the SCS curve number (CN) requires the professional to exercise good engineering judgment. County soil maps shall be used in the determination of the corresponding curve number values in association with the specific land uses and surface characteristics that exist or that are proposed.
 - (3) The principles detailed in the United States Department of Transportation, Federal Highway Administration Hydraulic Engineering Circular Number 22 (HEC-22): Urban Drainage Manual, second edition, dated August 2001 shall govern with respect to the application of the SCS Method, except where specifically modified herein.

Figure 12. Detention Pond Design Example



Plan View

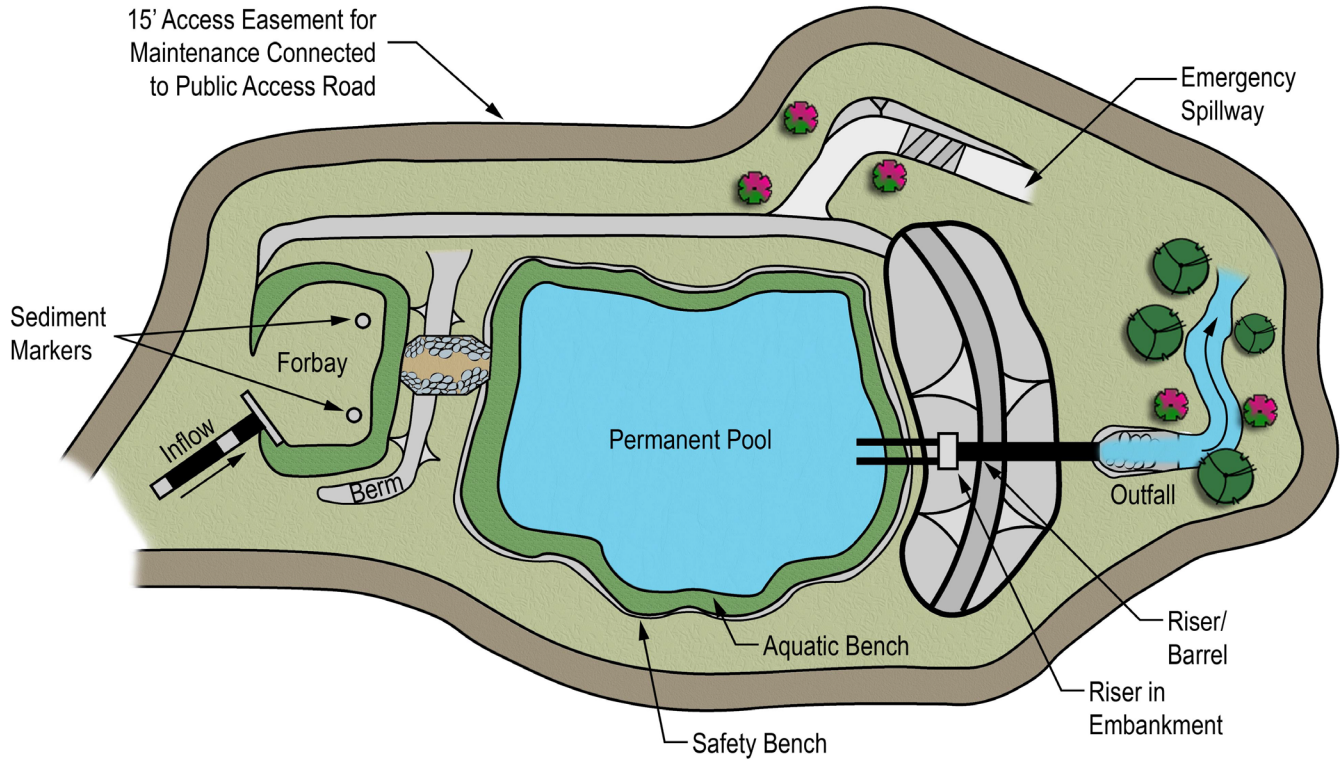


Profile

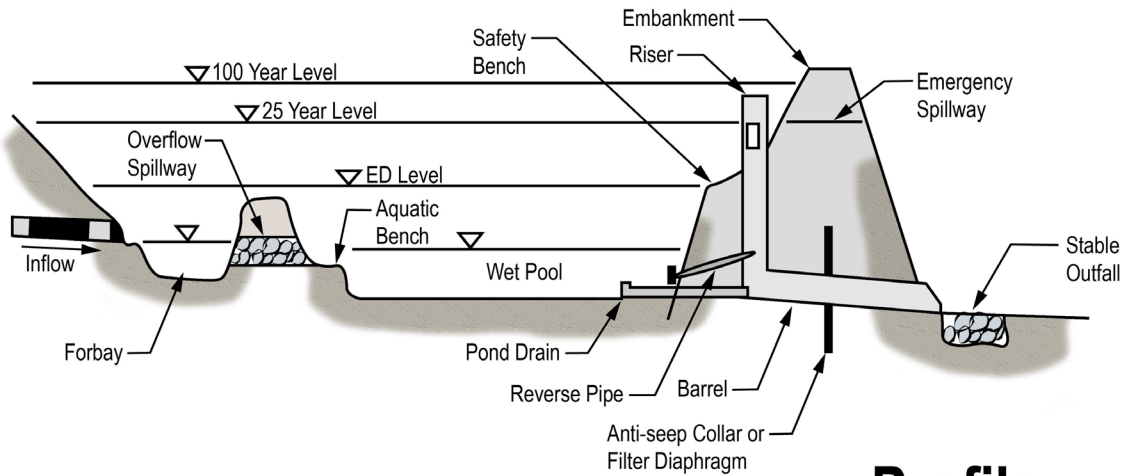
Article III. Requirements for Improvements and Design

[Section 5. Drainage]

Figure 13. Retention Pond Design Example



Plan View



Profile

Section 6. Conservation Easement or Setback Along Waterways

A. Purpose

The Conservation Easement or Setback is intended to limit physical disturbance of the land along waterways to prevent erosion and protect water quality.

B. Applicability

1. The Conservation Easement or Setback is required for all development near rivers, major streams, and minor streams.
2. The requirements herein shall be applied to zoning and subdivision applications.

C. Required Buffer Width

- a. The following Conservation Easement or Setback shall be provided, measured from the waterway centerline and as designated by the Oklahoma Water Resources Board (see **Figure 14**; larger map included in the **Appendices**):
 - (1) Rivers: One hundred fifty (150) feet,
 - (2) Major Streams: One hundred (100) feet, and
 - (3) Minor Streams: Fifty (50) feet.
- b. The Conservation Easement or Setback shall be recorded on all plats and site plans.

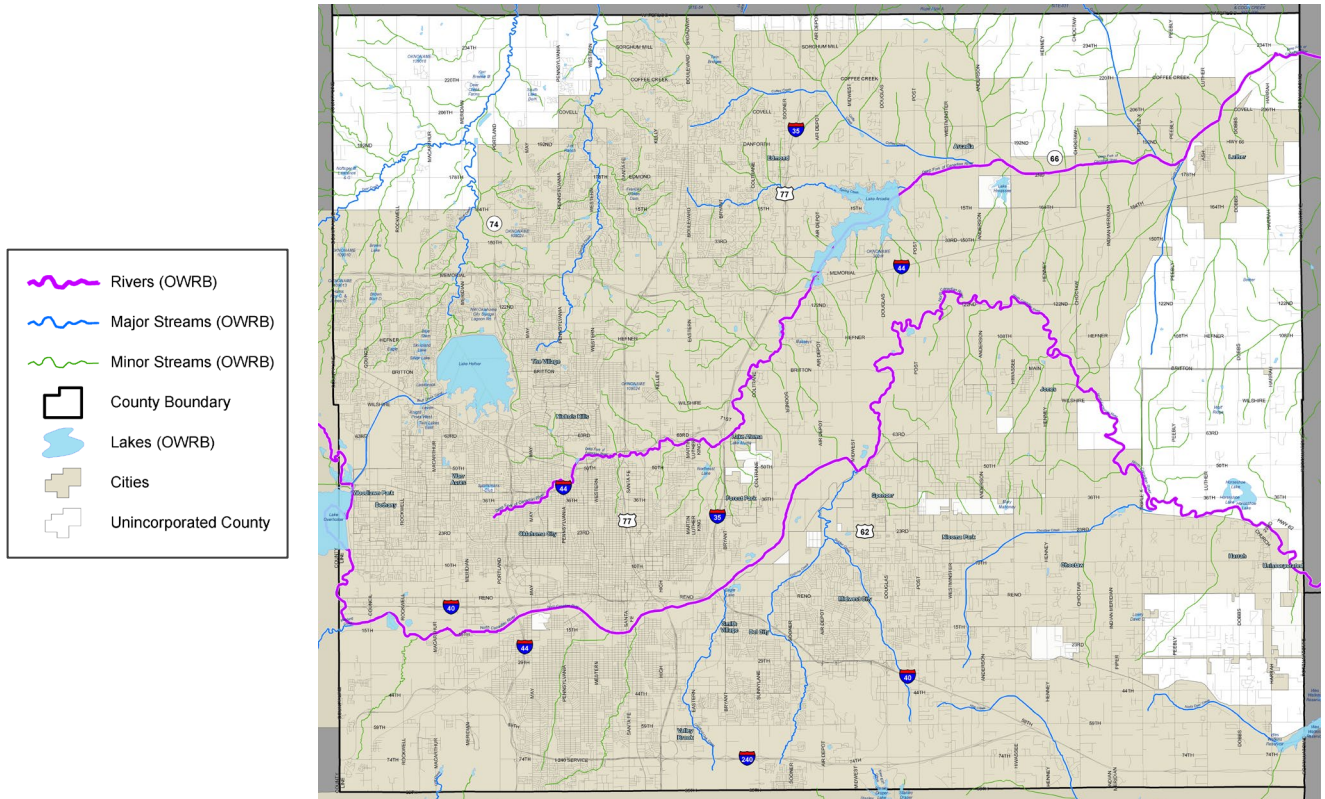
D. Development Restrictions

1. Conservation Easement or Setback may be used for low-impact activities, such as recreation and entertainment purposes, that do not disturb the natural environment.
2. Conservation Easement or Setback shall remain free of construction, development, tree removal, or other alterations except for utility and roadway crossings, parks, and stormwater detention structures. The number of crossings through a Conservation Easement or Setback shall be minimized. Stormwater treatment facilities, agricultural uses, golf courses, septic systems, or wastewater irrigation shall not be located in the Conservation Easement or Setback.

Article III. Requirements for Improvements and Design

[Section 6. Conservation Easement or Setback Along Waterways]

Figure 14. Waterway Designations



Section 7. Water Facilities

A. General

1. All subdivisions shall provide plans for water distribution system connected to either a water supply corporation, privately owned water system, or individual well in conformance with all applicable County regulations.
2. The County may reject a plat, building permit, or certificate of occupancy if it finds that the development will not have adequate water service or that the proposed system will negatively impact existing water supply or distribution.

B. Individual Water Supply

1. If water is not provided by a service provider (such as a city, water district, etc.), then the property owner shall provide documentation of an adequate water supply will be provided to the property, subject to the approval of the County Engineer.
2. The certification must be prepared by a professional engineer or a licensed professional geoscientist.

C. Community Water Supply

1. Will Serve Letter

If serviced by a public utility provider, the applicant shall provide the County a copy of the Will Serve Letter from the service provider.

2. Water Main Construction

- a. All water mains shall be constructed within private property and dedicated within a private easement dedicated to the public utility provider.
- b. Approval by the Board of County Commissioners is required for water utilities to be situated within public right-of-way.

3. Water Supply Improvements Shown on Preliminary Plat

The location of all fire hydrants, all water supply improvements, and the boundary lines of proposed districts, indicating all improvements proposed to be served, shall be shown on the Preliminary Plat, and the cost of installing same shall be borne by the developer.

4. Fire Hydrants

Fire hydrants will be required in subdivisions zoned R-0 or denser and must meet or exceed the minimum standards established by ODEQ and State of Oklahoma Fire Marshal.

Section 8. Wastewater Facilities

A. General

All lots, tracts or parcels on which development is proposed shall be served by an approved means of wastewater collection and treatment.

B. Individual Wastewater

Lots served by septic tanks or On-Site Sewage Facilities (OSSF) shall conform to standards established by ODEQ.

C. Community Wastewater

1. Will Serve Letter

If serviced by a public utility provider, the applicant shall provide the County a copy of the Will Serve Letter from the service provider.

2. Wastewater Main Construction

- a. All wastewater facilities shall be constructed within private property and dedicated within a private easement. The private easement will either be maintained by the property owner or the public utility provider (if applicable).
- b. Approval by the Board of County Commissioners is required for wastewater utilities to be situated within public right-of-way.

3. Wastewater Lines Extended to Subdivision Borders

All laterals and sewer mains installed within a subdivision must extend to the borders of the subdivision as required for future extensions of the collection system, regardless of whether such extensions are required for service within the subdivision.

4. Wastewater Improvements Shown on Preliminary Plat

The location of all wastewater improvements shall be shown on the Preliminary Plat, and the cost of installing same shall be borne by the developer.

Section 9. Stormwater Pollution Prevention

A. Stormwater Pollution Prevention Plan Required

In conjunction with the Construction Plans, the applicant shall submit an Stormwater Pollution Prevention Plan. The purpose of the Stormwater Pollution Prevention Plan is to ensure adequate measures are in place to prevent erosion during and after construction.

B. Permits

1. No person shall be granted a site development permit (e.g., Building Permit or Construction Plans) for land-disturbing activity that would require the uncovering of 10,000 or more square feet or any lots within five hundred (500) feet of a watercourse or drainage ditch without the approval of an Stormwater Pollution Prevention Plan by the County Engineer.
2. No site development permit is required for the following activities:
 - a. Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
 - b. Existing nursery and agricultural operations conducted as a permitted main or accessory use.
3. Each application shall bear the name(s) and address(es) of the owner or developer of the site, and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm and shall be accompanied by a filing fee.
4. Each application shall include a statement that any land clearing, construction, or development involving the movement of earth shall be in accordance with the Stormwater Pollution Prevention Plan and that a certified contractor shall be on site on all days when construction or grading activity takes place. The development's Drainage Plan shall also be re-submitted with the application.
5. If over one (1) acre is disturbed or less than one (1) acre if that activity is part of a "larger common plan of development or sale" that is greater than one (1) acre, a copy of their ODEQ Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activity must be submitted and, when completed, the Notice of Termination must be submitted prior to any further permit approvals or issuance of a Certificate of Occupancy.

C. Review and Approval

1. The County Engineer will review each application for a site development permit to determine its conformance with the provisions of this regulation. Within 30 days after receiving an application, the County Engineer shall, in writing:
 - a. Approve the permit application;
 - b. Approve the permit application subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit subject to these conditions; or
 - c. Disapprove the permit application, indicating the reason(s) and procedure for submitting a revised application and/or submission.
2. Failure of the County Engineer to act on an original or revised application within 30 days of receipt shall authorize the applicant to proceed in accordance with the plans as filed unless such time is extended by agreement between the applicant

Article III. Requirements for Improvements and Design

[Section 9. Stormwater Pollution Prevention]

and the County Engineer. Pending preparation and approval of a revised plan, development activities shall be allowed to proceed in accordance with conditions established by the County Engineer.

D. Stormwater Pollution Prevention Plan

1. The Stormwater Pollution Prevention Plan shall include the following:
 - a. A natural resources map identifying soils, tree cover, waterbodies, and other significant environmental features.
 - b. A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.
 - c. All erosion and sediment control measures necessary to meet the objectives of this local regulation throughout all phases of construction and after completion of development of the site. Depending upon the complexity of the project, the drafting of intermediate plans may be required at the close of each season.
 - d. Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.
 - e. Provisions for maintenance of control facilities, including easements and estimates of the cost of maintenance.
2. Modifications to the plan shall be documented as required within the Stormwater Pollution Prevention Plan documentation and kept on site for review.

E. Design Requirements

1. Grading, erosion control practices, sediment control practices, and waterway crossings shall be adequate to prevent transportation of sediment from the site to the satisfaction of the County Engineer. Cut and fill slopes shall be no greater than 3:1, except as approved by the County Engineer.
2. Phasing shall be required on all sites disturbing greater than 30 acres, with the size of each phase to be established at plan review and as approved by the County Engineer.
3. Erosion control requirements shall include the following:
 - a. Soil stabilization shall be completed within five days of clearing or inactivity in construction.
 - b. If seeding or another vegetative erosion control method is used, it shall become established within two weeks or the County Engineer may require the site to be reseeded or a nonvegetative option employed.
 - c. Special techniques on steep slopes or in drainage ways shall be used to ensure stabilization.
 - d. Soil stockpiles must be stabilized or covered at the end of each workday.
 - e. The entire site must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion, at the close of the construction season.
 - f. Techniques shall be employed to prevent the blowing of dust or sediment from the site.

- g. Techniques that divert upland runoff past disturbed slopes shall be employed.
- 4. Sediment controls requirements shall include:
 - a. Settling basins, sediment traps, or tanks and perimeter controls.
 - b. Settling basins that are designed in a manner that allows adaptation to provide long term stormwater management, if required by the County Engineer.
 - c. Protection for adjacent properties by the use of a vegetated buffer strip in combination with perimeter controls.
- 5. Waterway and watercourse protection requirements shall include:
 - a. Review of Section 404 of the Clean Water Act, which regulates dredged or fill material into waters of the United States, including wetlands. If a 404 permit is required, then the applicant must provide the approved permit from the Corp of Engineers prior to receiving a permit.
 - b. A temporary stream crossing installed if a wet watercourse will be crossed regularly during construction.
 - c. Stabilization of the watercourse channel before, during, and after any in-channel work.
 - d. On-site stormwater conveyance channels.
 - e. Stabilization adequate to prevent erosion located at the outlets of all pipes and paved channels.
- 6. Construction site access requirements shall include:
 - a. A temporary access road provided at all sites.
 - b. Other measures required by the County Engineer to ensure that sediment is not tracked onto public roads by construction vehicles or washed into storm drains.

F. Inspection

- 1. The County Engineer or designated agent shall make inspections as hereinafter required and either shall approve that portion of the work completed or shall notify the permittee wherein the work fails to comply with the Stormwater Pollution Prevention Plan as approved. Plans for grading, stripping, excavating, and filling work bearing the stamp of approval of the County Engineer shall be maintained at the site during the progress of the work. To obtain inspections, the applicant shall notify the County Engineer at least two working days before the following:
 - a. Start of construction
 - b. Installation of sediment and erosion measures
 - c. Completion of site clearing
 - d. Completion of rough grading
 - e. Completion of final grading
 - f. Close of the construction season
 - g. Completion of final landscaping

Article III. Requirements for Improvements and Design

[Section 9. Stormwater Pollution Prevention]

2. The applicant or his/her agent shall make regular inspections of all control measures in accordance with the inspection schedule outlined on the approved Stormwater Pollution Prevention Plan(s). The purpose of such inspections will be to determine the overall effectiveness of the control plan and the need for additional control measures. All inspections shall be documented in written form and submitted to (erosion and sediment control agency) at the time interval specified in the approved permit.
3. The County Engineer shall enter the property of the applicant as deemed necessary to make regular inspections to ensure the validity of the reports filed under **2** above.

G. Enforcement

1. The County reserves the right to not approve the Final Plat until the erosion control measures outlined by the Stormwater Pollution Prevention Plan have been provided and landscaping is stabilized or redeem the Maintenance Guarantee/Surety to make necessary improvements.
2. In the event that any person holding a site development permit pursuant to these regulations violates the terms of the permit or implements site development in such a manner as to materially adversely affect the health, welfare, or safety of persons residing or working in the neighborhood or development site so as to be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood, the County Engineer may suspend or revoke the site development permit.

Article IV. Definitions

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Section 1. General Provisions for Definitions

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Section 1. General Provisions for Definitions

A. Usage and Interpretation Rules

For the purpose of these regulations, certain terms or words herein shall be interpreted or defined as follows:

1. Words used in the present tense include the future tense;
2. The singular includes the plural;
3. The word "person" includes a corporation, trust, individual, and/or group of individuals;
4. The term "shall" is always mandatory; and
5. The term "may" is discretionary.

B. Words and Terms not Expressly Defined

Words and terms not expressly defined herein are to be construed according to the normally accepted meaning of such words or terms or, where no definition appears, then according to their customary usage in the practice of planning and engineering, as determined by the County Engineer.

Article IV. Definitions

[Section 2. Definitions of Key Terms]

Section 2. Definitions of Key Terms

A. A through F

1. **Abut**
To be separated by common property lines or an alley. This term implies a closer proximity than the term “Adjacent.”
2. **Access**
A place or means of entering and exiting from public right-of-way to private property. (See Ingress/Egress.)
3. **Adequate Public Facilities**
Facilities determined to be capable of supporting and servicing the physical area and designated intensity of the proposed subdivision as determined by the Planning Commission based upon specific levels of service.
4. **Adjacent**
Lying near or close to. (See Abutting)
5. **Alley**
A public thoroughfare that affords only a secondary means of access to an abutting property.
6. **Applicant**
The person or entity responsible for the submission of an application. The applicant must be the actual owner of the property for which an application is submitted, or shall be a duly authorized representative of the property owner. Also see developer.
7. **Average Density**
The intensity of development on a property. Defined as housing units per acre of land. Also see Density.
8. **Block**
A tract of land bounded by roads, or by a combination of roads and public parks, cemeteries, railroad rights-of-way, shorelines of waterways, or boundary lines of municipalities.
9. **Board of Adjustment**
The Oklahoma County Board of Adjustment.
10. **Buffer**
A physical barrier or less intensive use placed between conflicting land uses to reduce impacts and smooth transitions between the conflicting uses: planting strips, walls, berms, building setbacks, or other design features to shield subdivision residents from effects of adjacent land uses.
11. **Building**
Any structure built for the support, shelter, or enclosure for persons, animals, or movable property of any kind, and includes any structure.
12. **Building and Zoning Inspector**
The person designated by the County Engineer to enforce the Zoning Regulations and building codes.

- 13. Building Coverage**
The proportion of a lot or site covered or permitted to be covered by a building or structure.
- 14. Building Line**
A line, usually fixed parallel to the lot limit, beyond which a building cannot extend under the terms of this chapter. (See Yard)
- 15. Building Permit**
A permit issued by the County before a building or structure is constructed, improved, enlarged, or altered as proof that such action is in compliance with the County regulations.
- 16. Central Water System**
A private water company formed to serve new subdivisions in an outlying area. It includes water treatment and distribution facilities.
- 17. Central Sewerage System**
A community sewage system including collection and treatment facilities serving more than one (1) lot in a subdivision
- 18. Certificate of Occupancy**
Official certification that permits the use of a building in accordance with the approved plans and specifications and that certifies compliance with the provisions of law for the use and occupancy of the building in its several parts together with any special stipulations or conditions of the building permit.
- 19. Collector Road**
A road that is continuous through several residential districts and is intended as a connecting road between residential districts and highways or business districts. See **Figure 3. Collector** .
- 20. Conservation Easement or Setback**
A required easement or setback along waterways to prevent erosion of waterways and protect water quality. See **Article III. Section 6. Conservation Easement or Setback Along Waterways**.
- 21. Construction Plans**
A set of drawings or specifications, including paving, proof of water service, proof of wastewater service, Drainage Plan, Stormwater Pollution Prevention Plan, and other required plans, submitted to the County for review in conjunction with a subdivision or a development.
- 22. Construction Release**
The authorization from the County Engineer that Construction Plans are in compliance with the County's requirements.
- 23. County**
The unincorporated portions of Oklahoma County, Oklahoma.
- 24. County Board of Adjustment**
See Board of Adjustment.
- 25. County Engineer**
The County Engineer is employed by Oklahoma County.

Article IV. Definitions

[Section 2. Definitions of Key Terms]

- 26. County Planner**
The County Planner of Oklahoma County, as designated by the Board of County Commissioners.
- 27. County Planning Commission**
See Planning Commission.
- 28. Covenant**
A restriction on the use of land, normally among private participants, contained in the deed to the property or otherwise formally recorded.
- 29. Cul-de-Sac**
A local road with only one outlet that terminates in a vehicular turnaround and having an appropriate radius for the safe and convenient reversal of traffic movement.
- 30. Culvert**
A transverse drain that channels under a bridge, road, or driveway. Also referred to as a tinhorn.
- 31. Dead-End Road**
That portion of a road that initially has only one opening or access to another public road, but that may be extended at a later date.
- 32. Deed**
A legal document that conveys real property.
- 33. Deed Restriction**
A form of covenant contained in a deed of conveyance.
- 34. Dedication**
Grant of an interest of property for public use.
- 35. Density**
Density is defined as the amount or intensity of residential development permitted on a given parcel of land. It is measured in dwelling units per gross acre - the larger the number of units permitted per acre, the higher the density (typically smaller lot sizes); the fewer units permitted, the lower the density (typically larger lot sizes). The average number of housing units per parcel of land is generally expressed as "dwelling units per acre" (du/ac).
- 36. Develop**
To make a development; also to do any grading or filling of land, whether undeveloped or already subdivided, so as to change the drainage or the flow of water, or to do any work upon the land that is capable of serving as a subdivision or development of building sites in the future.
- 37. Developer**
Any individual, subdivider, firm, association, syndicate, partnership, corporation, trust or any other legal entity commencing proceedings under these regulations to affect a subdivision of land hereunder for themselves or for another.
- 38. District**
See Zoning District.

- 39. Drainage Plan**
A plan required with Preliminary Plat submittal to indicate existing and proposed drainage conditions, including but not limited to drainage patterns, storm drain system, low-impact design solutions, and drainage easements.
- 40. Dwelling**
Any building, or portion thereof that is designed for use for residential purposes, but not including recreation vehicles or travel trailers.
- 41. Dwelling, Multi-Family**
A dwelling having more than two (2) dwelling units.
- 42. Dwelling, Single-Family**
A dwelling used or designed exclusively for one (1) dwelling unit.
- 43. Dwelling, Two-Family**
A dwelling having two (2) dwelling units.
- 44. Dwelling Unit**
A single unit providing complete, independent living facilities for a family including permanent provisions for living, sleeping, eating, cooking, and sanitation.
- 45. Egress**
A place or means of exit. (See Access.)
- 46. Escrow**
A deposit of cash with the County or escrow agent to secure the promise to construct required improvements and public facilities.
- 47. FEMA**
Federal Emergency Management Agency.
- 48. Final Plat**
A map of a subdivision to be recorded after approval by the Planning Commission and the Board of County Commissioners and any accompanying material as described in these regulations.
- 49. Flood, 100-year**
The flood having a one percent (1%) chance of being equaled or exceeded in any given year (same as One Percent Chance Flood, Base Flood, and Regulatory Flood).
- 50. Floodplain**
See Flood, 100-year.
- 51. Floodway**
The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Article IV. Definitions

[Section 2. Definitions of Key Terms]

52. Floor Area Ratio

The ratio of floor area permitted on a zoned lot to the size of the lot according to the formula: Floor Area ÷ Lot Area = Floor Area Ratio.

53. Frontage

Property on one side of a road or place measured along the line of the road or place.

B. G through L

54. General Plat

A generalized plan prepared prior to the preparation of the Preliminary Plat describing the proposed design of the subdivision.

55. Grade

The amount of rise or descent of a sloping land surface, usually measured as a percent where the numbered percent represents the amount of vertical rise or fall, in feet, for every 100 feet horizontally. For example, a one-foot vertical rise over one hundred horizontal feet represents a one percent slope.

56. Green Space / Open Space

Any parcel or area of land or water set aside, dedicated, designated, or reserved for public or private use or enjoyment.

57. Group Quarters

A facility that houses groups of unrelated persons not living in households (U.S. Census definition). Examples of group quarters includes institutions, dormitories, shelters, military quarters, assisted living facilities, dormitory or residence hall, Fraternity or Sorority house, maternity home boarding, rooming or lodging house.

58. Gross Acreage

The full acreage of an entire development site, tract, or parcel before dedication for roads, open spaces, and other public uses has been subtracted.

59. Health Department

The Oklahoma City-County Health Department, which is a separate entity from Oklahoma County.

60. Highway, Limited Access

A freeway or expressway providing for through traffic. Owners or occupants of abutting property on lands and other persons have no legal right to access, except at such points and in such manner as may be determined by the public authority having jurisdiction over the highway.

61. Homeowners' Association

An association or organization, whether or not incorporated, which operates under and pursuant to recorded covenants or deed restrictions, through which each owner of a portion of a subdivision – be it lot, parcel site, unit plot or any other interest – is automatically a member as a condition of ownership.

62. Individual Sewage Disposal System

A septic tank, seepage tile sewage disposal system, or any other sewage treatment device approved by ODEQ.

- 63. Ingress**
A place or means of entrance or access. (See Access.)
- 64. Intensity**
The degree to which land is used, referring to levels of concentration or activity in uses, expressed in lot coverage, dwelling units per acre or floor/area ratio.
- 65. Landscaping**
The planting, including replanting in case of death, disease, disfigurement or dismemberment, of live trees, shrubs and groundcover, which, at the time of planting, are healthy, vigorous, and free of diseases, and of a species that is able to thrive in the environment and soil type in which it is planted, and maintenance thereof sufficient to sustain plant life. Landscaping also includes hardscape and artificial surfaces when interspersed with shrubs and/or trees.
- 66. Letter of Acceptance**
Notification to an applicant from the County Engineer that all improvements are completed, inspected, tested (if applicable), and determined by the County to be in conformance with these Subdivision Regulations and with the County's design/engineering standards and will be accepted contingent to the approval of a Final Plat.
- 67. Letter of Credit**
A written statement from a bank or loan company, written against the good standing of a developer, guaranteeing necessary funds, the amount to equal 100% a professional engineer's estimated cost for subdivision improvements, to complete such improvements should the developer fail to complete them within the time frame and conditions as specified in these regulations.
- 68. Local Road**
A road that provides direct access to adjacent land and to higher transportation networks. See **Figure 4. Local** .
- 69. Lot**
A measured parcel of land having fixed boundaries and designated on a plat or by a metes and bounds description and of at least sufficient size to meet minimum County use regulations and development standards.
- 70. Lot, Corner**
A lot abutting upon two (2) or more roads at their intersection.
- 71. Lot Coverage**
The proportion of lot or site covered or permitted to be covered by a building or structure.
- 72. Lot Depth**
The average horizontal distance between the front and rear lot lines.
- 73. Lot, Double Frontage**
A lot having a frontage on two (2) non-intersection roads, as distinguished from a corner lot.
- 74. Lot, Interior**
A lot bounded on a road on only one side; any lot other than a corner lot.

Article IV. Definitions

[Section 2. Definitions of Key Terms]

75. Lot Lines

A line dividing one lot from another, or from a road or place.

76. Lot of Record

A lot that is created by an approved deed or that is a part of a subdivision, the map of which has been recorded in the office of the County Clerk.

77. Lot Split

The division of one (1) Lot into two (2) Lots as outlined in **Article II. Section 2.B.2.b. Lot Splits.**

78. Lot Width

The mean horizontal distance between the side lot lines of a lot measured at right angles to the depth or the same distance measured at the front building line.

C. M through R

79. Master Plan (County)

The formal long-range (10-30 year) policy document of the County that states community goals, objectives, policies, development, and conservation priorities and implementation programs; an illustration of the County's long-range vision for future growth and development. The Master Plan is the framework for the Land Use Plan Map. The Master Plan, along with the Land Use Plan Map, should be used as a guide for decisions regarding land use and development.

80. ODEQ

See Oklahoma Department of Environmental Quality.

81. Off-Site

Any premises not located within the area of the property to be divided, whether or not in the common ownership of the applicant for subdivision approval.

82. Official Filing Date

The one day a month when applications shall be deemed filed for processing purposes, as determined by the County Planning Department's calendar of official submittal dates.

83. Oklahoma Department of Environmental Quality

The agency responsible for environmental protections in Oklahoma, or its successor agency.

84. Open Space, Usable

Area intended for common use by occupants or residents of a development, either privately owned and maintained or dedicated to a public agency, normally including swimming pools, recreation courts, patios, open landscaped areas, and green belts with pedestrian walkways and equestrian and bicycle trails.

85. Parcel

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

86. Pedestrian Facilities

An all-inclusive term identifying non-vehicular travel routes. These include such routes as: sidewalks and walkways, road corners and intersections, paths and trails, and road and driveway crossings.

87. Person

Includes a corporation, partnership, and an incorporated association of persons, such as a club.

88. Planned Unit Development

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

89. Planning Commission

The Oklahoma County Planning Commission.

Article IV. Definitions

[Section 2. Definitions of Key Terms]

- 90. Pre-Application Meeting**
A voluntary meeting between the applicant and County Staff to review a sketch plan for the proposed development, discuss applicable regulations, and identify potential issues.
- 91. Pre-Construction Meeting**
A required meeting between the applicant and County Staff to review approved Construction Plans prior to construction.
- 92. Preliminary Plat**
The preliminary drawing or drawings, described in these regulations, indicating the proposed manner or layout of the subdivision and various other requirements, to be submitted to the Planning Commission for approval.
- 93. Professional Engineer**
Registered, professional engineer licensed to practice in the State of Oklahoma.
- 94. Property Owners' Association**
An incorporated organization operating under recorded land agreements that represents each homeowner or unit of ownership in a Planned Unit Development or other described land area and charges each lot and/or property owner for a proportionate share of the organization's activities.
- 95. Public Improvement**
Any drainage ditch, roadway, parkway, sidewalk, pedestrian way, tree, lawn, parking area, lot improvement, or other facility for which the County may ultimately assume the responsibility for maintenance and operation, or that may affect an improvement for which local government responsibility is established.
- 96. Public Utility**
A business or service having an appropriate franchise from the State and engaged in regularly supplying the public with some commodity or service that is of public consequence and need such as electricity, gas, water, transportation, or communications.
- 97. Record Drawings**
A group of drawings or plans that depicts the final configuration of the installed or constructed improvements of a development, improvements that have been verified by the contractor as their installation or construction occurs during development. The Record Drawings shall reflect the Construction Plans (or working drawings) used, corrected, and/or clarified in the field.
- 98. Registered Land Surveyor**
A professional land surveyor properly licensed and registered in the State of Oklahoma.
- 99. Regulations**
Regulations are official rules, standards, or other requirements adopted by the County to implement the County Master Plan. In this document, "these regulations" shall be interpreted to mean the Oklahoma County Subdivision regulations.
- 100. PUD**
See Planned Unit Development.

- 101. Replat**
Any change in a map of an approved or recorded subdivision plat that affects any street layout on the map or area reserved thereon for public use or any lot line, or that affects any map or plan legally recorded prior to the adoption of any regulations controlling subdivisions.
- 102. Rezoning**
The process of changing the designation of a parcel to a different zoning district category.
- 103. Road**
All property dedicated or intended for public or private street purposes or subject to public easements.
- 104. Road, Approved**
A street that has been approved by the Board of County Commissioners.
- 105. Road, Collector**
Per the County's Master Plan, Collector Roads provide access and service to land, circulate traffic between land uses, and collects and distributes traffic between Section Line Roads and Local Roads. Parking and traffic controls are usually necessary to ensure safe and efficient through movement of moderate to low traffic volumes. Typically, because of large lot sizes and minimum average daily traffic counts, rural residential developments do not utilize Collector Roads except at entryways.
- 106. Road, Local**
Per the County's Master Plan, the purpose of Local Roads is to provide direct access to properties within a developed area. Local Roads penetrate neighborhoods to provide the highest level of access to residents, businesses, or other abutting property. Through traffic should be discouraged by using appropriate geometric designs and traffic control devices.
- 107. Road, Public**
A road that has been approved and accepted by the Board of County Commissioners and maintained by Oklahoma County.
- 108. Road, Section Line**
The County Highway System, as defined by §69-213 of the Oklahoma Statutes, for which the County is responsible for maintaining.
- 109. Road Right-of-Way Width**
The distance between property lines measured at right angles to the center line of the street.
- 110. Roadway**
That portion of a street that has been designed and improved for the accommodation of vehicular traffic.

Article IV. Definitions

[Section 2. Definitions of Key Terms]

D. S through Z

- 111. Section Line Road**
See Road, Section Line.
- 112. Setback**
The required distance between every structure and the lot line on the lot on which it is located.
- 113. Sight-Proof Screening**
Decorative fencing, evergreen vegetation or landscaped earth berms maintained for the purpose of concealing from view the property or structure behind such screening.
- 114. Sight Visibility Triangle**
The area that must remain clear of any visual blockages at street, alley, or driveway intersections, as established by the Subdivision Regulations.
- 115. Site Plan**
A site plan is a detailed, scaled drawing of all surface improvements, structures, and utilities proposed for development.
- 116. Soil Test**
Field test conducted by the ODEQ and used in judging the suitability of soil for on-site, subsurface sewage disposal and seepage system.
- 117. State**
State of Oklahoma.
- 118. Stormwater Pollution Prevention Plan**
A plan required in conjunction with Construction Plans to indicate methods of erosion and sediment control during and after construction. May be referred to as "SWP3". See **Article III. Section 9. Stormwater Pollution Prevention**.
- 119. Structure**
Anything constructed or erected, the use of which requires permanent location on the ground or that is attached to something having a permanent location on the ground. This includes, but is not limited to, main and accessory buildings, advertising signs, billboards, poster panels and fences.
- 120. Subdivide**
Any person who:
- (1) Having an interest in land, causes it, directly or indirectly, to be divided into a subdivision or
 - (2) Directly or indirectly, sells, leases, or develops, or offers to sell, lease or develop, or advertises to sell, lease, or develop, any interest, lot, parcel site, unit or plat in a subdivision, or,
 - (3) Engages directly or through an agent in the business of selling, leasing, developing, or offering for sale, lease, or development a subdivision or any interest, lot, parcel, site, unit or plat in a subdivision, and
 - (4) Is directly or indirectly controlled by, or under direct or indirect common control with any of the foregoing.

- 121. Subdivision**
Division or redivision of land into two (2) or more tracts or lots.
- 122. Subdivision, Nonresidential**
A subdivision intended for development other than residential, such as commercial, office, or industrial.
- 123. Subdivision, Phases or Sections**
A subdivision where it is the intent of the landowner to develop a tract in two or more sections. Each phase within a phased subdivision is so planned and so related to existing surroundings and available or existing infrastructure and facilities and services that failure to proceed to the subsequent phases will not have an adverse impact on the Subdivision or its surroundings at any phase of the development. Any proposed phasing of the Subdivision must consider present and future traffic and development issues.
- 124. Subdivision Regulations**
These adopted Subdivision Regulations of Oklahoma County.
- 125. Tindhorn**
Also see Culvert. A corrugated, galvanized metal culvert installed alongside roadways to let floodwater pass through.
- 126. Maintenance Guarantee/Surety**
A bond or other type of approved security intended to guarantee the contractor's materials and workmanship following the issuance of a Letter of Acceptance. See **Article II. Section 9.G.6. Maintenance Guarantee/Surety** for more information.
- 127. Watercourse (Body of Water)**
Any spring, pond, stream, ditch, water bearing sand, or other channel or course of any kind.
- 128. Yard**
An open space at grade, other than a court or plaza, between a structure and the adjacent lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward except where others are specifically provided in the chapter. In measuring a yard for the purpose of determining the depth of the side-yard, front-yard, or rear-yard, the least horizontal distance between the lot line and a building or structure shall be used.
- 129. Yard, Front**
An open area facing and abutting a road and extending across the front of the lot between the side lot lines and having a minimum horizontal depth measured from the road equal to the depth of the minimum front yard specified for the district in which the lot is located. The required front yard line represents the line in front of which no building or structure may be erected, other than steps, unenclosed porches, canopies, marquees, and carports as permitted in these regulations.

In commercial or industrial uses, the front yard shall always be adjacent to an expressway or Section Line Road if the lot abuts such a facility.
- 130. Yard, Rear**
An open area that extends across the rear of the lot between side lots lines and that has a minimum depth measured from the rear lot line as specified for the zoning district in which the lot is located. Steps, unenclosed porches, and unenclosed balconies may extend into the rear yard. On both corner lots and interior lots, the rear yard shall in all cases be at the opposite end of the lot from the front yard.

Article IV. Definitions

[Section 2. Definitions of Key Terms]

131. **Yard, Side**
An open area that extends from the required front yard to the required rear yard and that has a minimum width measured from the side lot line as specified for the zoning district in which the lot is located. Steps may extend into a side yard.
132. **Zoning Board of Adjustment**
See Board of Adjustment.
133. **Zoning District**
A section the County designated in these regulations and delineated on the Zoning Districts Map, for which land use requirements and building and development standards are prescribed.
134. **Zoning Districts Map**
The official map that graphically identifies the zoning district classification of all property within the corporate boundaries.
135. **Zoning Regulations**
The adopted Zoning Regulations of Oklahoma County.

Article V. Appendices

Article Contents

Appendix A. Required Signature Blocks

Appendix B. Paving Design Standards

Appendix C. Typical Paving Sections

Appendix D. Traffic Impact Analysis

Appendix E. Map of County Waterways (West)

Appendix F. Map of County Waterways (East)

Appendix G. List of Regulation Amendments

Appendix A. Required Signature Blocks

This appendix includes the following signature blocks:

1. Owner's Certificate
2. Bonded Abstractor's Certificate
3. Surveyor's Certificate
4. Engineer's Certificate
5. Oklahoma Department of Environmental Quality
6. County Treasurer's Certificate
7. County Planning Commission Approval Certificate
8. County Commissioner's Approval Certificate

A. Owner's Certificate

STATE OF OKLAHOMA

COUNTY OF OKLAHOMA

KNOW ALL MEN BY THESE PRESENTS:

I, _____, , being the owner and only owner who has any right, title, or interest to the land shown on the plat of _____ to Oklahoma County, Oklahoma, do hereby subdivide said land in accordance with the plat shown hereon, subject to any easements or restrictions heretofore granted. That it has caused the same to be surveyed and platted into lots, blocks, roads, and easements as shown on said plat. I further certify that that plat dedicates all the roads, easements, and rights-of-way as shown on said plat for the uses shown, for its successors and assigns forever and has caused the same to be released from all encumbrances so that the title is clear, except as shown in the bonded abstractor's certificate hereon.

TO CERTIFY WHICH, WITNESS by my hand this ____ day of _____, 20___. BY:

Owner

STATE OF OKLAHOMA

COUNTY OF OKLAHOMA

Before me, the undersigned, a Notary Public in and for said County and State on the ____ day of _____, 20__, personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL of office this ____ day of _____, 20__.

My Commission Expires: _____

Notary Public

Article V. Appendices

[Appendix A. Required Signature Blocks]

B. Bonded Abstractor's Certificate

STATE OF OKLAHOMA

COUNTY OF OKLAHOMA

KNOW ALL MEN BY THESE PRESENTS:

The undersigned, a duly qualified and lawfully bonded abstractor of titles in and for Oklahoma County and the State of Oklahoma, hereby certify that the records of said County show that the title to the land shown on this plat is vested in _____, and that on the ____ day of _____, 20____, there are no actions pending or judgments of any nature in land or the owner(s) thereof, that the taxes are paid for the year _____ and prior years, that there are no outstanding tax sales certificates against said land and no tax deeds are issued to any person, and that there are no liens or other encumbrances of any kind against the land included in this plat except easements, mortgages, and mineral conveyances of record.

TO CERTIFY WHICH, WITNESS by my hand this ____ day of _____, 20____.

BY: _____

ATTEST: _____

Name of Title/Abstract Company

STATE OF OKLAHOMA

COUNTY OF OKLAHOMA

Before me, the undersigned, a Notary Public in and for said County and State on the ____ day of _____, 20____, personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL of office this ____ day of _____, 20____.

My Commission Expires: _____

Notary Public

C. Surveyor's Certificate

I, _____, do hereby state that I am a Registered Land Surveyor in the State of Oklahoma and that this plat represents a survey made under my supervision.

TO CERTIFY WHICH, WITNESS by my hand and seal at Oklahoma County, Oklahoma this ____ day of _____, 20__.

BY: _____

Registered Land Surveyor

(SEALED)

Registration Number: _____

D. Engineer's Certificate

I, _____, do hereby state that I am a Registered Professional Engineer in the State of Oklahoma and that this plat and the road and drainage design shown hereon complies with the Subdivision Regulations for Oklahoma County and that the 100-Year Floodplain will be contained within the drainage easements shown hereon.

TO CERTIFY WHICH, WITNESS by my hand and seal at Oklahoma County, Oklahoma this ____ day of _____, 20__.

BY: _____

Registered Professional Engineer

(SEALED)

Registration Number: _____

Article V. Appendices

[Appendix A. Required Signature Blocks]

E. Oklahoma Department of Environmental Quality

The Oklahoma Department of Environmental Quality certifies that this plat of an addition in Oklahoma County, Oklahoma, is approved for construction of individual well and disposal systems.

Department of Environmental Quality

Date

F. County Treasurer's Certificate

I, _____, do hereby certify that I am duly qualified and acting County Treasurer of Oklahoma County, Oklahoma, and that the tax records of said County show that all taxes for the year 20__ and prior years are paid on the land shown on this plat to Oklahoma County, Oklahoma, and that the required statutory security has been deposited in the office of the County Treasurer guaranteeing the current years taxes.

In witness whereof: Said County Treasurer has caused this instrument to be executed this ____ day of _____, 20__.

BY: _____

G. County Planning Commission Approval Certificate

I, _____, Chairman of the County Planning Commission for the County of Oklahoma, State of Oklahoma, hereby certify that the said Commission duly approved this plat on the ____ day of _____, 20__.

Chairman, Oklahoma County Planning Commission

H. County Commissioner's Approval Certificate

I, _____, Chairman of the Board of County Commissioners of Oklahoma County, Oklahoma, hereby certify that the said County Commissioners duly approved this plat in Oklahoma County, Oklahoma, on the ____ day of _____, 20__.

Signature:

ATTEST:

The roads shall be maintained by the County.

OR

The roads shall not be maintained by the County.

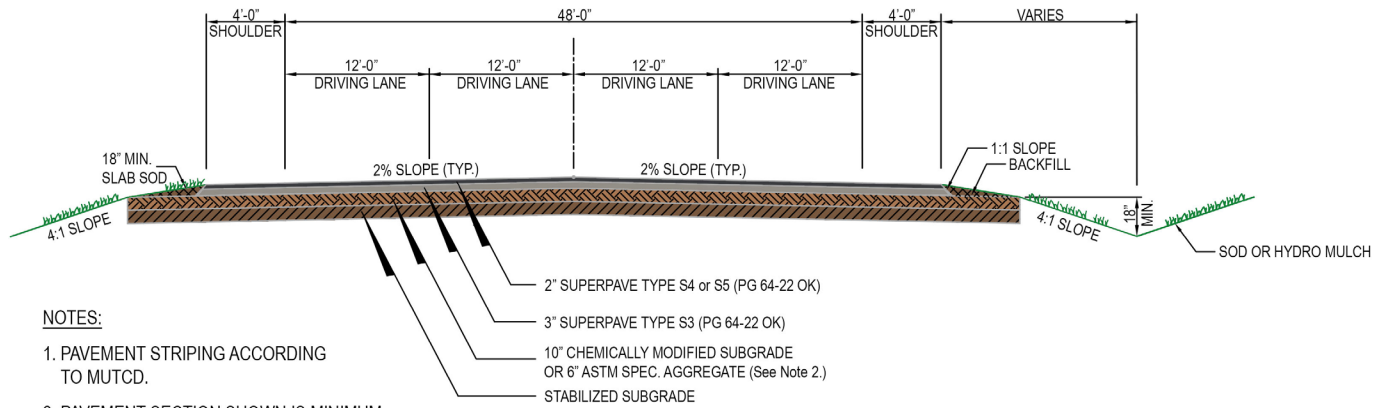
(Whichever is applicable to the plat)

Appendix B. Paving Design Standards

Pavement design shall be in accordance with State of Oklahoma County Highway System [2013 Design Guidelines](#) (Chapter 11 Pavement Design) and the latest AASHTO/ODOT design guidelines, subject to review and approval by the County Engineer.

Appendix C. Typical Paving Sections

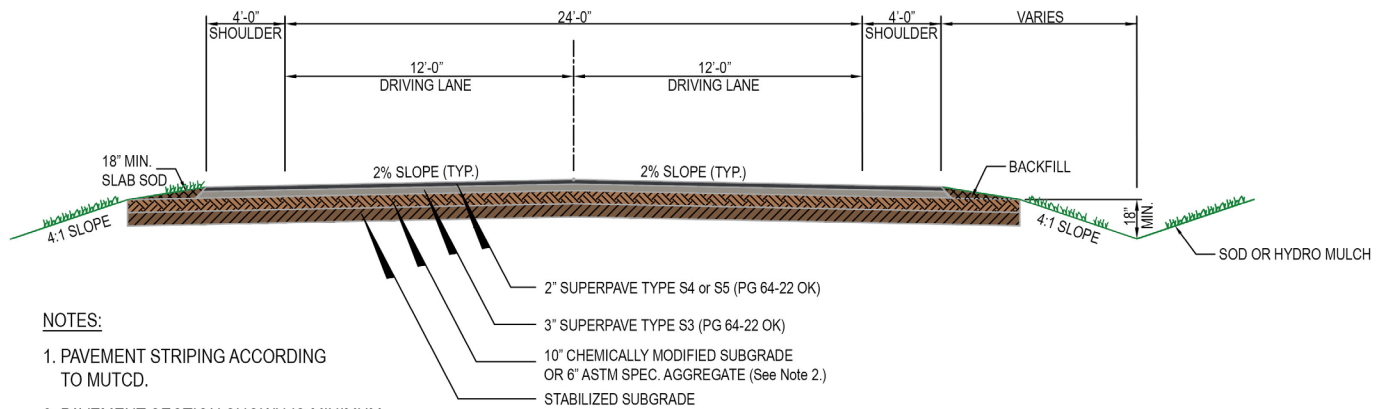
Figure 15. Typical Four-Lane Section Line Section



NOTES:

1. PAVEMENT STRIPING ACCORDING TO MUTCD.
2. PAVEMENT SECTION SHOWN IS MINIMUM REQUIRED. MUST BE DESIGNED ACCORDING TO O.D.O.T. SUBGRADE INDEX METHOD.

Figure 16. Typical Two-Lane Section Line Section



NOTES:

1. PAVEMENT STRIPING ACCORDING TO MUTCD.
2. PAVEMENT SECTION SHOWN IS MINIMUM REQUIRED. MUST BE DESIGNED ACCORDING TO O.D.O.T. SUBGRADE INDEX METHOD.

Figure 17. Typical Urban Collector Section

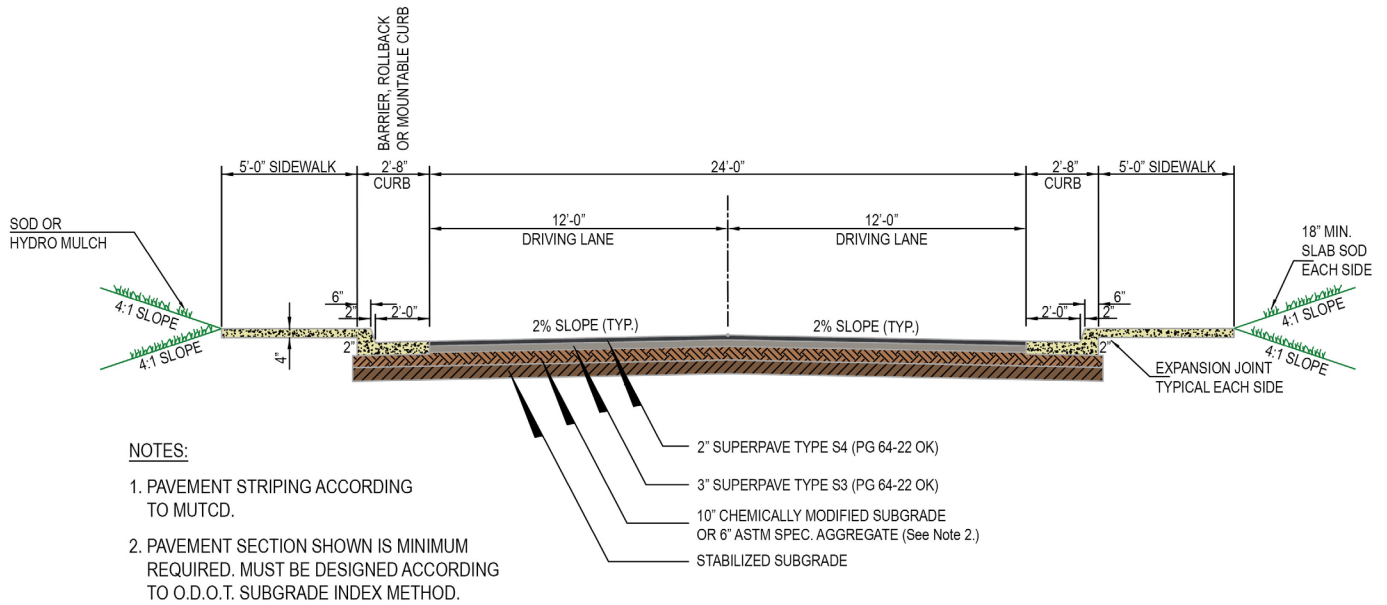


Figure 18. Typical Rural Collector Section

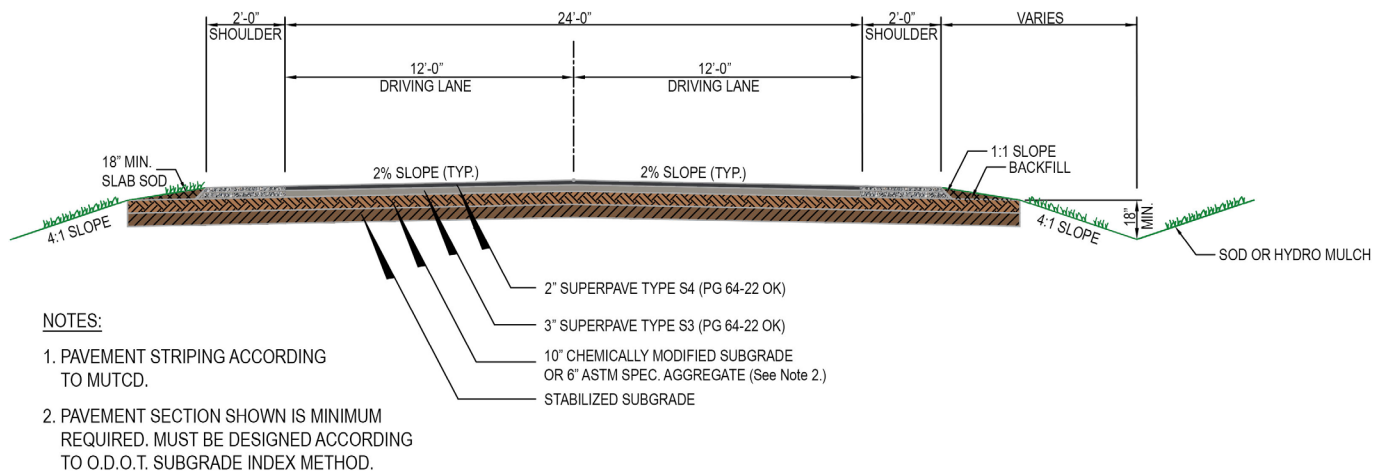


Figure 19. Typical Local Rural Road Section

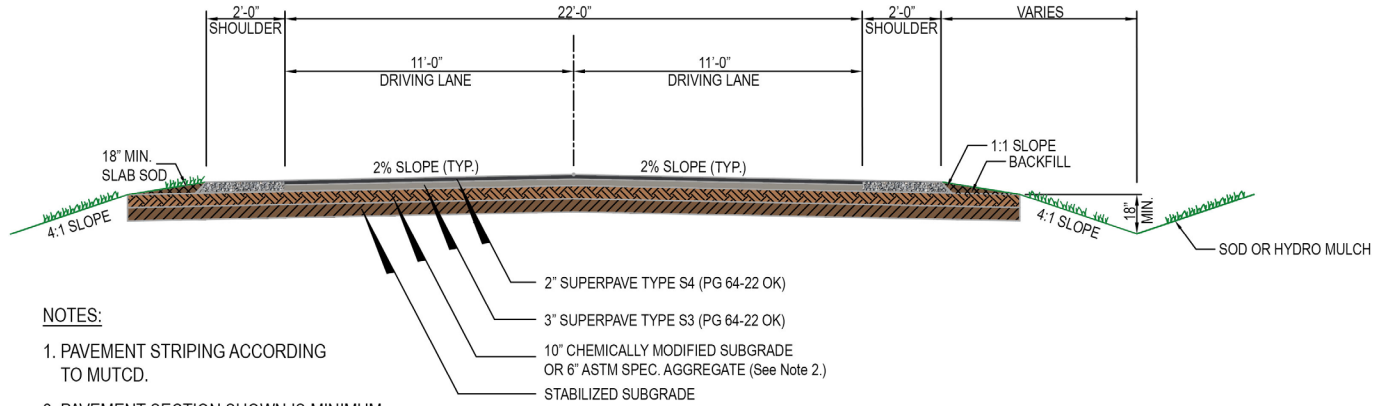


Figure 20. Typical Local Urban Road Section

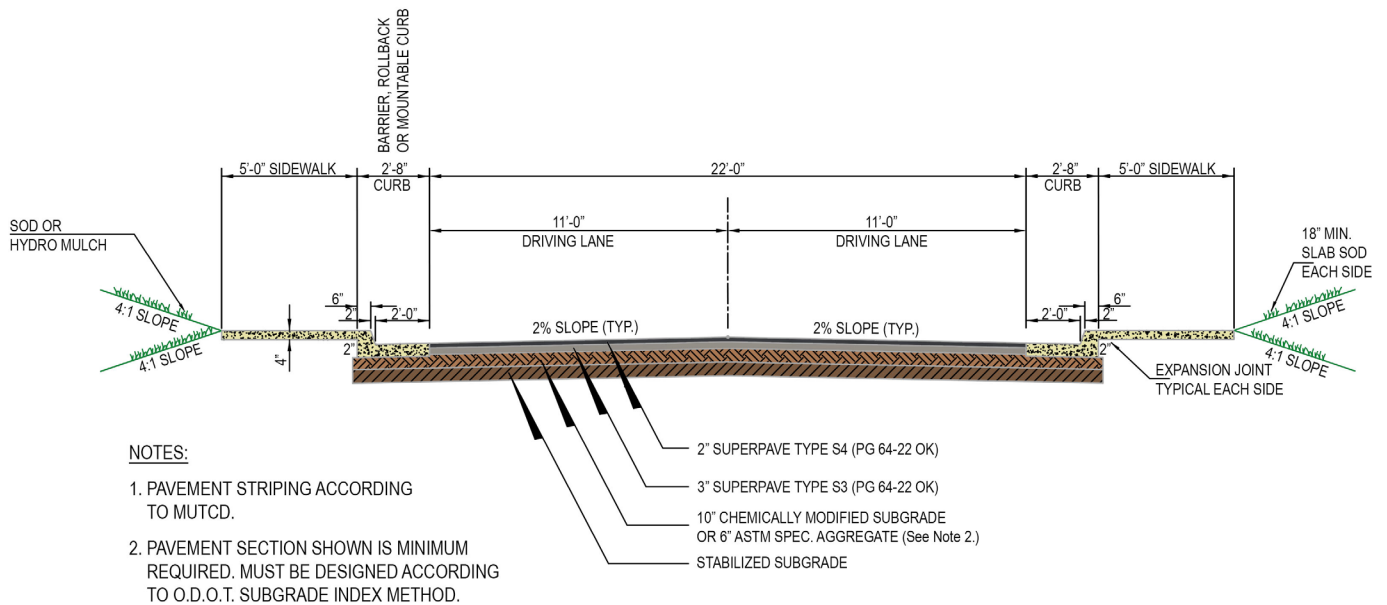


Figure 21. Typical Industrial Section

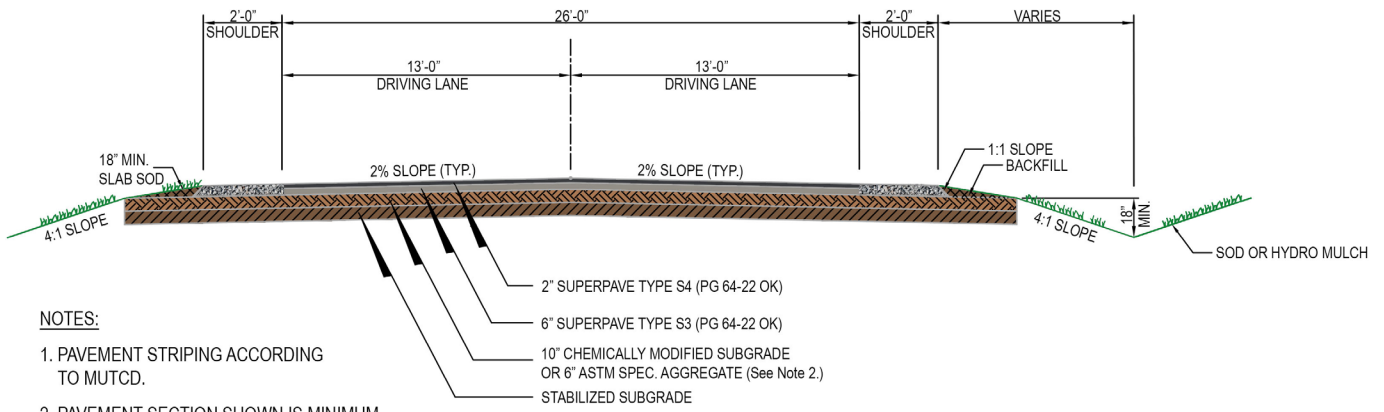
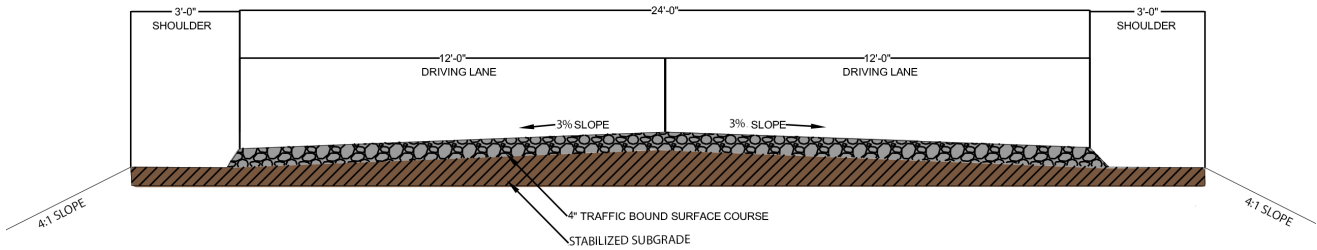


Figure 22. Typical Gravel Road Section



Appendix D. Traffic Impact Analysis

A. Introduction

All development, whether residential, commercial, industrial, or public generates traffic. Understanding the demands placed on a community's street and roadway network by new and proposed development is an important measurement in assessing the overall impacts of development. Since traffic congestion is typically the result of added traffic on an already overburdened system, new development often generates enough traffic to create congestion which in turn requires a community to invest more capital into the street and roadway network. Typical roadway improvements necessary may include new roads, traffic signals to new or existing roads, new turn lanes on existing roads, or street widening to existing roads for added capacity. Other problems that may also result from overburdened roadways include economic costs due to delayed travel times, air pollution, and increased accidents. Increased traffic typically impacts multiple roadways. As one corridor becomes congested, drivers may use other roadways not necessarily intended for through traffic. Understanding traffic impacts becomes even more important as budgets for public facility and infrastructure improvements become increasingly strained.

Traffic impact studies help communities to:

1. Forecast additional traffic associated with new development,
2. Determine the improvements that are necessary to accommodate the new development,
3. Reduce the negative impacts created by developments by helping to ensure that the transportation network can accommodate the added traffic,
4. Allow the community to assess the impacts that a proposed development may have; identify potential problems with the proposed development (i.e., evaluate the number and location of access points),
5. Assist communities in land use decision making; relate land use decisions with traffic conditions,
6. Protect the substantial community investment in the road system,
7. Assist in allocating scarce resources to areas which need improvements,
8. Help to ensure safe and reasonable traffic conditions on roads after the development is complete,
9. Update available traffic data, and
10. Provide input for metropolitan transportation planning efforts (Association of Central Oklahoma Governments, ACOG and the Oklahoma Department of Transportation, ODOT).

A Traffic Impact Analysis (TIA) is a study that assesses the effects that a particular development's traffic will have on the surrounding road network. A TIA may vary in range of detail and complexity depending on the type, size, and location of the development. A traffic impact study should be an essential part of any development review process to assist planning and engineering staff as well as the Planning Commission in making land use decisions where the proposal may have a significant impact on traffic and transportation corridors. Traffic impact studies may also be used to help evaluate if the scale of development is appropriate for a particular site and what improvements may be necessary, on or off the site, to provide safe and efficient access and traffic flow.

Traffic impact studies should accompany developments that have the potential to impact the transportation system. These studies can be used to help evaluate whether the development is appropriate for a site and what type of transportation improvements may be necessary.

A traffic study provided by the developer may be required subject to the conditions outlined in the following Traffic Impact Analysis guidelines.

B. TIA Guidelines

1. General

Traffic Impact Analysis (TIA) is a tool that has historically been utilized to evaluate the interaction between existing transportation infrastructure and proposed land development projects. A TIA provides a large amount of information that can be used for a number of purposes, including documenting the growth of an area, assisting with planning activities, assessing immediate and long term needs relative to infrastructure improvements, etc. Historically, these documents have been applied in a variety of ways in order to maximize the efficiency and safety associated with ingress and egress to property.

The following guidelines are intended to provide an understanding of the process through which a TIA is developed and submitted to Oklahoma County, as well as an understanding of the technical requirements of the deliverables to be provided.

a. Criteria

Criteria to determine when a TIA will be required:

- (1) Schools: New school construction,
- (2) Variance: Requests for variances and/or deviations from Oklahoma County development requirements including zoning and subdivision requirements when development meets any other criteria listed,
- (3) Re-Zoning or Building Permit Application: All developments located within 500 feet of the intersection of two or more boulevards, freeway frontage roads, section line roads, or major collectors with an overall developable land area in excess of 5 acres,
- (4) Re-Zoning or Building Permit Application: Commercial Shopping centers or Industrial developments with GLA in excess of 100,000 square feet,
- (5) Re-Zoning: For a rezoning application that is projected to create 100 or more residential lots,
- (6) Subdivision: For all preliminary plats or final plats if the property has previously been rezoned for the proposed use and no traffic impact study has been conducted in the past two years and meet any of the criteria outlined in (1) through (5) above.

The preparation of a TIA is strongly encouraged for all midsize and large developments. A TIA may be requested by the Oklahoma County Planning or Engineering staff as a condition for review and/or acceptance if it is determined that a development has the potential to impact transportation facilities and/or has the potential to have an impact on traffic patterns.

b. Goals

The goals of a TIA are as indicated below:

- (1) To identify any and all potential adverse impacts to the existing transportation system and to proposed developments.
- (2) To assist public and private sector entities in identifying and resolving issues related to the location of driveways, traffic signals, and other transportation facilities that are requested but do not conform to the Oklahoma County Development Guidelines.

- (3) To assist public and private sector entities with long-term planning such that the extension and growth of the transportation infrastructure may occur in a manner that is comprehensive in nature and supportive of the public good.

2. TIA-Specific Definitions

Section Line - A County road. The primary function of section line roads is to provide a high degree of vehicle mobility. Section line roads provide for distribution of through traffic to and from the collector system.

Collector - Collector roads provide access and service to land, circulate traffic between land uses, and collect and distribute traffic between section line roads and local roads.

Boundary Road - A public road that is adjacent to and/or abutting one or more sides of the proposed site.

Build-Out Year - The proposed year of completion of the land development when its capacity for attracting and producing traffic is maximized.

Intermediate Construction Phase - An intermediate phase of construction associated with a multiple-phase development project. There may be several intermediate construction phases that precede the final construction phase. The final construction phase is completed in the build-out year.

Multi-Phase Development Project - Any land development project that is developed with more than a single phase of construction.

Peak Hour Trips (PHTs) - The number of vehicular trips generated by and attracted to the proposed development during its heaviest hour of use.

Projected Traffic - The number of vehicular trips that is projected to exist at a given point in time on an existing or proposed road.

Site-Generated Traffic - Vehicular trips attracted to or produced by the proposed development site.

Study Area Boundary - The limits of the area for which the analysis is to be conducted. This area shall be determined by the consultant conducting the study (hereafter referred to as the traffic consultant) and approved by the County Planning Director prior to the start of the study.

Trip Generation Summary - A table summarizing the trip generation characteristics of the development. Selection and development of appropriate trip generation rates and procedures shall be coordinated with Oklahoma County. Institute of Transportation Engineers trip rates will be used unless a better source is identified and is deemed acceptable to the County Planning Director.

3. Preliminary Scoping Meeting

In instances where a TIA is submitted, the study must be completed in sufficient detail to allow the County Planning Director or his/her designee to evaluate the overall impact of the development on boundary facilities. In an effort to minimize the deliverables required and still insure that the document is sufficiently comprehensive, the traffic consultant shall be responsible for coordinating a preliminary scoping meeting with the County Planning Director or his/her designee.

The purpose of the preliminary scoping meeting shall be to establish the content, exhibits, magnitude of details, and format requirements for the TIA.

4. Study Area

The study area, scope of the TIA, the trip generation rates to be utilized for the study, and all requirements identified as necessary to provide a complete, accurate and useful study shall be determined at the preliminary scoping meeting.

Additionally, these elements shall also be verified at the time of the preliminary scoping meeting. Any variances from the requirements identified below must be approved by the County Planning Director in writing prior to preparation of the study.

The study boundary will be established based on the size of the proposed development, the projected Peak Hour Trips (PHTs), and the application of sound engineering judgment. In general, the study area will typically include an area of no less than ¼ mile in radius and no greater than a radius of one (1) mile from the boundary of the proposed development.

5. Multi-Phase Development Projects

The requirements for a TIA for multi-phase residential projects shall be in accordance with the requirements set forth in these guidelines, and shall be treated as one development with information included concerning phased build-out. The TIA and general plans submitted to the County Planning Director shall be distributed to the following:

- a. Oklahoma County Engineering Department.
- b. Other Departments or public entities that have jurisdiction over uses that may be impacted by increased traffic such as the parks or schools.

The distribution of these submittals shall be for informational purposes only and requires no formal response. The intent of this action is to identify pending developments to appropriate Oklahoma County personnel as early as possible, and thereby enhance the ability of the County to identify potential concerns with developments at an early stage in the process.

6. Technical Criteria and Requirements

Technical requirements have been established to standardize the format by which TIAs are prepared and to ensure that the content and quality of a given TIA will result in an accurate and useful analysis. General items that shall be addressed in all TIAs include:

- a. Identification of the scope of the TIA,
- b. Identification of existing geometric conditions and traffic control devices that are impacted by development,
- c. Collection of existing traffic data,
- d. Estimates and distribution of site-generated traffic,
- e. Forecast of future non-site related traffic,
- f. Capacity analyses and projected operational levels of service for boundary roadways and study intersections,
- g. Determination of need for turn bays into the proposed development,
- h. Analysis and justification of site improvements that requires deviation from established Development Guidelines. Where site improvements deviate from these guidelines, supporting documentation shall be provided that detail why these variances are justified. Furthermore, it must be demonstrated that not only will these variances and/or deviations not have an adverse impact on the adjacent transportation facilities, but that they will actually augment the operation of the existing infrastructure,
- i. Identification of any roadways and/or intersections within the study area that are expected to operate at LOS D, E, or F under existing and/or projected traffic conditions, and
- j. Identification of improvements necessary to improve the level-of-service to an LOS of C including the geometrics, traffic control estimated costs, and who or what entity will be responsible for what costs.

7. TIA Format

All TIAs shall be submitted to the Oklahoma County as a stand-alone document. Accompanying appendices shall be provided at the time the TIA is submitted. The number of appendix documents to be submitted shall be identified at the time of preliminary scoping meeting.

As a minimum, the items identified below establish the general outline of the report, the required maps and diagrams, all required tables, and minimum submittal requirements for any Appendices.

a. General Outline of Report

Table of Contents

List of Figures and Tables

5.1 Traffic Impact Analysis Background and Requirements

5.2 Data Sources

Introduction

Study Area

5.3 Existing Land Use

5.4 Proposed Development

5.5 Existing Roadway Conditions & Traffic Counts

Analysis

5.6 Trip Generation

5.7 Trip Distribution and Trip Assignment

5.8 Projected Site Turning Movement Counts

5.9 Projected Traffic

5.10 Capacity Analyses

Conclusions and Recommendations

Appendix

b. Maps and Diagrams

- (1) Conditions Maps and Drawings
 - (a) Location Maps and Site Plans ^{1,2,3}
 - (b) Master Road Plan ⁴
 - (c) Existing Turning Movement Count Diagram – AM Peak Hour ⁵
 - (d) Existing Turning Movement Count Diagram - PM Peak Hour ⁵
 - (e) Existing Turning Movement Count Diagram - Peak Period for Site ⁵
 - (f) Summary of Existing / Projected 24 Hour Volumes ⁶
- (2) Trip Generation / Trip Distribution Diagrams
 - (a) Site Trip Distribution ^{7,8}
 - (b) Boundary Road Projected Turning Movements – Peak Period ⁵ for Site ⁹
- (3) Recommended Site Access Configuration and Roadway Improvement
 - (a) Diagram ¹⁰

c. Tables

- (1) Land Use Characteristics and Total Site Trips Generated ¹¹
- (2) Site Trips Attracted from Passing Traffic (if applicable) ¹²
- (3) Land Use Characteristics and Internal/External Site Trip Generated ¹³
- (4) Summary of Capacity Analyses ^{14, 15, 16, 17}

d. Conclusions and Recommendations

As a minimum, all geometric and operational improvements necessary to provide an acceptable LOS for facilities within the project site and/or along the boundary roads of the project site shall be identified. Both on-site and off-site improvements should be evaluated. Priority should be given to beneficial off-system improvements as a means of minimizing the impact on the existing transportation system. Improvements that are to be considered for the purpose of mitigating less than an acceptable LOS shall include as a minimum: pavement widening, installation of turn lanes, installation of median islands, access control, installation of curbs and/or sidewalks, installation of traffic signalization, traffic signing, and/or pavement marking modifications.

Article V. Appendices

[Appendix D. Traffic Impact Analysis]

e. Level of Service (LOS)

Acceptable projected levels of service shall be in accordance with the following table, "Level of Service." To summarize, **Table 6** indicates that:

- (1) When the LOS Without Development is LOS A, B, or C, the minimum acceptable Projected LOS shall be LOS C.
- (2) When the LOS Without Development is LOS D, E, or F, the minimum acceptable Projected LOS shall be equal to the LOS Without Development.

Table 6. Acceptable Level of Service (LOS)

		LOS Without Development					
		A	B	C	D	E	F
Projected LOS	A	N/A					
	B	B	N/A				
	C	C	C	N/A			
	D	C	C	C	N/A		
	E	C	C	C	D	N/A	
	F	C	C	C	D	E	N/A

f. Appendix

Appendix documents shall be provided to the County at the time the TIA is submitted. The number of appendix documents to be submitted shall be identified at the time of the preliminary scoping meeting. As a minimum, the Appendix shall contain:

- (1) Summaries of Turning Movement Counts.
- (2) Summaries of 24 hour Counts.
- (3) Summaries of Capacity Analyses.
- (4) All other data necessary to support findings and recommendations.

g. Footnotes and Explanation

- ¹ Show pavement marking layout and lane usage for all boundary roads. Drawing must reflect driveway locations and roadway geometry within +/- 1 foot of actual location.
- ² Show driveways and land uses on both sides of all boundary roads of the proposed site.
- ³ All driveways and intersecting roads that connect to a boundary road shall be illustrated in sufficient detail to serve the purpose of illustrating traffic function. As a minimum, this detail shall include all lane widths, traffic islands, medians, sidewalks, curbs, and traffic control devices.
- ⁴ As a minimum, drawing shall encompass a minimum four (4) mile radius from the site and shall identify all roadways designated on the ACOG Street Plan, their corresponding designation, a legend identifying roadway classifications, and the approximate location of the proposed development.
- ⁵ Results of the turning movement count for each location shall be overlaid on top of the Existing Conditions Layout.
- ⁶ Indicate existing and projected 24-hour volumes for all major roadways, as identified in the preliminary scoping meeting. Assumptions of growth rates for traffic demand and references shall be identified on this exhibit.
- ⁷ Indicate general directional distribution of trips to and from the development.
- ⁸ Indicate assignment/distribution of projected trips for the site, by movement, at each access point.
- ⁹ Indicate combined existing and site generated traffic and the site generated traffic volume for all movements at each intersection and/or driveway.
- ¹⁰ Diagram shall, as a minimum, indicate existing and proposed pavement marking layouts for all boundary roads, proposed modifications to existing and/or the installation of new traffic control devices, proposed on-site circulation, parking layout, pad locations, and any modifications necessary to address increases in traffic demand associated with the site development that result in significant reductions in operations.
- ¹¹ The table shall include land use, gross leasable area (GLA), estimated daily trip generation estimates, and trip generation rates and estimates for weekday AM, PM, and for the development peak traffic period, broken down by entering and exiting trips.
- ¹² The table shall include assumptions regarding percentage of passer-by traffic associated with each land use for the development, including proper source references.
- ¹³ The table shall include assumptions regarding percentage of internal/external capture traffic associated with each land use for the development, including proper source references.

Article V. Appendices

[Appendix D. Traffic Impact Analysis]

¹⁴ The table shall summarize before and after conditions associated with level-of-service (LOS) for all study intersections and access drives adjacent to the site, whether signalized and unsignalized. Furthermore, existing and proposed conditions shall be summarized side-by-side for each peak period evaluated. Special evaluation conditions shall be footnoted.

¹⁵ Capacity analyses will be required for each roadway infrastructure improvement in order to verify the LOS associated with a given improvement.

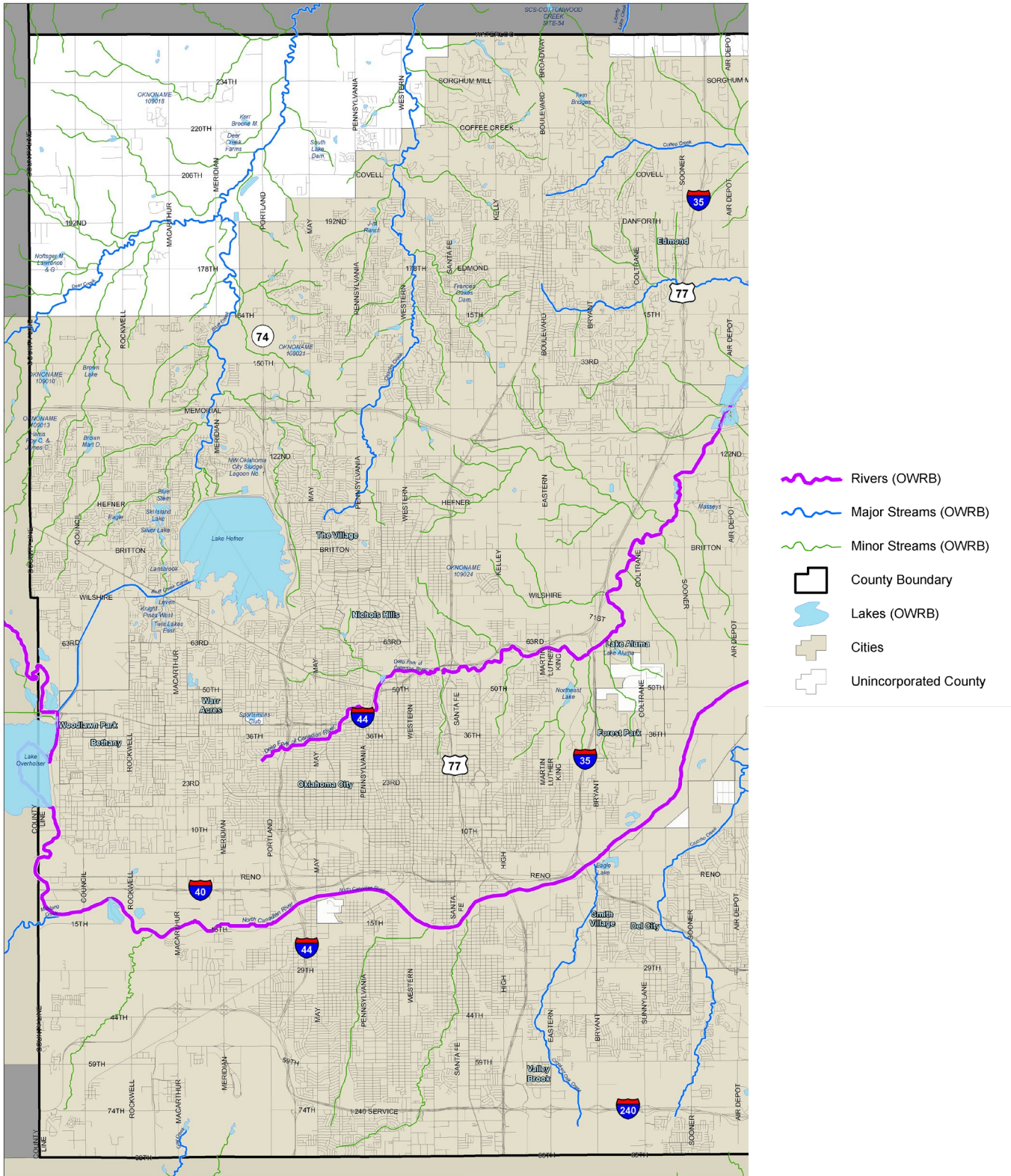
¹⁶ Capacity analyses will follow the principles established in the latest edition of the Transportation Research Board's Highway Capacity Manual (HCM) unless otherwise directed by the County Planning Director. Capacity will be reported in quantitative terms as expressed in the HCM and in terms of traffic LOS.

¹⁷ Capacity analyses will include traffic queuing estimates for all critical applications where length of queues is a design parameter (i.e., auxiliary turn lanes, traffic gates, etc.).

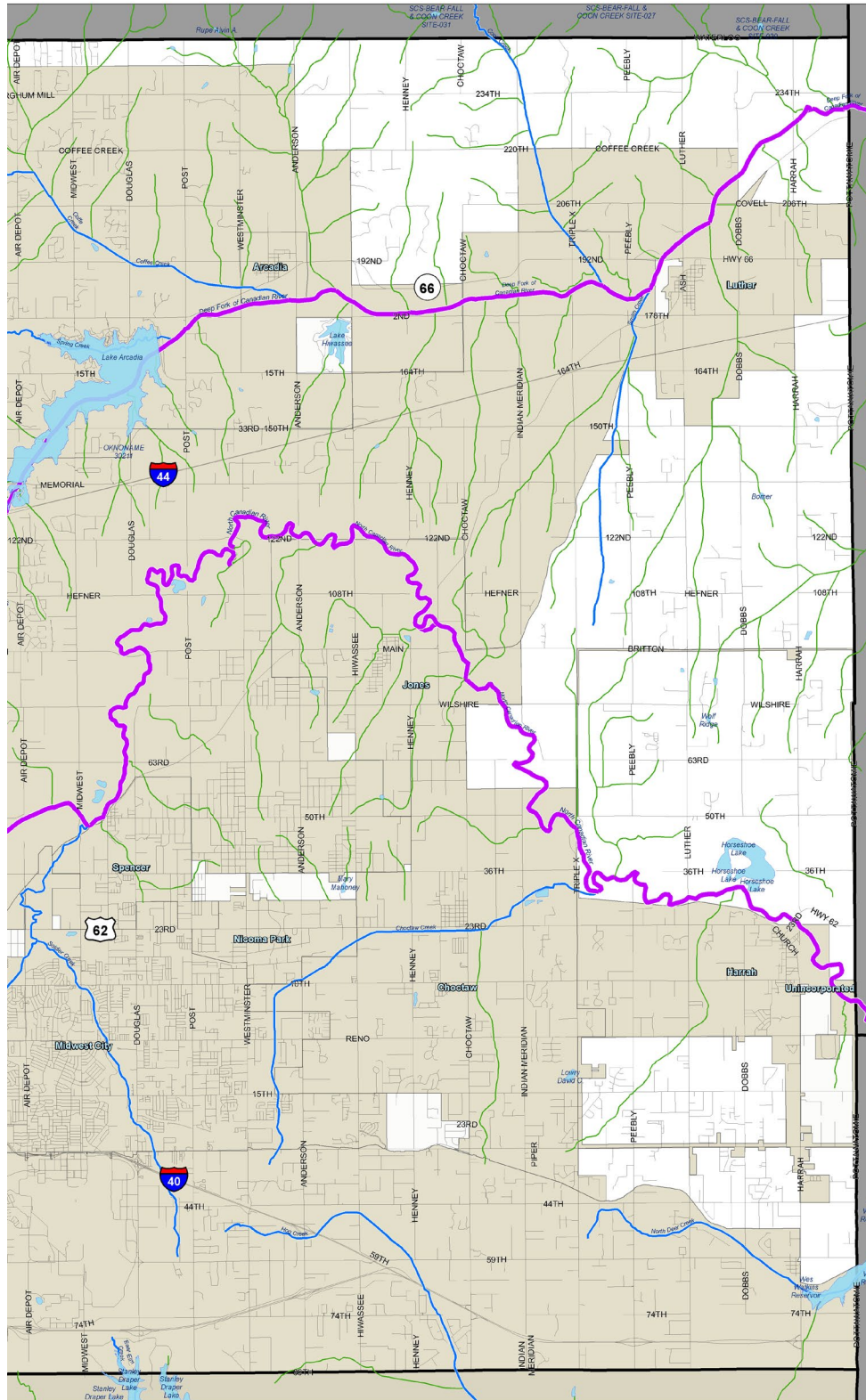
8. Submittal Requirements

- a. Upon completion of the TIA, two (2) copies will be submitted to the County Planner. Up to ten (10) additional copies could be required if deemed necessary by the County. An initial review of the study will be made to determine if the TIA was developed in accordance with the technical requirements and within the scope of the study as outlined in the preliminary scoping meeting. If deviations from the technical requirements and/or the scope of study, as established during the preliminary scoping meeting are identified, the initial review will be terminated until the said deviations are addressed. A notice of technical deficiencies will be developed by the County and submitted to appropriate County personnel and to the traffic consultant at such time as deficiencies are identified. All copies will be returned to the traffic consultant at that time as well.
- b. Upon submittal of a TIA meeting the technical and scoping requirements established in the preliminary scoping meeting, final review of the TIA will be conducted. If during the course of the final review it is determined that additional information is needed, a written request for addendum will be provided to the traffic consultant. No more than one request for addendum will be requested and/or required for a given TIA unless given responses or revisions are deemed non-responsive to previous requests.
- c. Following completion of the final review, written recommendations regarding any requested variances, observations, objections to and/or concurrence with the findings of the study will be provided to appropriate Oklahoma County personnel and to the project developer or traffic consultant.

Appendix E. Map of County Waterways (West)



Appendix F. Map of County Waterways (East)



Appendix G. List of Regulation Amendments

Description	Resolution #	Date
1. Amending Resolution #118-08 Procedures for Tinhorn Acquisition and Installation in the Unincorporated Areas of Oklahoma County	2020-5733	December 11, 2020