



SITE PLAN CHECKLIST

PROJECT NAME: _____ **DATE:** _____

PLEASE COMPLETE OR SUBMIT ALL OF THE FOLLOWING ITEMS:

IF AN ITEM IS NOT APPLICABLE, ENTER N/A. PLEASE NOTE THAT IF AN ITEM IS NOT COMPLETED, THE REVIEW PROCESS MAY BE DELAYED.

1. ___ SHOW PROJECT TITLE, DATE, NAME OF OWNER/S AND CONTACT INFORMATION ON SITE PLAN.
2. ___ SHOW SITE ADDRESS/ES ON SITE PLAN.
3. ___ PROVIDE SITE PLAN DRAWING TO SCALE WITH NORTH ARROW.
4. ___ SHOW LOCATION AND DIMENSIONS OF EXISTING AND PROPOSED PROPERTY LINES AND EASEMENTS INCLUDING STREET RIGHT-OF-WAY WIDTH (ON ARTERIAL STREETS SHOW RIGHT-OF-WAY DISTANCE FROM SECTION LINE).
5. ___ LOCATION OF EXISTING AND PROPOSED BUILDINGS AND OTHER IMPROVEMENTS. ALSO, INDICATE DISTANCE BETWEEN BUILDINGS.
6. ___ PROVIDE INFORMATION THAT DEMONSTRATES THAT THE PROPOSED BUILDING IS IN CONFORMANCE WITH THE ZONING ORDINANCE REGARDING
 - A. ___ PROPOSED USE.
 - B. ___ BUILDING LINE SETBACKS
 - C. ___ LOT COVERAGE OF BUILDING AND PARKING LOT AND PAVED AREAS (IN PERCENTAGES)
 - D. ___ BUILDING HEIGHT
 - E. ___ HVAC/TRASH RECEPTACLE SCREENING
7. ___ EXISTING AND FUTURE ACCESS POINTS WITHIN, ADJACENT AND ACROSS THE SITE.
8. ___ VERIFICATION THAT PROPOSED ACCESS POINTS ARE IN CONFORMANCE WITH THE PLAT.
9. ___ EXISTING AND FUTURE PARKING LOT LAYOUT AND INTERNAL TRAFFIC CIRCULATION, (LABEL DESIGNATED FIRE LANES, WHERE APPLICABLE).
10. ___ FOR COMMERCIAL BUILDINGS, EXTERIOR OF BUILDINGS SHALL MEET THE MASONRY REQUIREMENTS OF THE ZONING ORDINANCE. SUBMIT ELEVATIONS SHOWING EXTERIOR BUILDING MATERIALS ALONG STREET FRONTAGES:
11. ___ LOCATION OF HIGH-PRESSURE PIPELINES, PIPELINE EASEMENTS AND BUILDING SETBACK REQUIREMENTS.
12. ___ LOCATION OF EXISTING AND PROPOSED UTILITY LINES.
13. ___ REGULATORY FLOOD AREAS DELINEATED AND LABELED.
14. ___ COMPLETE DIMENSIONS OF PROPERTY STRUCTURES, YARDS/SETBACKS, AND DISTANCES BETWEEN BUILDINGS.
15. ___ LOCATION OF HVAC SYSTEMS AND SCREENING REQUIREMENTS.

16. ___ LANDSCAPE PLAN MEETS ZONING ORDINANCE/PUD REQUIREMENTS (MINIMUM 10' LANDSCAPE AREA NEXT TO STREET, 10' WIDE LANDSCAPE ISLANDS, AND PARKING WITHIN REQUIRED DISTANCE OF A LANDSCAPE AREA).
17. ___ PUBLIC SIDEWALK SHOWN IN STREET RIGHT-OF-WAY OR EASEMENT, OR ON PRIVATE PROPERTY WITHIN A SIDEWALK EASEMENT.
18. ___ SHOW LOCATION, SIZE AND HEIGHT AND DATA OF ALL FREE STANDING SIGNS. IF THE SIGN WILL HAVE AN ELECTRONIC READER BOARD OR GRAPHIC DISPLAY, ADD A NOTE STATING SUCH. ALSO, NOTE IF THERE ARE ANY OFF-PREMISE ADVERTISING SIGNS WITHIN 1,500 FEET ALONG THE STREET FRONTAGE FROM ANY PRE-EXISTING OFF-PREMISE ADVERTISING SIGN.
19. ___ RADII OF DRIVEWAY CURBS.
20. ___ ARRANGEMENT OF ACCELERATION/DECELERATION LANES.
21. ___ INFORMATION ON NUMBER AND DIMENSIONS OF PARKING SPACES REQUIRED AND NUMBER OF PARKING SPACES PROVIDED
22. ___ INFORMATION ON NUMBER AND DIMENSIONS OF HANDICAPPED PARKING SPACES REQUIRED AND NUMBER OF HANDICAPPED PARKING SPACES PROVIDED. INDICATE VAN ACCESSIBLE SPACES.
23. ___ PAVEMENT SETBACK MINIMUM THREE FEET FROM PROPERTY LINE OR OTHER OPTIONS USED, PER ZONING ORDINANCE.
24. ___ LOCATION OF TRASH RECEPTACLE AND SCREENING FENCE AROUND TRASH RECEPTACLE ALONG WITH HEIGHT OF FENCE.
25. ___ LOCATION OF OPAQUE PERIMETER FENCING, IF REQUIRED, AND HEIGHT OF OPAQUE PERIMETER FENCING ALONG WITH FENCE CONSTRUCTION DETAILS AND POLE/BRACING ORIENTATION.
26. ___ OUTDOOR LIGHTING. LIGHT POLES PROPOSED ___ YES ___ NO
 - A. ___ LOCATION AND HEIGHT OF EXTERIOR LIGHT POLES. (SEE SECTION 5.6 OF THE ZONING ORDINANCE).
 - B. ___ PICTURE/DETAILS OF TYPE OF EXTERIOR LIGHT POLE FIXTURES TO BE USED PROVIDED.
 - C. ___ PHOTOMETRIC PROVIDED (IF REQUIRED).
 - D. ___ RELEASE OF LIABILITY PROVIDED FOR ANY LIGHT POLES SHOWN WITHIN UTILITY EASEMENTS. (NOTE LIGHT POLES NOT ALLOWED IN UTILITY EASEMENTS ADJOINING ARTERIAL STREETS AND HIGHWAYS.)
27. ___ STORM WATER DISPOSITION NOTE WITH DETENTION DETERMINATION NUMBER SHOWN.
28. ___ FIRE LANES INDICATED AND FIRE HYDRANTS SHOWN WITH DIMENSIONS FROM FIRE HYDRANTS TO STRUCTURES.

Note: Unless otherwise indicated, site plan approval is subject to approval of matching engineering plans and the recording of a final plat for the subject property.

BROKEN ARROW FIRE DEPARTMENT SITE PLAN CHECK SHEET

Please contact the Fire Marshal's Office if you have any questions
918-259-8360, ext. 2

Broken Arrow Fire Prevention Code

2018 International Fire Code (IFC) as adopted and amended by Oklahoma Uniform Building Code Commission (OUBCC) including Appendices B, C, D, E, F, G and I.

Site Plans and supporting documentation shall be submitted through the Citizen Self Service (CSS) Portal

Currently additional fire suppression plans, fire alarm plans, and kitchen hood suppression plans shall be submitted via email to dbell@brokenarrowok.gov or chughes@brokenarrowok.gov

FIRE PROTECTION WATER SUPPLY

A water supply fire flow test is required for site plan approval. The fire flow shall meet the requirements of 2018 IFC® Appendix B. The Fire Marshal shall be notified prior to the flow test. Please provide notification to dbell@brokenarrowok.gov and chughes@brokenarrowok.gov

Fire flow test documentation shall be submitted through the CSS Portal

Show fire hydrant locations

Show Fire Department Connection (FDC) location, if applicable. The FDC shall be located on the street side of buildings, fully visible and recognizable from the street or nearest point of fire department vehicle access

A remote FDC is an acceptable option. If a remote FDC is utilized a horn/strobe notification device shall be provided above the remote FDC location

FIRE APPARATUS ACCESS INFORMATION

Proposed streets, drives, parking areas, etc., with dimensions

Show and identify all curb types

Broken Arrow Fire Department required turning radius is 30' inside and 50' outside

Show all gates across all drivable surfaces and indicate the gate operation (electric/manual) along with gate movement/swing direction

Buildings and facilities Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility

Show fire lane widths on the site plan (minimum width is 20')

Show designated fire lane/fire apparatus access on site plan

Buildings exceeding 30 feet in height must meet the requirements for AERIAL FIRE APPARATUS ACCESS ROADS 2018 IFC® SECTION D105