

ORDINANCE NO. 823 (16)

AN ORDINANCE AMENDING PART 12, CHAPTER 5, ARTICLE A, SECTION 12-502 (D), (E) AND (F) PROVIDING REQUIREMENTS AND EXEMPTION FOR ELECTRONIC DATA SUBMISSION; AMENDING PART 12, CHAPTER 5, ARTICLE D, SECTION 12-531 BY ADDING REQUIREMENTS FOR SURVEY CONTROL NETWORK; AMENDING SECTIONS 12-532, 12-536, 12-537(A), AND 12-583(D) BY ADDING REQUIREMENT FOR ELECTRONIC DATA SUBMISSION; AMENDING PART 12, CHAPTER 5, ARTICLE J, SECTION 12-583 (D)(1) BY ADDING REQUIREMENT FOR ELECTRONIC DATA SUBMISSION; AND AMENDING PART 12, CHAPTER 5, ARTICLE L(A) BY ADDING DEFINITIONS FOR 'AS-BUILT PLAN' AND 'CONSTRUCTION PLAN AND DRAWING'; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR A REPEALER.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOORE, OKLAHOMA THAT PART 12, CHAPTER 5, ARTICLE A, SECTION 12-502 (D) IS HEREBY AMENDED TO READ AS FOLLOWS:

SECTION 12-502 - SUBDIVIDING GENERAL PROCEDURE.

- A. *Plat approval.* For all cases of subdividing within the scope of these regulations, a plat of the land in question, or an easement with a description in writing where appropriate, shall be drawn and submitted to the planning commission and city council for their approval or disapproval, as provided hereafter in these regulations. The subdividing process shall consist of the following procedures:
1. Preliminary and subsequent final platting is required for the following types of land subdivision:
 - a. The division of unplatted land within any residential, commercial, or industrial zoning district resulting in two (2) or more tracts, lots or parcels.
 - b. The subdivision of unplatted land within the A-1 or A-2 zoning districts resulting in five (5) or more tracts, lot or parcels, any part of which, when subdivided contains less than ten (10) acres in area.
 2. A simplified plat is required for the division of unplatted land for the conveyance of a single tract, lot or parcel. The simplified plat requirements are the same as described in Section 12-533 of these regulations.
 3. A lot split plat is required for the division of unplatted land in the A-1 or A-2 zoning districts into four (4) or fewer parcels, as described in Section 12-543 of these regulations.
- B. *Filing fee.* To defray partially the costs of notification and administration procedures there shall be paid to the clerk at the time of submission of the preliminary and final plats a fee in the amount as set by the city council by motion or resolution.
- C. *Agenda.* Each plat submitted for preliminary or final approval shall be placed on the agenda of the planning commission only after fulfilling the appropriate requirements of these regulations. However, a plat not meeting all of the requirements may be submitted providing

the subdivider presents with the plat a written request for specific exceptions and explains the reasons therefore.

- D. *Official recording.* No plat or other land subdivision instrument shall be filed in the office of the county of the county clerk until it shall have been approved by the planning commission and by the city council as hereinafter set forth. **Before recording the final plat digital as-built drawings shall be submitted to the Community Development and GIS departments in AutoCAD or GIS Shapefile format.** All final plats shall be filed within two (2) years of date of approval by the planning commission and city council, and no lots shall be sold from any plat until recorded. Time extensions of the two-year filing requirement may be granted by the planning commission upon review of the final plat and a finding that circumstances prevail substantially as of the time of original approval.
- E. *Exemption.* Plats containing four (4) lots or fewer may be exempted from the provisions of all or part of procedural provisions contained in Articles C, ~~and D~~ **and F** of these regulations upon written approval of the community development director; provided, however, that all other provisions of these regulations, including those relating to design and improvements, shall be complied with.
- F. Data Required. To assist in incorporating Plats into the city's GIS Mapping System Plats must be provided in AutoCAD or GIS Shapefile format. Templates of these file types are available in the Community Development Department.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOORE, OKLAHOMA THAT PART 12, CHAPTER 5, ARTICLE D, SECTIONS 12-531, 12-532, 12-536, 12-537(A), AND 12-583(D) ARE HEREBY AMENDED TO READ AS FOLLOWS:

SECTION 12-531 - GENERAL REQUIREMENTS.

- A. *Purpose.* The purpose of the final plat is to create a recorded document which accurately describes the subdivision land, both as to accurate dimensions, and as to legal provisions which are pertinent to the subdivision. Much of the reason for this step is to make the transfer of the land more simple and certain. Land sales by reference to a legally filed plat are generally less complicated and more likely to provide the precise legal situation sought. The certainty of such sales derives from the assurance of an accurate survey and processes designed to assure the provision of facilities necessary to service the land.
- B. *Submittal.* Fifteen (15) dark line prints, one (1) 11" × 17" of the final plat shall be submitted to the office of the planning commission secretary not less than twenty-one (21) days or such shorter review time as might be determined by the planning staff before the planning commission meeting at which it is to be considered for final approval. At the same time, there shall be submitted three (3) sets of the proposed plans and specifications for all improvements and the proposed restrictions in final form; provided, however, that the final plat may be approved subject to later submission of final improvement plans and specifications.
- C. *Impact fees.* All required impact fees, including the Transportation Impact Fee, shall be collected as set forth in the city codes and ordinances.
- D. *Code compliance.* The final plat shall comply with all city codes and ordinances.

E. Control network. All plans shall be submitted in NAD 1983 HARN Oklahoma State Plane South, US feet coordinates using City of Moore Survey Monuments.

SECTION 12-532 - FINAL PLAT APPLICATION.

- A. *Application required.* The subdivider shall submit with the final plat an executed copy of the application and certificate of design which is provided as Appendix B to these regulations. The application is provided to assist with the preparation of final plats and to expedite the review of such plans. The application includes certifications to the compliance of the plat with pertinent regulations and with the requirements of good engineering practices. The application and certification are to be executed by a registered professional engineer or licensed land surveyor holding a license to practice in the state.
- B. *Time of submission.* The final plat of the proposed subdivision shall be submitted to the planning commission and city council for final approval within two (2) years of the date on which the preliminary plat was approved. If not submitted for final approval within such time, the preliminary plat shall be considered as having been disapproved unless the planning commission agrees to an extension of time. The final plat shall be filed in the office of the county clerk within two (2) years after approval by the city council and planning commission, or if not filed within such time, an extension may be granted by the planning commission upon review of the plat. If there are substantial changes in the layout of a plat, or if there are changes to public dedications shown, it will be necessary to submit a final plat for re-approval.
- C. **The final plat shall be submitted digitally in AutoCAD or GIS Shapefile format. Templates of these file types are available in the Community Development Department.**

SECTION 12-536 - PLANNING COMMISSION ACTION, FINAL PLAT METHOD OF APPROVAL.

- A. *Planning commission.* The planning commission shall act upon the final plat within forty-five (45) day after it has been submitted for final approval. This approval and the date thereof shall be shown on the plat over the signature of the planning commission chairman or vice-chairman. Unless stipulation for additional time is agreed to by the subdivider and if no action is taken by the planning commission at the end of forty-five (45) days after submission, the plat shall be deemed approved. A certification by the secretary of the planning commission as to the date of submission of plat for final approval and failure of planning commission to act thereon within such time shall be sufficient in lieu of written endorsement of approval. If the final plat is disapproved, grounds for this refusal shall be stated in writing, a copy of which shall be transmitted to the applicant. The reasons for disapproval shall refer to specifically to those parts of the general plan or ordinance or regulation with which the plat does not comply.

- B. *City council.* Before recording the final plat, it shall be submitted to the city council for approval and for acceptance of public ways and service and utility easements and land dedicated to public use. This approval of the plat shall be shown over the signature of the mayor and attested to by the city clerk or his deputy. The disapproval of any plat or plan by the city council shall be deemed a refusal of the proposed dedication shown thereon.
- C. **Final Approval. Before recording the final plat digital as-built drawings shall be submitted to the Community Development and GIS departments in AutoCAD or ArcGIS Shapefile format. Templates of these file types are available in the Community Development Department.**

SECTION 12-537 - RECORDING OF PLAT.

- A. *Requirements.* After final approval of the plat and the affixing of all required signatures on the original tracing, the subdivider shall provide the planning commission secretary with one reproducible transparency, **and a digital file in either AutoCAD or GIS shapefile format.** The final plat shall be filed with the county clerk, meeting all requirements for such filing after final criteria are met:
1. Final plat is approved by the city council and all revision required by the city council are complete;
 2. The developer has submitted final copies of the final plat and construction plans and all required signatures have been obtained;
 3. All required fees have been paid in full;
 4. All public improvements have been constructed, inspected, approved and dedicated to the city, or surety bonds or letter of credit have been posted and all as-built plans have been submitted **in either AutoCAD or GIS shapefile format;**
 5. The developer has provided proof that private restrictions have been filed of record; and
 6. The developer has provided all required maintenance bonds.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOORE, OKLAHOMA THAT PART 12, CHAPTER 5, ARTICLE J, SECTIONS 12-583(D)(1) IS HEREBY AMENDED TO READ AS FOLLOWS:

SECTION 12-583 - FLOODPLAIN DESIGNATIONS.

- A. Any reference to official flood plain maps shall mean the highest order of flood plain designation recognized by the City of Moore. The city's community development director will maintain a file of such designations. unless otherwise declared in writing by the city engineer, the descending order of flood plain studies shall be as follows:
1. An officially ordered study such as those watershed studies completed as a part of a master drainage study.
 2. Individual basin studies approved and accepted by the city engineer.

3. Maps of the flood insurance administration of the department of housing and urban development on which flood prone areas are delineated.
- B. The highest available order of study shall be the basis of design unless it can be clearly shown that the subject study is in error. Contested studies shall be brought to the attention of the city engineer who will submit the claim of error along with supporting data to the study author for consideration. Final decision as to the credibility of the study will be rendered in writing by the city engineer or the community development director.
- C. Drainage plan preparation. Drainage Plans shall be submitted as follows:
1. Plan and profile shall be drawn on sheets 24" × 36" to a horizontal scale of 1" = 20' or 1" = 40' and vertical scale of 1" = 2' or 1" = 4' (except that scales may vary on special projects, such as culverts and channel cross sections). All plans shall be prepared by a registered professional engineer licensed to practice in the State of Oklahoma and shall bear the engineer's seal.
 2. Plans for the proposed drainage system shall include, as a minimum:
 - a. Property lines, lot and block numbers, dimensions, right-of-way and easement lines, flood plains, street names, paved surfaces (existing or proposed), contract limits, location, size and type of inlets, manholes, culverts, pipes, channels and related structures, outfall details, miscellaneous riprap placement, two (2) feet contour lines (minimum) and title block. Stationing shall be provided along the construction centerline. The north arrow shall remain pointing to the top of the sheet, or to the left.
 3. Profiles shall indicate the proposed system (size and material) with elevations, flow-lines, gradients, left and right bank channel profiles, station numbers, maximum water elevations of any standing body of water, inlets, manholes, ground line and curb line elevations, typical sections, riprap construction, filling details, minimum permissible slab elevations adjacent to 100-year flood plains, open drainage features, pipe crossings, design flow capacities, title block and any other necessary information.
 4. When official flood plain designations and delineations of floodways denoting limits of permissible flood flow restricting developments exist, then they shall be shown on all preliminary plats and final plans submitted for approval wherever such plans and plats contain flood plains and/or floodway segments. In any case in which official flood plains are not delineated they shall be determined on the basis of standard Corp of Engineers HEC I and HEC II or other methods approved by the city engineer, and shall be shown on all preliminary plats and final plans submitted for approval.
- D. Submittals.
1. Computations and plans to support all drainage designs shall be submitted to the city engineer for review. The computations and plans shall be in such form as to provide the basis for timely and consistent review and will be made a part of the permanent record for future evaluation. The computations and plans shall be accompanied by the certification of a registered professional engineer licensed to practice in the State of Oklahoma. Before final approval, the submitting engineer shall provide an "as built" plan accompanied with a letter of certification stating that the submitted plan complies

with all governing ordinances and adopted drainage standards of the City of Moore. **In addition to the required paper copy, as-built plans for drainage improvements shall be submitted electronically in either AutoCAD or GIS Shapefile formats. And shall be submitted in NAD 1983 HARN Oklahoma State Plane South, US feet coordinates using City of Moore Survey Monuments.**

2. Specified minimum drainage parameters for historic, developed or proposed conditions that must be shown prior to approval are as follows:
 - a. Drainage area.
 - b. Length and slope of drainage basin.
 - c. Time of concentration (in minutes).
 - d. Intensity (in inches/hr) (for specified storm).
 - e. Runoff coefficients (c values for rational method if used).
 - f. Q (flow rate in cfs).
 - g. Design slope and length for all culverts.
 - h. Roughness coefficient for all channels and culverts.
 - i. Q flow rate (in cfs) for all channels and culverts.
 - j. Velocity (in ft/s) corresponding with each calculated q.
 - k. Designation of material types for all channel and culverts.
 - l. Specific materials and/or methods for erosion and sedimentation control.
 - m. Detention pond volume calculations
 - n. Detention pond depth vs storage curve
 - o. Detention pond depth vs discharge curve.
 - p. Detention pond location, elevations and dimensions.
 - q. Detention storage calculations with inflow and outflow hydrographs.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOORE, OKLAHOMA THAT PART 12, CHAPTER 5, ARTICLE L(A) IS HEREBY AMENDED TO READ AS FOLLOWS:

ARTICLE L - DEFINITIONS

- A. For the purpose of these regulations, certain terms used herein are defined as follows:
 1. *Alley*: A minor right-of-way dedicated to public use, which gives a secondary means of vehicular access to the back or side of properties otherwise abutting a street, and which may be used for public utility purposes.
 2. **"As-built plan": A revised set of drawings reflecting all changes made in the specification and construction drawings during the construction process. The**

drawing shows the exact dimension, geometry and location of all elements of the improvements completed.

3. *Block*: A parcel of land, intended to be used for urban purposes, which is entirely surrounded by public street, highways, railroad rights-of-way, public walks, parks or green strips, rural land or drainage channels or a combination thereof.
4. *Building line or setback line*: A line or lines designating the area outside of which buildings may not be erected.
5. *City*: City of Moore, Oklahoma.
6. *City council*: The city council of the City of Moore, Oklahoma.
7. **“Construction plan or drawing”: A technical drawing showing what is to be built, also called plans, blueprints, or working drawings**
8. *Development*: The erection, construction, or change of use of buildings; or the erection or construction of any additions to existing buildings where outer walls are added or altered as to location, but not including alterations or remodeling of buildings where said outer walls are not added or altered as to location.
9. *Easement*: A grant by the property owner to the public, a corporation, or persons, of the use of a strip of land for specific purposes.
10. *General plan*: The comprehensive development plan for the city which has been officially adopted to provide long range development policies for the area subject to urbanization in the foreseeable future and which includes, among other things, the plan for land use, land subdivision, circulation and community facilities; also known as the Comprehensive Plan, or the Moore Plan 21.
11. *Lot*: A subdivision of a block or other parcel intended as a unit for the transfer of ownership or for development.
12. *Lot, corner*: A lot located at the intersection of and abutting on two (2) or more streets.
13. *Lot, double frontage*: A lot which runs through a block from street to street and which has two (2) nonintersecting sides abutting on two (2) or more streets.
14. *Lot, reverse frontage*: A double frontage lot which is to be developed with the rear yard abutting a major street and with the primary means of ingress and egress provided on a minor street.
15. *Lot line adjustment*: A relocation of the lot lines of two or more lots included in a plat which is filed of record, for the purpose of making necessary adjustments to building sites.
16. *Planning commission*: The planning commission of the City of Moore, Oklahoma.
Public Improvements: Any utility, structure, or modification of topography which is, or will be, located within, under, or over a right-of-way or easement of record and which is, or will be owned, and/or maintained by other than the individual owner(s) of record.
17. *Plat, preliminary*: A map of a proposed land subdivision showing the character and proposed layout of the tract in sufficient detail to indicate the suitability of the proposed subdivision of land.

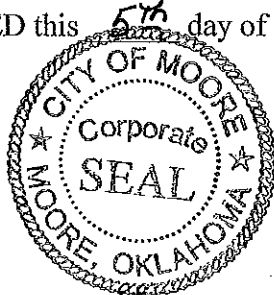
18. *Plat, final*: A map of land subdivision prepared in a form suitable for filing of record with necessary affidavits, dedications and acceptances, and with complete bearings and dimensions and curve data of all lines defining lots and blocks, streets and alleys, public areas and other dimensions of land.
19. *Street*: Public or private right-of-way which affords the primary means of access to abutting property.
20. *Street, major*: A freeway, principal arterial, or minor arterial designated on the adopted Moore Plan 21.
21. *Street, minor*: A street whose primary purpose is to provide access to adjacent properties and which is designed so that its use by arterial traffic will be discouraged.
22. *Street, collector*: A street which collects traffic from other minor streets and serves as the most direct route to a major or a community facility.
23. *Street, cul-de-sac*: A minor street having one end open to vehicular traffic and having one closed end.
24. *Street, frontage or service*: A street auxiliary to and located on the side of a major street for service to abutting properties and adjacent areas and for control of access.
25. *Street, residential estate type*: A local street in a Residential Estate (RE) or Agricultural (A-1, A-2) zone or district.
26. *Street, public*: Any pre-existing county road heretofore annexed by the City of Moore and which forms a part of said city by reason of such annexation, or any street or road granted or dedicated to and accepted by the City of Moore.
27. *Subdivider*: Any person, firm, partnership, corporation or other entity, acting as a unit subdividing or proposing to subdivide land as herein defined; also known as the developer.
28. *Subdivision*: The division or redivision of land into two (2) or more lots, tracts, sites or parcels for the purpose of transfer of ownership or for development, or the dedication or vacation of a public or private right-of-way or easement.

Severability: If any of the provisions of this ordinance are determined to be unconstitutional or unlawful by any court of competent jurisdiction, the remainder shall be several and unaffected.

Repealer: Any ordinance or parts thereof in conflict with this section are hereby repealed.

PASSED AND APPROVED this 5th day of July, 2016.

ATTEST: (Seal)



Glenn Lewis
GLENN LEWIS, Mayor

Brooks Mitchell
BROOKS MITCHELL, City Clerk

APPROVED AS TO FORM & LEGALITY:



RANDY BRINK, City Attorney