

City Staff to complete this section

Related Case No. _____

ENGINEERING PLAN REVIEW AND SUBMITTAL APPLICATION

(Check box)

- Transmittal letter attached
- All drawings are drawn to scale and any revisions are clearly labeled on drawings.
- All documents are folded to 8 1/2" x 11"
- Documents submitted as 11x17 are 100% legible
- A copy of the latest review letter from the City is attached (for Revisions only)
- A written response to the City's review letter is attached
- An electronic version (of drawings, applications, reports, responses, etc.) is attached in PDF format
- An electronic version (of drawings, applications, reports, etc.) has been emailed to: _____
- Request for Engineering Review Form is attached and clearly marked
- ALL 4 sheets are attached and completed in its entirety
- Payment is attached, in full, for review submittal fees.

When submitting revisions, the complete set of drawings must be submitted, in addition to the revised sheets
NOTE: Site plan drawings, intended for formal review, must be submitted separately with an application for Site Plan Review.

SUBMITTAL DATE	ENGINEERING DESIGN REVIEW FEES	AMOUNT DUE
	Plan Design Review Fee – Initial Review*	\$2,000.00 for plan set 1-20 sheets \$3,000.00 for plan sets greater than 20 sheets
	Plan Design Review Fee – 2 nd Submittal. Revisions must include full set with revised sheet(s) clearly labeled. Please <u>do not submit revised sheets only</u>.	No Charge
	Plan Design Review Fee – 3 rd Submittal. Revisions must include full set with revised sheet(s) clearly labeled. Please <u>do not submit revised sheets only</u>.	Revised sheets 1 – 5 No charge Revised sheets greater than 5, \$50.00 per revised sheet
SCHEDULE A MEETING, WITH STAFF, PRIOR TO THE 4TH SUBMITTAL		
	Plan Design Review Fee – 4 th submittal or more** Revisions must include full set with revised sheet(s) clearly labeled. Please <u>do not submit revised sheets only</u>.	\$400.00 per Revised Sheet

* Requires a pre-application meeting prior to initial submittal. Initial review fees are non-refundable.

**Requires a meeting with Staff before the 4th submittal, then resubmittal.

No fee for conceptual plan submittal.

IS THIS SUBMITTAL REQUIRED FOR PLATTING: _____ OR SITE PLAN: _____

PROJECT NAME: _____

SUBDIVISION: _____ SECTION/TOWNSHIP/RANGE: _____

ADDRESS OR GENERAL LOCATION OF PROPERTY: _____

COUNTY: _____ ACREAGE: _____

NAME OF APPLICANT: _____ PHONE: _____
Person & Firm (Please Print)

ADDRESS: _____ ZIP CODE: _____
City/State

EMAIL: _____

PROPERTY OWNER: _____ PHONE: _____
(Please Print)

OWNER'S ADDRESS: _____ ZIP CODE: _____
City/State

EMAIL: _____

CONTACT PERSON FOR THIS APPLICATION: _____
(Please Print)

CONTACT PERSON'S PHONE NUMBER: _____

COMPLETE NEXT TWO PAGES (REQUEST FOR ENGINEERING REVIEW FORM)

DO NOT WRITE BELOW THIS LINE. STAFF USE ONLY

PROJECT NAME: _____

REC'D BY: _____ TOTAL FEES DUE: _____ RECEIPT# _____

CHECK # _____ CREDIT/DEBIT CARD PAYMENT _____

(Date Received
Stamp Here)

REQUEST FOR ENGINEERING REVIEW FORM

CHECK WHICH ITEMS ARE BEING SUBMITTED FOR THIS SUBMITTAL

NOTE: ALL SUBMITTALS REQUIRE A PDF, IN ADDITION TO PAPER COPIES

WATER

Note: Service areas, other than the City of Broken Arrow, require an engineer's certification stating minimum required domestic and fire flows can be supplied for the development

(CIRCLE ONE) OFFSITE OR ONSITE?

- Concept Waterline Plans (3 paper copies required-1 full size, 2 half size & PDF)
 Detailed Waterline Plans (3 paper copies required-1 full size & 2 half size & PDF)
Re-submittal? Yes No

SANITARY SEWER

(CIRCLE ONE) OFFSITE OR ONSITE?

- Concept Sanitary Sewer Plans (3 paper copies required -1 full size & 2 half size & PDF)
 Detailed Sanitary Sewer Plans (3 paper copies required -1 full size & 2 half size & PDF)
Re-submittal? Yes No

GRADING, PAVING AND STORMWATER

- Concept Grading, Paving & Stormwater Plans (3 paper copies required-1 full size & 2 half size & PDF)
 Detailed Grading, Paving & Stormwater Plans (3 paper copies required-1 full size & 2 half size & PDF)
Re-submittal? Yes No
 Detailed Grading Plans only (2 paper copies required - 1 full size & 1 half size & PDF)
Re-submittal? Yes No
 Detailed Paving Plans only (2 paper copies required - 1 full size & 1 half size & PDF)
Re-submittal? Yes No
 Detailed Stormwater Plans only (2 paper copies required -1 full size & 1 half size & PDF)
Re-submittal? Yes No

RETAINING WALLS

- Detailed Retaining Wall Plans (2 paper copies required-1 full size & 1 half size & PDF)
Re-submittal? Yes No

OTHER

- STORMWATER POLLUTION PREVENTION PLAN (SP3) WITH NOI (NOTICE OF INTENT)**
Required for all projects of 1 acre or greater of disturbed area (2 paper copies required & PDF)
Re-submittal? Yes No
- HYDROLOGY & HYDRAULICS REPORT (H & H REPORT)**
*required as applicable to project (2 paper copies required – 1 full size & 1 half size & PDF)
Re-submittal? Yes No

GEOTECHNICAL REPORT

Required for developments with public or private roadways and/or streets (2 paper copies required & PDF)
Re-submittal? Yes No

RETAINING WALL DESIGN REPORT

Required for developments with public or private roadways and/or streets (2 paper copies required and 1 PDF)
Re-submittal? Yes No

OTHER CONTINUED...

EARTH CHANGE PERMIT APPLICATION (WITH APPLICATION FEE)

Required for all projects of 3 acres or greater. Per Sec. 13-20, Ord. 736

Re-submittal? Yes No

STORMWATER DEVELOPMENT PERMIT APPLICATION (WITH APPLICATION FEE)

Required prior to any development on projects requiring platting, site plan approval or alterations to existing public storm drainage systems.

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Required prior to any construction or development in any area in the regulatory flood area. per Sec. 25-304 of the Stormwater Management Ordinance

FEE IN LIEU OF DETENTION APPLICATION

Required for any development requiring a site plan or plat

TRAFFIC IMPACT ANALYSIS

Required as applicable to project (2 paper copies required & 1 PDF)

Re-submittal? Yes No

ODEQ SUBMITTALS (check all items being submitted)

WATER LINES 12" OR LESS IN DIAMETER:

- One (1) ODEQ Engineers Report Form (***Form 656-WER**)
- One (1) Check payable to, "ODEQ", for 20% of normal fees**
- One (1) copy of stamped NET'd water line plans (11"X 17" is preferable if 100% legible)

SANITARY SEWER LINES 12" OR LESS IN DIAMETER:

- One (1) copy of stamped NET'd sanitary sewer plans (11" x 17" is preferable if 100% legible)
- Engineering Report Form (***Form 656-SER**)
- Check (payable to ODEQ) for 20% of the normal fees**

WATERLINES & SANITARY SEWER LINES LARGER THAN 12" IN DIAMETER, LIFT STATIONS AND FORCE MAINS:

The City of Broken Arrow will review water lines, sanitary sewer lines LARGER THAN twelve inches (12"), lift stations, and force mains. Once the plans are NET'd (accepted) by the City, the engineer of record is responsible for final submittal to ODEQ. The Engineer of record must provide a copy of the approved letter, from ODEQ, to the City of Broken Arrow.

ITEMS REQUIRED FOR WATER & SANITARY LARGER THAN 12" IN DIAMETER SUBMITTALS:

- Five (5) copies of Stamped NET'd drawings
- Application for Permit to Construct (***Form 583-B**)
- Engineering Report Form (***Form 656-SER or 656-WER**)
- Check (payable to ODEQ) for the full amount of normal fees

****The City of Broken Arrow is self-certified to review water lines and sanitary sewer lines twelve inches (12") or less. Fees are 20% of the normal calculated fees for these types of reviews.**

*All ODEQ forms and the current schedule of fees are available at: www.deq.state.ok.us/WQDnew/forms.html
Located under Heading, "CONSTRUCTION PERMITTING FORMS"