

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

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

\*\*Requires a meeting with Staff before the 4<sup>th</sup> 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)***

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DO NOT WRITE BELOW THIS LINE. STAFF USE ONLY

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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](http://www.deq.state.ok.us/WQDnew/forms.html)  
Located under Heading, "CONSTRUCTION PERMITTING FORMS"