

PIEDMONT, OKLAHOMA

SUBDIVISION REGULATIONS APRIL 2022

UPDATED 10/6/2022

Codification Services and Printing Provided by:

MUNICIPAL
— CODE —
MANAGEMENT

118 N. 4th Street, Chickasha, OK 73018

Tel. (405) 224-4000 Codemgmt.net

Additional Copies Available

TABLE OF CONTENTS

| | | | |
|-------------------------------------------------------|----|----------------------------------------------------------|----|
| Chapter I. General Provisions | 5 | Section 5-2. Design of Neighborhood Features. | 19 |
| Section 1-1. Purposes | 5 | Section 5-2.1. Design of Neighborhood Features (Cul- | |
| Section 1-2. Policy | 5 | de-Sacs) | 22 |
| Section 1-3. Authority | 5 | Section 5-2.2. Ingress and Egress for Subdivisions of | |
| Section 1-4. Jurisdiction | 5 | 30 or More Homes | 22 |
| Section 1-4A. Jurisdiction over Lots Five Acres or | | Chapter VI. Land Improvements | 22 |
| Larger Under Certain Conditions | 6 | Section 6-1. General Provisions | 22 |
| Section 1-5. Amendment | 6 | Section 6-2. Plan Preparation | 23 |
| Section 1-6. Violation and Penalty | 6 | Section 6-2A. Permits and Inspection Fees | 23 |
| Section 1-7. Definitions | 6 | Section 6-3. Improvement Alternatives | 23 |
| Chapter II. General Procedures | 8 | Section 6-4. Permanent Markers | 23 |
| Section 2-1. Plat Approval | 8 | Section 6-5. Street Improvements | 23 |
| Section 2-2. Time Limitations and Required | | Section 6-5A. Private Streets/Roads in Rural Areas | 24 |
| Submittals | 8 | Section 6-5B. Private Streets in Non-Rural Areas | 25 |
| Section 2-3. Official Recording | 9 | Section 6-6. Drainage Improvements | 26 |
| Section 2-4. Filing Fees | 9 | Section 6-7. Water Lines | 26 |
| Section 2-5. Variances and Exceptions | 9 | Section 6-8. Sewage Disposal Systems | 26 |
| Section 2-6. Surety Bonding | 9 | Section 6-9. Maintenance and Supervision | 26 |
| Section 2-7. Electronic Copy Required for Plat | | APPENDIX A. FIGURES | 28 |
| Applicants | 9 | Appendix B. Oklahoma Statutes | 40 |
| Chapter III. Subdivision Platting Procedures | 9 | Appendix C. Street Inventory | 42 |
| Section 3-1. Subdivision Classification, Procedures, | | Appendix D. Checklist, Preliminary Plat | 44 |
| Issuance of Permits, Notice of Submission or | | Appendix E. Checklist, Final Plat | 46 |
| Preliminary Plat | 9 | Appendix F. Checklist, Lot Split Plat | 48 |
| Section 3-2. Repealed | 10 | Appendix G. Surety Bond | 50 |
| Section 3-3. Preliminary Plat | 10 | Appendix H. Owner's Certificate and Dedication | 52 |
| Section 3-4. Final Plat | 10 | Appendix I. Acceptance of Dedication | 54 |
| Section 3-5. Short Form Subdivision | 11 | Appendix J. Approval of Residential Sewage Disposal | |
| Section 3-5A. Lot Line Adjustment Procedure | 12 | System | 56 |
| Section 3-6. Other Properties | 12 | Appendix K. Licensed Land Surveyor's Certificate | 58 |
| Section 3-7. Deed Approval | 13 | Appendix L. Release of Mortgage | 60 |
| Chapter IV. Plat Information Requirements | 15 | Appendix M. County Treasurer's Certificate | 62 |
| Section 4-1. Required Information | 15 | Appendix N. Platting Commission Certificate | 64 |
| Section 4-2. Information to Be Submitted with Various | | Appendix O. City of Piedmont Certificate | 66 |
| Types of Plats | 18 | Appendix P. Determination of Lot Size | 68 |
| Chapter V. Design Standards | 19 | Appendix Q. Unrecorded Plat Checklist | 69 |
| Section 5-1. Community, General | 19 | | |

Chapter I. General Provisions

Section 1-1. Purposes.

The regulation of land subdivision for residential and other uses is widely accepted as a function of municipal and county government in the United States. It has become widely recognized as a method of insuring sound community growth and the safeguarding of the interest of the home owner, the subdivider, and the local government. The business of building a city, and this includes its environs, requires the safeguarding of these interests and the assurance that land subdivision will provide permanent assets to the locality.

These subdivision regulations seek to prevent excessive governmental operating costs. At the same time they seek to assure to the maximum degree possible that the means whereby land can be developed for the highest possible use as determined by consideration of social, economic, and environmental factors with all of the necessary protections for the prevention of deterioration, obsolescence, slums, and blight. These subdivision regulations compliment the Comprehensive Plan and Zoning Ordinances of the City of Piedmont.

These regulations are adopted for the following purposes:

- A. To protect and provide for the public health, safety, and general welfare of the City of Piedmont.
- B. To provide for adequate light, air, and privacy, to secure safety from fire, flood, and other physical dangers, and to prevent overcrowding of the land.
- C. To implement the Comprehensive Plan.
- D. To insure proper legal descriptions, monumenting of land, and adequate and accurate platting and records of land subdivision.
- E. To insure that public facilities are available that will have sufficient capacity to serve the proposed subdivision and the general community.
- F. To protect and conserve the value and desirability of land and neighborhoods throughout the community.
- G. To harmoniously relate the development of the various tracts of land to the existing community, and facilitate the future development of adjoining tracts.
- H. To provide opportunities and guidance toward the best possible design for each tract of land and thereby preserve the natural beauty and topography of the community, and insure appropriate development with regard to natural features and the aesthetics of the community.
- I. To establish reasonable standards of design and procedures for subdivision, re- subdivisions, and other land divisions in order to further the orderly layout and use of land.

Section 1-2. Policy.

It is the policy of the Piedmont Planning Commission and the City of Piedmont that these regulations are adopted for the purpose of establishing standards for reviewing of plans,

plats, and replats as provided for in the Oklahoma Statutes, Title 11, Article XLV, Section 45-104.

Section 1-3. Authority.

These subdivision regulations and minimum standards for land development are adopted by resolution of the Piedmont Planning Commission and ratified by ordinance of the City of Piedmont in accordance with the provisions of the Oklahoma Statutes, Title 11, Article XLV, Sections 45-101 through 45-104. (Appendix B).

In all instances where these regulations provide for actions and/or approvals to be taken by the Piedmont Planning Commission, such actions shall be requested through the City Manager of the City of Piedmont.

Section 1-4. Jurisdiction.

The provisions of these regulations shall apply throughout the jurisdiction of the City of Piedmont. This jurisdiction consists of all lands inside the incorporated limits of the City of Piedmont.

These regulations and development standards shall apply to public improvements, plats of lands, subdivision of land, and private roadways in either platted or unplatted areas within the corporate limits of Piedmont as provided for in the Oklahoma Statutes, Title 11, Article XLV, Section 45-104 (See appendix B).

These regulations and development standards shall apply to the following forms of land subdivision:

- A. The division of land into two or more tracts, lots, sites, or parcels, any part of which, when subdivided, shall contain less than five (5) acres in area; or
- B. The division of land, previously subdivided or platted, into tracts, lots, sites or parcels, or less than five (5) acres in area.
- C. The dedication, vacation, or reservation of any public easement through any tract of land regardless of the area involved, including those for use by public and private companies; or
- D. The dedication or vacation of any street or alley through any tract of land regardless of the area involved.
- E. The division of land into two or more tracts, lots, sites, or parcels, any part of which, when divided, shall contain less than forty (40) acres but more than five (5) acres only where all public streets and roads abutting the tract of land do not have a public dedication of right-of-way equal to the minimum right-of-way width set forth in Section V-2 of the subdivision regulations.

NOTE 1: Determination of lot size and lot frontage of lots five acres or more. (Appendix Q, Figures 1 and 2).

The area of the tract, lot, site, or parcel shall be based on its legal description and shall be the total area measured within the described lot lines. For improvement purposes, the lot frontage shall abut the street (dedicated or non-dedicated) right-of-way to determine lot setbacks and building lines.

NOTE 2: Determination of lot size and lot frontage of lots less than five acres. (Appendix Q, Figures 3 and 4)

In subdivision of land into plats of lots and blocks, or tracts, lots, sites, or parcels of less than five acres with or abutting dedicated streets, the lot lines shall abut the street right-of-way. On non-dedicated streets, the lot frontage shall abut the street right-of-way to determine lot setbacks and building lines.

Section 1-4A. Jurisdiction over Lots Five Acres or Larger Under Certain Conditions.

- A. Application. This section shall govern any subdivision of land into two or more lots, five acres but not greater than forty acres in size, where a street is proposed to be constructed to provide access to the lots. See Appendix Q regarding a specific checklist for this type of development. All other regulations stated in the Subdivision Regulations shall not apply. This section does not apply to division of land into tracts five acres or larger when every lot abuts a section line road and no new street is proposed to provide access to lots. In that case, the only requirement is a 17-foot roadway easement for all lots abutting the section line road.
- B. Minimum Street Standards. The minimum street width of the proposed street shall be fifty feet (50') of right-of-way with a twenty-four feet (24') roadway surface. The radius of any cul-de-sac street shall be a minimum of sixty feet (60') of roadway surface within the cul-de-sac. Adequate road drainage is required as part of a drainage study provided by a certified engineer. A cul-de-sac shall be required on any dead-end street of sufficient size to allow maneuvering by emergency vehicles, garbage trucks, and school buses. The minimum street construction standard shall be as attached hereto as Exhibit "A" and incorporated into the street construction standards adopted by Part 14, Chapter 3 of the Piedmont Code of Ordinances and Section VI-5, Street Improvements, of the Piedmont Subdivision Regulations.
- C. Zoning. All zoning regulations of the agricultural zoning district shall apply to lots created under this section.
- D. Covenant. A covenant running with the land shall be submitted providing for perpetual street maintenance and drainage improvement maintenance by property owners within the plat, and requiring annual assessments for such improvements. A copy of the approved unrecorded plat and a legal description for each lot should be included as an attachment to the covenant. The covenant shall be recorded with the County Clerk's office and a copy shall be maintained by the City of Piedmont."
- E. Restriction of Sale of Lots and Information Required on Deeds. No lot may be sold or any construction commenced in a subdivision subject to this Section until the Final Plat of the proposed development has been approved by the Planning Commission Chairman of the City of Piedmont. Where the subdivision is not being served by a public water supply, all deeds conveying lots in the approved

subdivision shall contain language as follows: "This subdivision is not served by a public water supply." Further, all deeds conveying lots in the approved subdivision must contain the following language: "The roadway abutting this property is a private road and is not maintained by the City of Piedmont or any other governmental agency." A conspicuous sign shall be erected at the entrance to the subdivision that reads: "PRIVATE ROAD – NOT MAINTAINED BY THE CITY OF PIEDMONT."

- F. Violations. It shall be an offense to attempt to subdivide land subject to this Section without first complying with this Section. It shall further be an offense to sell or offer for sale lots in a proposed subdivision until the survey of plat described in this Section is certified by the Planning Commission Chairman and submitted to the City of Piedmont Clerk, and all provisions of this Section are complied with.

Section 1-5. Amendment.

The Piedmont Planning Commission and the City of Piedmont, Oklahoma, may from time to time, adopt, amend, and make public rules and regulations for the administration of these regulations to the end that the public be informed and that the approval of plans and plats be expedited.

Section 1-6. Violation and Penalty.

- A. No building permit shall be issued for any new structure or change, improvement, or alteration of any existing structure on any tract of land which does not comply with all of the provisions of these Regulations.
- B. A violation of these Regulations shall be deemed an offense and shall be punishable by fine. Any person, partnership, or corporation violating any of the provisions of these Regulations, upon conviction thereof, shall be fined in an amount based upon the fee schedule for each violation, and each day of continuation of an offense shall be a separate violation.
- C. The City of Piedmont may issue citations to suspected violators of these Regulations, which citations shall state the violation that is alleged, the time of the observation of the offense, any correction of the violation which is sought, the time allowable for the accomplishment of said corrections, and the further action which will be taken to seek remedy should correction not be accomplished. The issuance of such citations does not preclude the filing of charges in District Court, nor shall the issuance of such citations be a mandatory process precedent to the filing of charges in District Court.

Section 1-7. Definitions.

- A. Alley means a 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.
- B. Block means a parcel of land intended to be used for urban purposes, which is entirely surrounded by

public streets, highways, railroad rights-of-way, public walks, parks or greenstrips, rural land, or drainage channels, or a combination thereof.

- C. Building Setback Line means a line parallel to the street right-of-way indicating the limit in front of which buildings or structures may not be erected.
- D. Comprehensive Plan means a plan for the development of the City of Piedmont and the surrounding region in Canadian County prepared in pursuance of authority granted by the Oklahoma Statutes, Title 11, Article XLV, Section 45-103.
- E. Cul-de-sac: A dead end street created to limit through-traffic in a residential area. While some cul-de-sac streets provide no possible passage except in and out of their road entry, others allow cyclists, pedestrians or other non-automotive traffic to pass through connecting easements or paths. Cul-de-sacs shall be measured utilizing total length, as measured from the centerline of the nearest intersection with more than one outlet, at the time of development, to the center point of the cul-de-sac; or, by maximum number of residential units located along the cul-de-sac street. An "outlet" is defined as a secondary means of egress from the development to an adjacent development, dedicated road or section line road.
- F. Easement means to reserve a portion of property for construction of alleys and streets, and for installation of water, sewage, and any other public or private utility.
- G. Lot means a portion of a subdivision or any parcel of land intended as a unit of transfer of ownership or development.
- H. Lot Area (measurement) means the total area measured within lot lines.
- I. Lot, Corner means a lot which has at least two adjacent sides abutting for the full lengths on a street, provided that the interior angle at the intersection of such two sides is less than one hundred thirty-five (135) degrees.
- J. Lot, Double Frontage means a lot which runs through a block from street to street, and which has two non-intersecting sides abutting on two or more streets.
- K. Lot-Split means a subdivision which involves the dividing or re-dividing of a lot or lots in not more than one block of a recorded subdivision, and which does not involve the extension, opening, vacating, narrowing, or change of alignment of any street, alley, or easement.
- L. Owner's Certificate and Dedication means a notarized statement by the owners of the land being subdivided certifying that they are the sole owners, all streets and alleys shown on the plat are dedicated to public use, and all easements for utilities and drainage are reserved as shown on the plat.
- M. Planning Commission or Piedmont Planning and Zoning Commission are terms which refer to the

Planning Commission having jurisdiction over the incorporated jurisdiction of the City of Piedmont, Oklahoma, in accordance with Oklahoma Statutes, Title 11, Article XLV, Section 45-101 through 45-104.

N. Plats

- 1. Final Plat means a map or chart of a land subdivision given in form suitable for filing in the office of the County Clerk, necessary affidavits, dedications and acceptances, and containing a complete engineering description, including references to field markers to locate on the ground all streets, alleys, blocks, lots, and other divisions of the subdivision.
 - 2. Lot-Split Plat means a plat describing a lot-split.
 - 3. Plat Certificate means the various statements required by these regulations to be placed on a final plat, and instruments of conveyance showing various approval and affidavits.
 - 4. Preliminary Plat means the preliminary or tentative plat, plan, or drawing on which the layout and design of a proposed subdivision is presented. This plat is more exact in nature than the sketch plat and includes improvement plans for the required improvements and other detailed information as outlined in Chapters II - VI and Appendices to this ordinance.
 - 5. Sketch Plat means a plat of a proposed subdivision which indicates in general the area to be subdivided, the street layout, lots and blocks, and the general nature of improvements; and which may be prepared in freehand pencil form to approximate scale on a base map which is to scale.
- O. Restrictive Covenant means a condition upon the ownership of land which is contracted between seller and buyer (and may involve other parties which enacted as a part of a plat).
 - P. Right-of-Way (ROW) means to reserve a portion of property for construction of streets and other public ways as deemed to be in the public interest.
 - Q. Roadway means that portion of any street so designated for vehicular traffic and where curbs are normally placed, or that portion of the street between the curbs.
 - R. Street Arterial means a street which safely moves large volumes of traffic at high speeds with minimal delay of traffic, and provides relatively little access to adjacent property.
 - 1. Arterial, Major means a street that moves a significant portion of traffic within the City and has few intersections with other arterials, or collector streets, and some driveways.
 - 2. Arterial, minor means a lower-type of arterial with a lesser ability to move traffic than a major

arterial, but provides more access to abutting property.

- S. Street, Collector means a street which links between arterial and local streets with moderate traffic volume and speeds.
 - 1. Collector, Major means a street that should link with areas that generate higher traffic volume such as business, commercial, industrial, multi-family, or high density single-family residential areas.
 - 2. Collector, Minor means a street that should link areas that generate a lower volume of traffic such as a low density, single-family residential area.
- T. Street, Local means a street that provides access to abutting properties and is not intended for higher speeds or higher volumes of traffic. Local streets are usually narrower than other classes, may be curved, and may have parking on one or both sides.
 - 1. Local, Low Density means streets that are intended for low volume and low speeds with property access the main concern. These streets should be laid out to discourage through traffic, and would direct traffic flow to collector streets.
 - 2. Local, other than Low Density means streets that are intended for a higher volume of traffic than a low density local street. This type of street would require a wider street with on-street parking and access to truck turning; and would service apartments, commercial, or industrial areas to feed into a collector street.
- U. Street, cul-de-sac means a street having one end open to vehicular traffic and having one closed end terminated by a turnaround.
- V. Subdivider means any person, partnership, company, or corporation proposing to create a subdivision or lot-split as defined in this chapter.
- W. Subdivision means any division of land into two or more lots, parcels, tracts or areas, or any division of land involving the dedicating, vacating, widening, narrowing, or change of alignment of any street, alley or easement, or the re-subdivision of land heretofore divided into lots, sites, or parcels.

Chapter II. General Procedures

Section 2-1. Plat Approval.

To obtain the approval of a proposed subdivision or land development the subdividing party shall prepare and submit to the Planning Commission a preliminary plat and final plat or a lot-split plat of the tract or parcel to be subdivided or developed. The final and preliminary plat shall not be combined but shall represent separate submittals.

After review and recommendation by the Planning Commission of the preliminary plat and/or final plat the same shall be submitted to the City Council for their review and approval or denial. The City Council shall be the authority for discretionary review and approval and/or denial of the

preliminary plat, and final plat, and no right shall accrue to the subdivider or owner of the land until final approval by the City Council is obtained.

Section 2-2. Time Limitations and Required Submittals.

- A. PRELIMINARY PLAT. The applicant shall submit to the City Manager four (4) copies of the Preliminary Plat, either preliminary or final public improvement plans, and one (1) copy of the Preliminary Plat checklist forty-two (42) days before the meeting at which consideration is requested. Where the preliminary plat is only a part of a larger tract of land to be developed, the preliminary plat shall show the entire area to be developed accompanied by preliminary drainage calculations, a plan view of the water, sewer, and street layout, and preliminary flow line and top-of-rim elevations for sewer improvements. The proposed phasing of development shall also be shown with time frames for the phases. At the option of the applicant a Preliminary Plat may be submitted with preliminary construction plans. After the granting of an approval of submission of a Preliminary Plat with preliminary construction plans the applicant shall submit the necessary four (4) copies of the final improvement plans within six (6) months. If the final construction plans are not submitted within six (6) months, all conditional approvals shall be void. The Planning Commission shall act upon all submissions related to Preliminary Plats within ninety (90) days of the receipt of materials or the Plat shall be considered to have been approved. This time limit provision is not to apply if changes have been requested by the Planning Commission, if the submission is incomplete, or if there is a lack of a quorum for a meeting. In so far as a Preliminary Plat may be approved through this time limit provision, that approval relative to the dedication of easements or rights-of-way, shall only constitute an authority for the subdivider to submit the Plat to the City Council of the City of Piedmont as provided in Chapter III, Section 3. If a Final Plat covering all or part of the land shown in a Preliminary Plat has not been filed with the City Manager within two (2) years after the approval of the Preliminary Plat, then all approvals shall be void.; except where a preliminary plat is approved for development in phases, then a final plat must be submitted for at least the first phase in two (2) years, and subsequent phases must be completed in five (5) years. Subdividers may request an extension of time for completion of phased development.
- B. FINAL PLAT. The applicant shall submit to the City Manager four (4) copies of the final Plat, and four (4) copies of the "As Built" plans for all improvements installed and one (1) copy of Final Plat checklist, fourteen (14) days before the meeting at which consideration is requested. The Planning Commission shall act upon all submissions related to Final Plats within ninety (90) days of the date of receipt of materials or the Plat shall be considered to have been approved. This time limit provision is not to apply if changes have been requested by the Planning Commission, if the submission is incomplete, or if there is a lack of a quorum for a meeting. In so far as a Final Plat may be approved through this time limit provision, that approval relative to the dedication of easements or

rights-of-way, shall only constitute an authority for the subdivider to submit the Plat to the City Council of the City of Piedmont as provided in Chapter III, Section 4. If a Final Plat is not filed on record with the County Clerk of Canadian County within six (6) months after the approval of the Planning Commission, then all approvals shall be void.

- C. LOT-SPLIT PLAT. The applicant shall submit to the City Manager one (1) copy of the Lot-Split Plat materials within fourteen (14) days of the meeting at which consideration is requested. The Planning Commission or City Manager acting as the Designated Representative shall act upon the Lot-Split Plat within sixty (60) days of the receipt of materials or the Plat shall be considered to have been approved.

Section 2-3. Official Recording.

No plat or other land subdivision instrument shall be filed in the office of the County Clerk of Canadian County, Oklahoma, until it shall have been approved by the Planning Commission and City Council of the City of Piedmont. It shall be unlawful to present for recording any plan, plat, or re-plat to any public office unless the same shall bear thereon, by endorsement, the approval of the Piedmont Planning Commission and City Council. The disapproval of any such plan, plat, or re-plat by the City Council of the City of Piedmont shall be deemed a refusal of the proposed dedications shown thereon.

Section 2-4. Filing Fees.

- A. At the time of submitting each of the respective plats to the Secretary of the Planning Commission or other designated agent, the following fees shall be payable to the City Clerk of the City of Piedmont:
 - 1. The Preliminary Plat fee shall be based on fee schedule.
 - 2. The Final Plat fee shall be based on fee schedule.
 - 3. The Lot-split Plat fee shall be based on fee schedule.
- B. No part of the subdivision plat or lot-split plat fees shall be refundable.

Section 2-5. Variances and Exceptions.

Whenever the tract to be subdivided is of such unusual size or shape, or is surrounded by such development or unusual condition that the strict application of the design requirements contained in these regulations would result in real difficulties and substantial hardships or injustices, the developer shall submit written justification and proof of such condition. The Planning Commission may vary or modify such design requirements so that the subdivider is allowed to develop his property in a reasonable manner, but so, at the same time, the public welfare and interests of the Piedmont Community are protected and the general intents of these regulations are preserved. Such variances may be granted only by the affirmative vote of no less than three-fourths (3/4) of the Planning Commission and confirmed by a simple majority vote of the City Council.

A request for a variance as provided for in this section shall be submitted in writing to the Planning Commission, shall

state the variances requested, and provide reasons justifying the granting of variances of exceptions.

Section 2-6. Surety Bonding.

In lieu of the improvements as approved in connection with a Preliminary Plat, the subdivider may elect to file a surety bond with the City of Piedmont to secure the actual construction of such improvements according to plans and specifications within a time period of not to exceed two (2) years from the date of the approval of the Final Plat. Such bond shall be based on fee schedule, and the form of the surety shall be made satisfactory to both the Planning Commission and the City Council of the City of Piedmont to which such improvements will be proposed for dedication.

Section 2-7. Electronic Copy Required for Plat Applicants.

- A. In addition to the requirements of Section 2-2 of these Subdivision Regulations, Preliminary Plat applicants shall also submit one (1) electronic copy of the Preliminary Plat, either preliminary or final public improvement plans and the Preliminary Plat Checklist.
- B. In addition to the requirements of Section 2-2 of these Subdivision Regulations, Final Plat applicants shall also submit one (1) electronic copy of the Final Plat, the "As Built" plans for all improvements installed, the Final Plat Checklist.
- C. In addition to the requirements of Section 2-2 of these Subdivision Regulations, Lot-Split Plat applicants shall submit one (1) electronic copy of the Lot-Split Plat materials.

Chapter III. Subdivision Platting Procedures

Section 3-1. Subdivision Classification, Procedures, Issuance of Permits, Notice of Submission or Preliminary Plat.

Whenever any subdivision of land is proposed no building permits may be issued on the tract of land being subdivided until the owner, or his agent, has applied for and obtained Planning Commission and City Council approval of the preliminary plat and required improvement plans, and the owner, or his agent, has obtained approval of a subdivision bond as required in these regulations; or the owner, or his agent, has actually constructed the required improvements, and the improvements have been accepted by the City Council of the City of Piedmont. Provided, where the tract of land being subdivided meets the minimum lot size of the zoning district in which it is located and abuts on a public street, a conditional building permit may be issued for one "model home" on the tract of land after City Council approval of the Preliminary Plat but without posting a subdivision bond or completion of the required improvements. The "model home" permit shall be conditioned such that no occupancy permit will be issued and no contract for sale of the home shall be made until a subdivision bond is posted or the required improvements are installed and accepted by the City Council of the City of Piedmont.

Lot split plats shall be approved in accordance with Section III-5 of these regulations. Upon initial receipt of a subdivision proposal the City Manager shall make a staff review of the

proposal and provide a report to the applicant and the Chairman of the Planning Commission. All required documents, fees, and checklist information must be received by the City Manager at least forty-two (42) days prior to the Planning Commission meeting at which consideration is required. The proposed subdivision may be processed as a standard subdivision or a lot-split subdivision as follows:

- A. Standard Subdivision:
 - 1. Preliminary plat
 - 2. Final plat
- B. Lot-split subdivision as required.

Upon initial receipt of a subdivision proposal the City Manager shall determine if the proposal shall be classified as a standard subdivision or a lot-split subdivision. If a subdivision proposal is determined to be a lot-split subdivision, the Chairman shall determine what information, drawings, and procedures will be necessary for submission of the plat to the Planning Commission in accordance with these regulations and the policies of the Planning Commission. The Chairman shall consider in each case the nature of a proposed lot-split subdivision and the relationship of the proposal to: surrounding land uses, topography, property shape, property size, adjacent ownership, public access, and public facilities in order to determine the extent to which the platting process must be followed. The above determination of the Chairman may be reviewed and revised by the Planning Commission upon request of the subdivider.

At least twenty (20) days before the Planning Commission meeting where a Preliminary Plat is considered the City Clerk shall mail notice to all property owners of land within three hundred (300) feet of the exterior boundaries of the property included in the Preliminary Plat. The subdivider shall submit with the Preliminary Plat a list of names and addresses of all record property owners within three hundred (300) feet of the exterior boundary of the Preliminary Plat. The list shall be current and certified by an engineer, land surveyor, attorney, bonded abstractor, or other person qualified by experience or training to research county records. The mailed notice shall contain the legal description of the proposed Preliminary Plat, a map showing the location of the plat in relation to existing streets and other identifying landmarks, the number of lots proposed to be subdivided, and the date, time, and location of the meeting of the Planning Commission meeting where the Preliminary Plat will be considered.

Section 3-2. Repealed.

Repealed.

Section 3-3. Preliminary Plat.

All actions of the Planning Commission shall be deemed a recommendation to the City Council, but shall not constitute final approval of the Preliminary Plat, or Final Plat until same has been approved by the City Council of the City of Piedmont. Approvals by the Planning Commission shall not constitute an acceptance of dedication or a commitment to accept dedications.

After the subdivider has prepared the Preliminary Plat, he may take either of the following actions:

- A. He may present the Preliminary Plat and Preliminary Plat checklist to the Planning

Commission and obtain approval thereof before proceeding with preparation of the improvement plans; or,

- B. He may present, either preliminary or final Improvement Plans to the Planning Commission at the time the Preliminary Plat is presented.

All actions of the Planning Commission shall, in so far as the Plat involves dedications to the public, constitute only an authorization of the subdivider to submit the Plat for consideration of the local government to which the dedications are proposed. Such Planning Commission actions shall not constitute an acceptance of dedication or a commitment to accept dedication.

Whenever the Subdivider presents to the Planning Commission the Preliminary Plat, Preliminary Plat checklist, Improvement Plans, and the Planning Commission finds that the Plat and Improvement Plans meet all the requirements of these regulations, or after the applicant and the Planning Commission agree upon any revision, it shall approve the Preliminary Plat and Improvement Plans by placing a certificate of approval upon each copy of the plat and plans. Such certificate of approval shall bear the signature of the chairman of the Planning Commission and shall provide that the approval given thereby does not constitute approval for purposes of recording.

The Preliminary Plat shall include and be accompanied by all information shown in Chapter IV of these Regulations.

Section 3-4. Final Plat.

The purpose of the Final Plat is to create a record document which accurately describes the subdivided 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. A Certificate of Approval will be placed on each copy of the Final Plat for the signature of the Chairman of the Planning Commission.

At the time the Final Plat and Final Plat checklist are submitted to the City Manager, the subdivider shall take one of the following courses of action:

- A. If the subdivider elects to complete all improvements as specified in the construction plans submitted with the Preliminary Plat, he shall submit the "as built" specifications and "as built" original tracings of all improvements. If the City Manager finds that the "as built" plans and specifications comply with requirements, and that the actual construction is as shown in the plans and specifications, and he shall endorse his approval thereon.
- B. If the subdivider elects to deposit the surety bond as specified in Chapter II, Section 11-6, he shall submit plans for all improvements required under this title, such plans to bear the improvements required under this title, such plans to bear the approval of the Planning Commission. Upon completion of a portion of the construction of the

required improvements, the Planning Commission may release a portion of the surety bond in the amount of the costs of the constructed improvements, as estimated by the Planning Commission. Before any portion of the surety bond may be released the City Manager shall approve the "as built" plans and specifications for that portion of the improvements for which the Subdivider has required release of the surety bond.

All actions of the Planning Commission approving final plats or parts thereof shall be deemed only an authorization for the subdivider to submit the plat to the City Council for review and approval or denial. Planning Commission approval shall not constitute an acceptance of dedication.

Section 3-5. Short Form Subdivision.

A. Purpose and intent.

1. The purpose of the short form subdivision process is not to allow extensive subdividing and/or re-subdividing of large tracts, parcels or lots. Whenever a short for subdivision shows one or more tracts, lots or parcels containing more than two acres of land and there are indications that such tracts, lots or parcels will eventually be re-subdivided or extensive improvements are required, the Community Development Director and/or Planning Commission Chairman may require the applicant to submit a preliminary and final plat. Platting procedures and requirements shall be followed as specified in article III of this chapter.
2. The classification of a subdivision as short form subdivision shall not be construed as a waiver of any requirements of this chapter or the provisions of any other ordinance or statute pertaining to the property.

B. Eligibility.

1. Whenever there is a tract or previously subdivided parcel under single ownership which is to be re-subdivided into two lots, the proposed subdivision shall be exempt from the procedural provisions of this chapter, and a preliminary and final plat shall not be required if the application meets all the requirements of this Section III-5 except as may be required by the planning commission.
2. Subdivision of a tract, parcel or lot shall be defined as a short form subdivision under the following conditions and must meet the requirements described in this division:
 - i. No more than two tracts, parcels or lots shall be created or approved based on the original legal description submitted at the time of original application for land subdivision; and
 - ii. For the land subdivision described in subsection (b)(1) of this section, the land shall not be re-subdivided unless it is fully platted under article III of this chapter. The resulting document(s) filed with the

County Clerk shall contain the following language: "The property described herein was the subject of short form subdivision accepted by the City of Piedmont on the 27 day of July 2020."

- iii. Both resulting lots must conform to existing zoning regulations.
- iv. Both resulting lots must be at least two acres.

C. Application for approval.

1. Application for short form subdivision approval shall be filed with the Community Development Director on forms supplied by the city. The application shall consist of the following:
 - i. A deed on each tract to be approved, with legal description, shall be submitted.
 - ii. A certified survey, prepared by a land surveyor registered in the state, shall be submitted on the proposed tract and the resubdivision thereof. The survey shall show the following:
 - a) Each new tract being formed shall be labeled "Tract A," and "Tract B",
 - b) The legal description of the original tract of land and each new tract being created by the subdivision shall be shown;
 - c) The scale, north point and date shall be shown;
 - d) The name and address of the owner of record shall be shown;
 - e) A key map showing the location with reference to existing and proposed major streets, abutting dedicated streets, proposed driveways and government section lines shall be included and the length of boundaries of the tracts created, measured to the nearest foot, and proposed location and width of streets, alleys and easements and building setback lines where applicable shall be shown;
 - f) The location of existing buildings and dedicated streets at the point where they adjoin and/or are immediately adjacent to the subdivision shall be shown;
 - g) The length of boundaries of the tracts created, measured to the nearest foot, and proposed location and width of streets, alleys and easements and building setback lines, where applicable, shall be shown; and

- h) The original signature and seal of the registered land surveyor preparing the plat of survey, properly notarized, shall be included.
 - iii. A copy of the original deed showing the legal description of the tract, site or parcel proposed as a short form subdivision shall be submitted.
 - iv. Deeds of tracts, parcels or lots bordering the proposed short form subdivision shall be submitted if deemed necessary by the Community Development Director and/or Planning Commission Chairman.
 - v. All instruments for the dedication of required public easements and rights-of-way shall be submitted. This shall mean, in cases where private easements are required, that the applicant must submit certified copies of the instruments filed of record with the county clerk.
 - vi. Percolation test results approved by the health department shall be submitted if applicable.
2. A filing fee in the amount of \$300.00 shall accompany the short form subdivision application. The filing fee is not refundable.
- D. Review. The Community Development Director and city staff shall review the proposed short form subdivision to ensure compliance with all design and improvement requirements of this chapter.
- E. Approval procedure.
- 1. After review of the application, and within thirty working days of the official date of application, the Community Development Director shall forward his recommendation to approve or not approve the application for short form subdivision to the Planning Commission for its consideration and shall notify the applicant of the recommendation. The applicant may waive this requirement and consent to an extension of such period.
 - 2. Planning commission approval.
 - i. The Community Development Director or his designate shall prepare a written report detailing the basis of the recommendation, which shall be forwarded to the Planning Commission for review and consideration at the next regular meeting of the Planning Commission.
 - ii. Upon approval by the Planning Commission, each deed shall be certified by the signature of the chairperson or his designate. If the application is denied, the reasons for denial shall be stated in writing, with reference made to the express provision of the regulations to which the proposed short form

subdivision does not conform and shall be transmitted to the applicant.

- iii. Whenever a deviation is required from the improvement requirements contained in these Subdivision Regulations or an easement or other element is to be dedicated, the action of the planning commission shall be forwarded to the city council for its consideration of approval and acceptance or refusal of dedications. The City Council is not required to accept any deviation from Subdivision Regulations or to accept any easement or other dedication. For all other types of short form subdivision applications, the action of the planning commission is final.

Section 3-5A. Lot Line Adjustment Procedure.

- A. The Chairman of the Planning Commission is hereby authorized to approve lot line adjustments under the following conditions:
- 1. No additional tract, parcel or lot shall be created by any lot line adjustment.
 - 2. All tracts altered by the lot line adjustment shall meet the applicable lot width, lot depth and area requirements of the zoning district in which the property is located.
 - 3. All tracts resulting from the lot line adjustment shall abut on public utility easement and public street.
 - 4. Unusable tracts, parcels or lots shall not be created.
- B. The procedure for lot line adjustments shall consist of filing with the City Clerk the following documents:
- 1. Proposed deed(s) with legal description.
 - 2. Copy of the original deed(s).
 - 3. A certified survey consisting of boundary lines, all improvements and easements, and a copy of the deed(s) of lots abutting the proposed lot line adjustment if deemed necessary by the Chairman of the Planning Commission.
- C. The above ordinance shall be effective retroactively to the date of the adoption of Ordinance 681 and all acts taken in accordance therewith are ratified as if Lot Line Adjustments Procedures were never repealed.

Section 3-6. Other Properties.

To facilitate the administration of these regulations the Piedmont Planning Commission shall review the conveyance of all properties within the jurisdiction of the Planning Commission which are of less than five (5) acres in size. The Planning Commission hereby empowers the Chairman of the Planning Commission to place the approval of the Piedmont Planning Commission on such conveyances as represent properties which were recorded as separate parcels in the office of the County Clerk of Canadian County on the effective

date of these regulations. This approval shall be placed upon the instrument conveying the property, and it shall be necessary to acquire the approval only once for any given property which may subsequently be sold by the same description. This approval shall be provided free of charge.

Section 3-7. Deed Approval.

A subdivision of land into lots, tracts or parcels. Said subdivision shall include all processes related to the conveyance of title by: deed described by metes and bounds; deed described by reference to an unapproved plat; and/or deed resulting from the adjustment of lot lines in an approved plat.

A. Classification as Deed Approval. Subdivision of land shall be classified as a deed approval if:

1. An existing lot, tract, site or parcel of land which is zoned commercial or industrial is subdivided into two or more parcels. Said subdivision shall include all processes related to the conveyance of title by:
 - i. Deed by metes and bounds description;
 - ii. Deed described by reference to an unapproved plat; and/or
 - iii. Deed resulting from the adjustment of lot lines in an approved plat.
2. The subdivision does not involve nor include the dedication or abandonment of public rights-of-way and/or easements.
3. The subdivision can satisfy these regulations and other applicable ordinances and statutes without the construction of streets, water facilities, storm drainage facilities or other improvements, except as necessary to directly serve the created lots and to provide a direct connection to an existing and approved system. It is the intent of this provision to limit this classification to those cases where the improvements required by these regulations have been provided and all such improvement requirements, except for the extension of service to individual lots, have been satisfied.
4. The property is zoned commercial or industrial.

B. Classification as Deed Approval Not Construed to Waive Requirements. The classification of a subdivision as a deed approval procedure shall not be construed to waive any requirements of these regulations, nor the provisions of any other ordinance or statute pertaining to the property.

C. Deed Approval Procedure. Administrative review and approval of deed approvals is required in accordance with the following procedures:

1. Submittal of Application. Application for deed approval review shall be filed with the Community Development Director. Such application shall consist of the proposed deed with the legal description provided there on, or attached there to as Exhibit for the subject

property, a site plan or survey of the subject property and all easements necessary for service of the property by public utilities or to provide common parking or vehicular access areas. A fee, as set forth by the Piedmont City Council shall also accompany the application.

2. Subdivision Review Process. The Community Development Director shall review the application and may submit it for review and comment to other agencies and/or departments as staff deems necessary. Within ten (10) days of the official date of application, the Community Development Director shall approve or disapprove the application for deed approval and shall notify the applicant of said decision.

However, the applicant may waive this requirement and consent to an extension of said period. If the application is not approved by the Community Development Director within the required time period, the applicant may apply to the Planning Commission for public hearing and action. Copies of all deed approved under this section by the Community Development Director shall be forwarded to the Chairman of the Planning Commission and the Mayor and City Councilmembers.

D. Delegation of Authority for Administrative Approval of Deeds.

The Community Development Director has the authority to approve deeds either for lot split or metes and bounds approval under the following conditions:

1. Pre-Existing Deeds. The property to be conveyed by the deed submitted for review existed in its present configuration prior to its annexation to the City or prior to the July 1, 1987, adoption of the Piedmont Subdivision Regulations.
2. Exempted Deeds.
 - i. The configuration of the property to be conveyed was created by a court decree or by an action of other governmental authority. Documentation of such court decree or governmental action shall be required.
 - ii. The property to be conveyed is bounded on all sides by properties that have previously received deed approvals by the Community Development Director or Planning Commission. Documentation of such deed approvals shall be required.
 - iii. The deed submitted for review is exempted from the requirements of Planning Commission approval by any provision of State law. Documentation of such exemption shall be required.
 - iv. The property to be conveyed existed in its present configuration prior to July 1, 1987 and meets the following criteria:

- i) It is in compliance with all requirements and regulations of the Drainage and Flood Ordinances
 - j) It is not landlocked nor does it landlock another lot, tract or parcel of land.
 - k) All instruments for the dedication of required public rights-of-way and/or easements have been submitted. This shall mean, in cases where private easements are required, that the applicant must submit certified copies of the instrument(s) filed of record with the Oklahoma County Clerk.
 - l) The applicant has submitted a written agreement to extend all sanitary sewer lines and water mains, and has agreed that no improvement shall be constructed on the property that would in any way affect the construction of these sanitary sewer lines and water mains until these lines and mains are in place and meet the standards of the City of Piedmont. Where such extensions of sanitary sewer lines and water mains are not reasonable, as determined by applying current professional standards of planning and civil engineering, the applicant may submit written authorization from the State Department of Environmental Quality for the use of a private sanitary sewage treatment facility. In all cases where public sanitary sewer and/or public water facilities are not available and the extension of such facilities is not required, the deed submitted for approval shall have affixed to its face: "NOT SERVED BY PUBLIC SEWER AND/OR WATER AS OF THIS DATE." In all cases where improvements or the extension of improvements are required, the provisions regarding assurance of completion, as prescribed in these subdivision regulations, shall be satisfied.
3. Other Deeds Eligible for Administrative Approval.
- i. The property to be conveyed is located within an existing subdivision and is zoned commercial or industrial. Said property shall be in full compliance with the subdivision regulations. A deed(s) conveying property in subdivisions which are found to be non-complying because of ordinance or regulation changes will be considered to be a pre-existing deed(s) and may be approved administratively so long as the subdivision was in compliance with the ordinances and regulations in force at the time of its creation.
 - ii. The property to be conveyed meets the following criteria:
 - a) All current Subdivision Regulations are met, including all ordinances and regulations relating to the improvements of streets and the installation of water, sewer and drainage facilities.
 - b) Properties must front on approved public or private streets meeting City standards.
 - c) All applicable regulations of the Planning and Zoning Ordinances are met, including those regulations concerning non-conforming uses.
 - d) All applicable regulations of the Drainage and Flood Ordinances are met.
 - e) All applicable regulations of the sewer ordinances are met.
 - f) Reserved.
 - g) Where the property is part of a Planned Unit Development the preservation and maintenance of common areas shall be provided by restrictive covenants enforceable by the City.
 - h) Lots, tracts or parcels zoned commercial or industrial must maintain a minimum frontage/width of seventy five (75) feet or the minimum lot width of the zoning district, whichever is greater, at the front property line except where a smaller lot is part of an approved Planned Unit Development.
 - i) Instruments for the dedication of all necessary public easements are submitted. This shall mean, in cases where public or private easements are required, that the applicant must submit certified copies of the instrument(s) filed of record with the County Clerk.
 - j) The applicant has submitted a written agreement to extend all sanitary sewer lines and water mains, and has agreed that no improvement shall be constructed on the property until these lines and mains are in place and meet the standards of the City of Piedmont. Where such extensions of sanitary sewer lines and water mains are not reasonable, as determined by

applying current professional standards of planning and civil engineering, the applicant may submit written authorization from the State Department of Environmental Quality for the use of a private sanitary sewer treatment facility. In all cases where public sanitary sewer and/or public water facilities are not available and the extension of such facilities is not required, the deed submitted for approval shall have affixed to its face: "NOT SERVED BY PUBLIC SEWER AND/OR WATER AS OF THIS DATE." In all cases where improvements or the extension of improvements are required, the provisions regarding assurance of completion, as prescribed in these Subdivision Regulations shall be satisfied.

- k) Approval of the deed submitted shall not create a substandard lot on adjoining property. The deed submitted may be approved if the substandard lot created on the adjoining property is combined with other property to create a standard lot. Both deeds must be approved simultaneously and a recorded covenant shall be required to combine the lots for development.
4. Limits of Delegated Authority. No further delegation of the Planning Commission's authority for the approval of lot splits or deed approval is hereby granted or implied. Nothing in this Section shall prevent the applicant from requesting a public hearing before the Planning Commission.
- E. Staff Guidelines Regarding Improvements.

- 1. Required Improvements. When requests for lot splits or deed approvals are submitted to the Planning Commission, requirements for improvements shall be determined by the Planning Commission.
- 2. Paving. The Community Development Director shall require the installation of proper street paving with the approval of all deeds, if that paving does not already exist, except that the Community Development Director may vary that requirement when it would be impractical to require paving because the property is abutting a street included within an approved street bond program or where such paving can be best accomplished through an assessment district.
- 3. Water. The Community Development Director shall require the extension and installation of water mains to serve all subdivided property if such property is, as determined by applying current professional standards of planning and civil engineering, reasonably accessible to an existing water main. If the subdivided tract is

not reasonably accessible to a water main, this requirement may be waived and private water well utilized under the following conditions:

- i. Proper approval of water well drilling by the State Department of Environmental Quality.
 - ii. Meet the locational criteria if water well and septic tank are both used.
4. Sanitary Sewer. The Community Development Director shall require the extension and installation of sanitary sewer lines to serve all subdivided property if such property is, as determined by applying current professional standards of planning and civil engineering, reasonably accessible to an existing sanitary sewer main. If the subdivided tract is not reasonably accessible to a sanitary sewer main, this requirement may be waived and a septic or other system approved by the Oklahoma Department of Environmental Quality utilized under the following conditions:
- i. The septic system shall be installed and inspected as required by the State Department of Environmental Quality.
 - ii. Minimum lot sizes shall be as follows:
 - a) Public water/septic system - one half acre.
 - b) Private water well/septic system - 35,000 square feet or as otherwise required by Oklahoma Department of Environmental Quality.

F. Force of Approval. Once the initial deed or any subsequent deed has been approved by the Community Development Department or Planning Commission, such approval relates back to the original lot split and covers all future conveyances using the same legal description.

Chapter IV. Plat Information Requirements

Section 4-1. Required Information.

In the following table whenever the letter "x" appears in a column headed by the name of a plat and opposite an item in the "Required Information" column, then the information set forth in the item shall be shown on such plat at the time the plat is presented to the City Administrator.

| Required Information | Preliminary Plat | Final Plat | Lot-Split Plat* |
|----------------------------------------|------------------|------------|-----------------|
| Plat title | x | x | |
| Name of Subdivision | x | x | |
| City, County, and State | x | x | |
| Boundary and written legal description | x | x | |
| Area in subdivision acres | x | x | |
| Date of Plat | x | x | |
| Map Scale (1"=100' or larger) | x | x | |

PIEDMONT SUBDIVISION REGULATIONS
APRIL 2022

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--|
| North Point | x | x | |
| Location and description of land to be dedicated or reserved for the following: 1. Parks 2. Trails 3. Schools 4. Churches 5. Street right-of-way 6. Other public purposes | x | x | |
| Dimensions of all lots, blocks, and street lines with total area in acres and square feet | x | x | |
| Building setbacks with dimensions | x | x | |
| Names of: 1. Adjacent subdivisions 2. Owners of unplatted adjacent properties | x | | |
| Locations, names, and dimensions of the following existing within and abutting the subdivision: 1. Street 2. Alley (if any) 3. Right-of-ways 4. Utility easements 5. Street lighting 6. Trails | x | | |
| Location of areas within the subdivision that fall under F.E.M.A. and are a health and safety hazard | x | | |
| Location of the following existing within and abutting the subdivision: 1. Bodies of water 2. Water courses and sizes 3. Structures 4. Other related physical structures | x | | |
| Locations, names, and dimensions of the following proposed within the subdivision: 1. Street 2. Alley (if any) 3. Right-of-ways 4. Utility easements 5. Street Lighting 6. Sidewalks 7. Trails | x | x | |
| Location and description of: 1. Section line corners | x | x | |

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|----------------|
| 2. Government survey monuments | | | |
| Profile sheets of (1"=50' horizontal, 1"=10' vertical): 1. Streets 2. Waterlines 3. Sewage disposal system | x | | |
| Ground elevations shown: 1. Vertical intervals not exceeding two (2) feet 2. Contours marked with elevation in accordance with datum plan | x | | |
| Restrictive covenants which shall state as a minimum: 1. the land use(s) permitted in the plat 2. the type of construction permitted in the plat, 3. whether movable structures or mobile home will be permitted within the plat. | | x | |
| Lot and block numbers in a logical sequence. | x | x | x |
| Location and description of all subdivision monuments | | x | |
| Identification (subdivision, block number, lot number) of lots proposed to be split. | | | x |
| Dimensions in feet and hundredth parts thereof, bearings, and survey data for all blocks, and street lines must be clearly indicated on all of the following items (curve distances to be given in arc length): 1. Boundaries of the subdivision 2. Lots and blocks (show all angles unless perpendicular or radical to center line of streets) 3. Alleys 4. Easements and reserves 5. Building lines 6. Streets | | x | |
| Required Certificates and References | Preliminary Plat | Final Plat | Lot-Split Plat |

PIEDMONT SUBDIVISION REGULATIONS
APRIL 2022

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|----------------|
| Certificate for Planning signature. Includes improvement plans when submitted. | x | x | x |
| Certificate of City of Piedmont approval | x | x | |
| Name and seal of registered engineer or licensed land surveyor who prepared boundary survey and topographic information | x | | |
| Owner's Certificate and Dedication | | x | |
| Certificate for City of Piedmont acceptance of easements and dedications | | x | |
| Licensed Land Surveyor's certificate of survey, signed, and his/her seal | | x | |
| Reference to any separate instruments filed or recorded which directly affect the land being subdivided | | x | |
| Name and seal of licensed land surveyor or engineer who prepared the plat | | x | |
| County Treasurer's Certificate | | x | |
| Borderlines bounding the sheet; all lettering, signatures, and seals shall be within the margin | x | x | |
| Required Information for Improvement Plans | Preliminary Plat | Final Plat | Lot-Split Plat |
| Grading Plans to show: 1. Contours to which the land will be changed with vertical intervals of not less than two (2) feet | x | x | |
| Paving Plan to show: 2. Contours at intervals not to exceed two (2) feet 3. Width of all proposed street surfacing 4. Type of profiles of all proposed streets with face-to-face curb dimensions 5. Flow arrows indicating surface water on pavements | x | x | |

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--|
| 6. Turning radii of all corners a. Existing streets with their width, type of surface, and right-of-way | | | |
| As Built" Street Paving Plans shall show: 2. Plan of proposed street indicating: a. Curve data b. Radius of returns 1. Locations of drainage system | | x | |
| Proposed drainage system to show: 2. All pipes 3. Culverts 4. Bridges 5. Open ditches 1. Retention/detention basins | x | x | |
| Proposed sewage disposal system to show: 2. Location 3. Size 4. Manholes, lampholes, etc. 5. Connection to municipal system Connection to residential system | | x | |
| Proposed water plans must have an engineer's statement and seal verifying that all improvements meet all Department of Environmental Quality (D.E.Q.) requirements for all lots at the time the plat is submitted. Pressure at fire hydrants must be the minimum p.s.i. and GPM as set by the Fire Department. | x | | |
| Proposed sewer plans must have an engineer's statement and seal verifying that all improvements meet all Department of Environmental Quality (D.E.Q.) requirements for all lots at the time the plat is submitted. | x | | |
| All land under one ownership contemplated for the entire proposed subdivision | x | x | |

| | | | |
|-----------------------------------------------------------------------------------------------------------|--|---|--|
| An engineer's certified estimate of all improvements (drainage, street surfacing/curbs, water, and sewer) | | x | |
|-----------------------------------------------------------------------------------------------------------|--|---|--|

* The requirements may be modified by the City Administrator of Piedmont according to Chapter III, Sections 1 and 5.

Section 4-2. Information to Be Submitted with Various Types of Plats.

In the following table, wherever the letter "x" appears in a column headed by the name of a plat and opposite an item in the "Required Information" column, then the information set forth in the item shall be submitted with such plat at the time the plat is presented to the City.

| Required Information | Preliminary Plat | Final Plat | Lot-Split Plat |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|----------------|
| A completely executed checklist. | x | x | x |
| Four (4) darkline prints of Plat (Prints are to be 24x36 Size D). | x | x | |
| Four (4) darkline prints of each improvement Plan (Prints are to be 24x36 Size D) | x | | |
| Two (2) reproducible (mylar, sepias, or equal) bearing original signatures | | x | |
| One (1) original India ink tracing on drafting cloth or mylar | | x | |
| Four (4) copies of "As Built" tracing and specifications for the following: 1. Street paving 2. Sewage disposal 3. Drainage plans | | x | |
| Two (2) copies of restrictive covenants which shall state as a minimum: 1. The land use(s) permitted in the plat or various parts thereof 2. The type of construction permitted in the plat 3. Whether moveable structures or mobile home will be permitted within the plat | | x | |
| One (1) digital copy of all plans submitted | x | x | x |
| Filing \$_____ (based on fee schedule) | x | x | x |

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| Staff Review Fee \$_____ (based on fee schedule) | x | x | x |
| Surety Bond (if required) for the following improvements or other guarantees as required by City Attorney: 1. Street (based on fee schedule) and; 2. Water (based on fee schedule) and; 3. Sewer (based on fee schedule) or; 4. Irrevocable letter of credit, as needed | | x | |
| Names and addresses: 5. Owner's name 6. Owner's address 7. Sub-divider's name 8. Sub-divider's address | x | x | |
| List of names and addresses of all record property owners within 300 feet of exterior boundary of the preliminary plat, certified by engineer, land surveyor, attorney, bonded abstracter | x | x | |
| One (1) 8 1/2" x 11" copy of plat | x | x | |
| Inspection fees: 1. Streets and paved drainage facilities inspection (based on fee schedule) 2. Water improvement inspection (based on fee schedule) 3. Sewer improvement inspection (based on fee schedule) | | x | |
| Original or certified copy of deed to original tract showing book and page number by recording | | | x |
| Original deed for lot-split for which approval is sought | | | x |
| An original deed reflecting the description of the tract remaining after the lot-split plat | | | x |
| Certified survey showing boundary lines, improvements, easements, and | | | x |

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--|--|---|
| right-of-ways for the property being divided in a lot-split | | | |
| Certified survey showing boundary lines, improvements, easements, and right-of-ways for the property remaining after the approval of the lot-split | | | x |

From the standpoint of planning for the future there is one major advantage to the unshaded lots over those in the shaded area, street frontage, strip-type lots. That is, development in rural areas such as this usually occurs without the availability of public sewer (and sometimes without water). However, at a later time these utilities are often made available as the population of the area increases. Once utilities are available there may be a desire to divide some of the lots again. It can be seen that with the long narrow lots of the street frontage type development, there is little that can be done in the way of re-dividing a lot. On the other hand, the more square shaped lots of the other layouts would be much easier to change and divide. This has been proven to be of value numerous times as towns have grown out and around areas that were developed when they were "out in the country".

Chapter V. Design Standards

Section 5-1. Community, General.

The quality of the design of the community, both in the urban area and on the fringes of the urban development is dependent on the quality of design of the individual subdivisions in the area. Good community design can be accomplished by following a few principles. These better approaches to the layout of new areas result in a more livable community. The violation of some of the basic rules concerning design of streets, ditches, and other features can lead to such unpleasant situations as: streets that deteriorate and are expensive to maintain, street intersections that are dangerous, drainage ditches that clog up and cause flooding, building lots that are difficult or expensive to construct upon, or difficulties with erosion during the time of development and even throughout the life of the home.

The figures which follow show some of the better ways of creating a subdivision. The use of good design, and holding to these methods of development can provide for the least expense in the building of a subdivision. This is especially true considering the costs that come to the purchasers of property that has been improperly developed, and the fact that there is no cheaper time to solve development problems than before houses are built and lots are sold.

The intent of these design standards is to prevent the strip platting of land onto arterials as shown in the shaded area of Figure 5-1 for the reasons as set forth below. No plat shall be approved which provides for platting of lots fronting onto arterials except in the limited case where owing to unusual circumstances a variance is granted as provided in Section II - 5 of these regulations.

See Appendix A. Figure 5-1.

Figure 5-1 shows some of the patterns of streets and lots that might be possible in the development of areas in large, "rural estates" type lots. In the shaded area is shown a frequent approach to the creating of lots in rural settings. There are a number of problems from the arrangement of lots in a road frontage strip as in the shaded area, such as: 1. long narrow parcels which are of reduced usefulness to the buyer, 2. increased numbers of driveways intersecting arterials (this is a problem for the County to keep ditches and culverts clean and working), 3. the narrower lots result in closer spacing of houses with less privacy and greater possibility of individual sewer disposal system failures, and 4. the frontage of each house upon an arterial street means greater exposure of the dust, traffic, litter and drainage problems which occur (also there is a loss of privacy, and the danger that the road may have to be widened at some time in the future--taking part of the front lawn). Some of the other styles of lot arrangements can provide more usable shape, more privacy, safer traffic, more workable utility layout, better spacing of buildings, etc.

Section 5-2. Design of Neighborhood Features.

- A. STREETS. The purpose of classifying streets by functions is to plan for future development in an orderly fashion, to reduce the total long-term cost to the public, and to improve mobility and safety on streets by assessing street function for traffic volume, speed, and land accesses. The arrangement, character, extent, width, grade and location of all streets shall conform to all of the elements of the Comprehensive Plan and shall be designed in accordance with the Street Inventory and Street Standards for the City of Piedmont, as amended, and with the following provisions:
 - 1. Streets shall be planned to conform with the street designations shown in the comprehensive plan, subdivision regulations, and zoning ordinance.
 - 2. Whenever a subdivision abuts or contains an existing or proposed major street, the Planning Commission may require service streets, reverse frontage with screen planting contained in a non-access reservation along the rear property line, deep lots, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation from traffic.
 - 3. Reserve strips controlling access to street shall be prohibited except where their control is placed in the City of Piedmont under conditions approved by the Planning Commission and acceptable to the subdivider.
 - 4. Where the plat to be submitted includes only a part of the tract owned or intended for development by the subdivider, a tentative plan of a proposed future street system for the unsubdivided portion may be required by the Planning Commission.
 - 5. Where a tract is subdivided into larger than normal building lots or parcels, such lots or parcels shall be arranged to permit the logical location and opening of future streets and appropriate resubdivision, with provision for adequate utility easements.
 - 6. Street jogs with centerline offsets of less than one hundred twenty-five (125) feet shall be avoided.

See Appendix A. Figure 5-2-1.

7. Street right-of-way must be dedicated before it is occupied for private development so that space will be available for future development of the street. The classifying of streets by functions and designating street right-of-way widths will allow expansion of streets while still maintaining traffic or existing streets. Right-of-way widths shall be in accordance with the planning documents and shall be not less than the following:

| Type of Street | Right-of-Way Width |
|----------------|--------------------|
| Arterial | 100 feet |
| Collector | 80 feet |
| Local | 60 feet |

The one hundred (100) feet right-of-way for an arterial street is sufficient width to provide six (6) through lanes plus median, if necessary; four (4) lanes plus median with ample width for bicycle and pedestrian movement, or for parking along both sides. The eighty (80) feet right-of-way for a collector street is sufficient width to provide four (4) through lanes and a median could be provided, if necessary. The sixty (60) feet right-of-way for a local street is sufficient width for two (2) through lanes with parking on both sides with a border area for landscaping. It could be connected to four (4) lanes without parking, if necessary.

8. The paved width of all streets shall be adequate to serve the existing and future estimated traffic load for the facility. Lane width for all streets shall be as follows:
 - i. All arterial streets shall have lanes for traffic movement of not less than eleven (11) feet or more than twelve (12) feet in width, and lanes for parallel parking or emergency stopping of not less than ten (10) feet in width.
 - ii. All collector streets shall have lanes for traffic movement of not less than nine (9) feet or more than twelve (12) feet in width and lanes for parallel parking of not less than eight (8) feet in width. Streets should be developed in accordance with the standards shown in Section VI-5.
9. Cul-de-sacs shall contain a maximum of 30 residential lots or be a maximum of one thousand feet (1,000'). No cul-de-sac longer than 1,000 feet shall serve more than 30 residential lots without a secondary means of egress. The radius of all cul-de-sac streets shall be a minimum of sixty feet (60') of paved surface within the cul-de-sac.

See Appendix A. Figure 5-2-2.

10. Half streets shall be prohibited except where essential to the reasonable development of the subdivision in conformity with the other requirements of these regulations; and provided that the Planning Commission finds

it will be practical to obtain the dedication of the other half of the street easement when the adjoining property is subdivided. Wherever a half street is adjacent to the tract being subdivided, the other half of the street shall be platted within the tract being subdivided.

11. The arrangement of streets shall be such as to cause no hardship to the subdividing of adjacent properties. The Planning Commission may require the dedication of street rights-of-way to facilitate the development of adjoining properties.
12. No street names shall be used which will duplicate or be confused with the names of existing streets. Street names shall be subject to the approval of the Planning Commission.
13. Local streets shall be laid out so that their use by arterial traffic will be discouraged.
14. Streets shall intersect at approximately right angles.

See Appendix A. Figure 5-2-3.

15. Street grades shall be as follows:
 - i. The minimum grade of all streets shall be 0.4%.
 - ii. Except where unusual topographic conditions justify it, the maximum grade of all streets shall not be greater than the following:

| Street Type | Grade |
|-------------|-------|
| Arterial | 5% |
| Collector | 7% |
| Local | 10% |

16. street corner shall be as follows:
 - i. Street corners on local residential streets shall have a minimum radius of twenty (20) feet at curb line or its equivalent.
 - ii. Street corners on collector streets shall have a minimum radius of twenty-five (25) feet at the curb line or its equivalent.
 - iii. Street intersections involving major thoroughfares shall have a minimum street corner radius of thirty (30) feet at the curb line or its equivalent.
 - iv. In order to provide for traffic safety, there shall be platted on each corner of each intersection of two streets a sight triangle which shall be described as a triangle having twenty-five (25) foot sides on each of the street rights-of-way, or a radius of twenty-five (25) feet. The plat or the covenants of the addition shall clearly prohibit any construction or planting of landscaping materials that reach greater than two (2) feet in height in this right-of-way.

See Appendix A. Figure 5-2-4.

17. Street lights shall be located in accordance with the street light policy and guidelines adopted by the City Council.

B. ALLEYS. Alleys shall be as follows:

1. Alleys shall be provided in commercial and industrial districts, except that the Planning Commission may waive this requirement where other definite and assured provision is made for service recess, such as off-street loading, unloading and parking consistent with and adequate for the uses proposed.
2. Alleys serving commercial and industrial areas shall be not less than thirty (30) feet in width.
3. Alleys are not required for residential areas, but when provided shall be not less than twenty (25) feet in width.
4. Alley intersections and sharp changes in alignment should be avoided, but where necessary, corners shall be cut off sufficiently to permit safe vehicular movement.
5. Dead-end alleys should be avoided, but if necessary, shall be provided with adequate turn around facilities at the dead end, as determined by the Planning Commission.

C. EASEMENTS.

1. Where alleys are not provided, easements not less than ten (10) feet wide shall be provided along each rear lot line. A five (5) foot easement along side lot lines of individual lots may be required where necessary for use by public and private utilities.

See Appendix A. Figure 5-2-5.

The Planning Commission may require air rights and easements of greater width for the extension of main storm and sewage disposal systems and other utilities where it is deemed necessary.

2. When a subdivision is adjacent to unplatted land, the easements for public and private utilities shall be:
 - i. Provided as twenty (20) feet wide on the land being subdivided; or,
 - ii. Provided as ten (10) feet wide on the land being subdivided with an easement ten (10) feet wide being presented adjacent and simultaneous to the presentation of the final plat

D. BLOCKS.

1. The lengths, widths, and shapes of blocks shall be determined with due regard for the following:

- i. Provision of adequate building sites suitable to the special needs of the type of use contemplated.
 - ii. Zoning requirements as to lot sizes and dimensions.
 - iii. Needs for convenient access, circulation, control and safety of street traffic.
 - iv. Limitations and opportunities of topography.
2. Blocks for residential use shall not be longer than eighteen hundred (1800) feet, measured along the center line of the block. When a block extends six hundred (600) feet in length, the Planning Commission may require a dedicated easement not less than five (5) feet in width and a paved crosswalk not less than five (5) feet in width to provide pedestrian access across the block.
 3. Blocks used for residential purposes should be of sufficient width to allow for two (2) tiers of lots of appropriate depth (not less than two hundred (200) feet in width). Blocks intended for business and industrial use should be of a width suitable for the intended use, with due allowance for off-street parking and loading facilities.

See Appendix A. Figure 5-2-6.

E. LOTS.

1. Residential lots shall be not less than seventy-five (75) feet in width at the front building line and shall abut a street a distance of not less than thirty-five (35) feet.
2. The area of residential lots shall be not less than seven thousand and five hundred (7,500) square feet.
3. In residential subdivisions where individual sewage disposal systems are to be installed, the area of the lot shall be not less than required under Section VI-8 of these Regulations.
4. Lots are not required for subdivision for commercial and industrial use, but when provided should be of appropriate size and arrangement to provide for adequate off-street parking and loading facilities based on the intended use.

See Appendix A. Figure 5-2-7.

5. Side lot lines should be approximately at right angles or radial to street lines.
6. Double frontage and reverse frontage lots should be avoided except where they are needed to provide for the separation of development from traffic arteries or to overcome specific disadvantages of topography and orientation. A planting screen easement of at least twenty (20) feet may be

required along the portion of the lots abutting such a traffic artery or other use where screening is required. There shall be no right-of-access across a planting screen easement.

See Appendix A. Figure 5-2-8.

F. BUILDING LINES. Building lines shall be provided for all residential subdivisions as follows:

1. A front building line shall be located twenty-five (25) feet back of the street right-of-way line.
2. A side yard building line on the side of a corner lot abutting the street shall be located not less than fifteen (15) feet back of the street right-of-way when such lot is back to back with another corner lot, and not less than twenty (20) feet back of the street right-of-way line in every other case.
3. A side yard building line shall be provided not less than ten (10) feet back of a crosswalk right-of-way line on the side of a lot abutting a mid-block crosswalk .
4. Restrictions requiring buildings to be located within the building lines shown on the plat shall be set forth on the plat or on a separate recorded instrument.

See Appendix A. Figure 5-2-9.

G. SIDEWALKS.

1. Residential Districts.
 - i. Sidewalks shall be required for all new residential construction on all lots one (1) acre or less on the frontage abutting public streets. Unless required by final plat, no sidewalks shall be required on single-family residential lots larger than one (1) acre used for residential purposes having frontage on public streets. All corner lots shall have sidewalks installed on both street frontages.
 - ii. Sidewalks shall also be required on any residential property requiring curb and gutter. However, any existing residential property already under construction or already in existence shall not be required to install sidewalks pursuant to this division.
 - iii. The Planning Commission shall determine whether sidewalks shall be required for the common grounds located within any subdivision.
 - iv. If a sidewalk is required on a residential lot, a sidewalk may, at the discretion of the Planning Commission, be required on any contiguous lots owned by the same property owner.

- v. When occupancy permits have been issued for eighty percent (80%) of any residential subdivision, the Developer shall install sidewalks on all remaining lots.

2. Commercial and Industrial Zoning Districts. Sidewalks shall be installed for all new construction within commercial and industrial zones on all lots having frontage on public streets. Sidewalks shall extend to the entrance of said business.
3. Platted Subdivisions. Sidewalks shall be required on all new subdivisions on public streets which form the exterior boundary of such subdivisions.
4. Location of Sidewalks. Sidewalks shall be constructed in the street right-of-way. All sidewalks shall be built in accordance with OKC Standards, Specifications and Standard Details (See, OKC DWG 700). Meandering sidewalks are also allowed and shall be part of the site design for the development.
5. Time of Construction. Sidewalks shall be required at the time of building permit and completed before a certificate of occupancy is issued provided, sidewalks on exterior boundaries of platted subdivisions shall be installed by the developer at the time of installation of other plat improvements.
6. Existing Sidewalks. Existing sidewalks shall not be removed except for the purpose of replacement.

Section 5-2.1. Design of Neighborhood Features (Cul-de-Sacs).

Cul-de-sacs shall contain a maximum of 30 residential lots or be a maximum of one thousand feet (1,000'). No cul-de-sac longer than 1,000 feet shall serve more than 30 residential lots without a secondary means of egress. The radius of all cul-de-sac streets shall be a minimum of sixty feet (60') of paved surface within the cul-de-sac.

Section 5-2.2. Ingress and Egress for Subdivisions of 30 or More Homes.

All new subdivisions designed for thirty (30) or more residences shall install not less than two (2) means of ingress and egress which shall be paved public entrances. Entrances to the same street or road shall be separated by no less than five hundred (500) feet.

Chapter VI. Land Improvements

Section 6-1. General Provisions.

All improvements shall be designed and installed in accordance with all of the elements of the Comprehensive Plan and shall meet the minimum standards established by the ordinances and regulations relating thereto. Subdivider shall reimburse the City of Piedmont for the cost of City's engineering review. The cost shall be based on the fee schedule.

Section 6-2. Plan Preparation.

Plans for the improvements herein required shall be prepared by a qualified engineer, registered to practice in the State of Oklahoma. Four (4) sets of prints of the proposed plans and specifications for all improvements shall be filed with the City Manager at the time of the submission of the Preliminary Plat. With the Preliminary Plat subdivider may submit preliminary construction plans or final construction plans. In the event the subdivider submits preliminary construction plans, then the final construction plans will be submitted to the Planning Commission within six (6) months following approval by the City Council of the Preliminary Plat and preliminary construction plans. The preliminary construction plans shall include drainage calculations and all public improvements, but construction profiles are not required. Once the City Engineer has approved the Preliminary Plat and construction plans (either preliminary or final), then the notice of public hearing required under Section III-1 of these Regulations will be mailed and the matter scheduled on the next available Planning Commission agenda. This public hearing requirement may be combined with the public hearing on any required rezoning.

If preliminary construction plans are submitted and approved, then the subdivider shall submit final construction plans including construction profiles and Department of Environmental Quality approvals for water and sewer lines at least twenty (20) days prior to the Planning Commission meeting at which the plans are scheduled for approval. The final construction plans must be completed and approved by the City's Engineer prior to placing the plans on the agenda for approval.

Four (4) sets of "as built" plans and specifications, certified and signed by an engineer registered to practice in the State of Oklahoma, shall be filed with the City Manager prior to the acceptance by the City Council of any improvement installed by the subdivider.

Section 6-2A. Permits and Inspection Fees.

Prior to construction of any public improvements under these regulations a permit shall be issued and a permit inspection fee shall be paid at the time of application for the permit. This fee shall be used to defray the cost of providing on-site inspection of the public improvement. The fees shall be one based on the fee schedule.

Section 6-3. Improvement Alternatives.

In lieu of completion of the improvements herein required, the Planning Commission may require the subdivider to file an executed surety bond using the form provided as Appendix H of these regulations. These instruments shall be conveyed to the Secretary of the Planning Commission, and he shall deposit them with the City Clerk where after acceptance by the City Council they shall be on file as the subdivider's good and faithful assurance of the installation of surety, and shall be based upon the fee schedule. The term of the bond shall be until the completion of the installation of the improvements according to the plans and specifications as approved by the Planning Commission, but not to exceed two (2) years.

In lieu of filing the surety bond as outlined above and shown in Appendix H to these regulations, the subdivider may secure and place on deposit with the City Clerk an irrevocable Letter-of-Credit written by a bank certified to do business in the State of Oklahoma. Such Letter-of-Credit shall be drawn in favor of

the City of Piedmont, shall be irrevocable for the surety term of two (2) years, and shall be based on the fee schedule.

Section 6-4. Permanent Markers.

Each lot and block corner shall be marked with iron pipes or pins not less than one-half inch (1/2") in diameter, and not less than eighteen inches (18") long at least one inch (1") below the finished grade.

Section 6-5. Street Improvements.

The subdivider of any subdivision designed to be used for residential, commercial, industrial, and or other purposes shall lay out, grade, and otherwise improve all streets that are designated on the approved plat or that directly serve the subdivision in accordance with the specifications of the City of Piedmont Street Standards, and in accordance with the following provisions:

- A. The design of an improvement of an intersection of any new street with the existing state or federal highway shall be in accordance with the specifications of the Oklahoma State Highway Department, but in no case shall the standard be less than the applicable specifications of the City of Piedmont.
- B. Whenever a subdivision contains an arterial that requires a street facility that is more costly than is required to serve the future occupants of the subdivision (i.e. four-lane road or channelization of intersection), the subdivider shall be required to pay only the portion of the cost of the street that would equal the cost of an improvement required to serve only the subdivision, as determined by the Piedmont Planning Commission and the City of Piedmont. Proposed through streets shall be extended to the boundary lines of the tract to be subdivided. Subdivisions that adjoin existing streets shall dedicate additional right-of-way width requirements as set forth in Piedmont's Street Standards and Inventory. No half street paving shall be permitted on primary arterial streets unless specifically authorized by the City Council.
- C. Where the subdivision entry is on a collector or arterial street, an acceleration and deceleration lane shall also be constructed at developer's cost in accordance with the approved City specifications for a distance to be determined by the City Engineer.
- D. Where the improvement of the abutting arterial street is not feasible as determined by the Planning Commission and City Council, the developer shall, in lieu of constructing the street improvements, pay to the City a transportation fee to be determined as follows:
 1. A transportation fee based on the fee schedule shall be paid by the developer at the time of approval of the final plat.
 2. All funds collected shall be placed in a non-fiscal, capital improvement account to be used exclusively for improvements to section line road/arterial streets, abutting or directly serving the subdivision.

- E. A developer may, at his option, elect to improve the full width of arterial streets abutting his subdivision (developer is only legally responsible for paving one-half of the arterial street). In that instance the developer may submit a request for reimbursement of the cost of the half street that is not his legal responsibility to pave. The City Council may, in its absolute discretion, agree to appropriate funds then or later from the transportation fee account for such reimbursement.
 - F. All driveways which connect with public or private streets shall be constructed in accordance with "Standard Design of Driveway Entrances for Oklahoma Highways", as amended and prepared by the Oklahoma State Department of Transportation.
 - G. The regulations shall apply jointly with the adopted standard construction details of streets of arterial, collector, and local types. These regulations provide for both portland cement concrete construction and asphaltic concrete as alternates.
 - H. Street construction in land subdivision will comply with the standards and specifications found in Part 14, Chapter 3 of the Piedmont Code of Ordinances.
 - I. In the original Town Plat of the City of Piedmont there are numerous dedicated public streets that are not paved or constructed according to current City standards and it is not feasible to require small portions of existing streets in the original Town Plat to be constructed to the current standards. Therefore, a person, firm, or corporation may request a waiver or exception from the current street specifications and standards for the original Town Plat by filing a written application with the City Clerk containing the following information:
 - 1. Name and address of applicant.
 - 2. Name of street to be surfaced.
 - 3. Proposed method of resurfacing or improvement (show type of material, depth, width, etc.)
 - 4. Length of proposed resurfacing or improvement.
 - 5. A statement of the reasons why an exception or waiver should be granted.
- 4. The likelihood of further extension of the proposed street.
 - 5. The quality of the improvement to a street proposed by applicant.
 - 6. The proposed maintenance/guarantee by the applicant.
 - 7. Whether the proposed improvement would constitute a hazard to traffic or pedestrians.
 - 8. No new street proposed to be dedicated to the City shall be exempted from the street standards and specifications.

Section 6-5A. Private Streets/Roads in Rural Areas.

- A. Private Streets/Roads Containing Lots From One Acre to Five Acres in Size.

Pursuant to Oklahoma Statutes, the City of Piedmont, Oklahoma, will permit the use of private roadways in rural areas for any subdivision with no lots smaller than one acre located more than one-quarter mile from municipal water and sewer facilities if such subdivision otherwise complies with all other provisions of these regulations and all other ordinances and regulations of the City. The City shall permit private streets in any approved locations that meet the conditions described below.

- B. Platted Areas.
 - 1. The design and layout of rural private road subdivisions shall comply with all provisions of these regulations.
 - 2. For all rural, private road subdivisions with lots that are at least one acre but less than two and one-half (2 ½) acres, the design, construction, and maintenance of private roadways shall be completed in accordance with the City's paving requirement for public roadways determined by the smallest lot size on the plat. For all rural, private road subdivisions with lots that are all two and one-half (2 ½) acres or greater the design, construction, and maintenance of private roadway shall be completed in accordance with the City's paving requirements for private roads as required by Section VI-5.10(9) .
 - 3. If said property is platted and otherwise complies with all provisions of these regulations, there shall be placed on the face of said plat, clearly conspicuous, the following notice: "THE STREETS AND DRIVES HAVE NOT BEEN DEDICATED TO THE PUBLIC, AND SAID STREETS SHALL BE MAINTAINED BY THE PRIVATE PROPERTY OWNERS WITHIN THE SUBDIVISION, BUT SAID STREETS SHALL ALWAYS BE OPEN TO POLICE, FIRE, AND OTHER OFFICIAL VEHICLES OF ALL STATE, FEDERAL COUNTY, AND CITY AGENCIES".
 - 4. Every deed shall clearly acknowledge: "SAID ROADWAY IS PRIVATE AND NOT MAINTAINED BY THE CITY OF PIEDMONT."

Upon receipt of the completed application it shall be referred to the Planning Commission for study and recommendation to the City Council. The City Council shall make the final determination of granting the waiver or exception of street specifications. The following criteria shall be used:

- 1. The location of the proposed improvement in relation to other improved street.
- 2. The type of streets located in the general area.
- 3. The amount of traffic to be carried on the proposed street.

5. Prior to sale of any parcel in said subdivision, a conspicuous sign shall be posted and maintained at all entrances to aid subdivision; "PRIVATE ROADWAY NOT MAINTAINED BY THE CITY OF PIEDMONT."

C. Unplatted Areas.

1. In areas previously subdivided by metes and bounds description, or in areas subdivided in accordance with these regulations, a continuous private roadway easement shall be established connecting all such lots, tracts, or parcels to a dedicated public street, and such easement placed on record unless the applicant has an easement of prescription or an easement of necessity which otherwise meets the requirements herein.
2. The design, construction, and maintenance of private roadways shall be completed in accordance with the City's paving requirements for private roadways as set forth in Section VI-5.1 B (2) and (3).
3. Every deed shall clearly acknowledge: "SAID ROADWAY IS PRIVATE AND NOT MAINTAINED BY THE CITY OF PIEDMONT".
4. In such area a conspicuous sign shall be posted and maintained on all such roadways: "PRIVATE ROADWAY NOT MAINTAINED BY THE CITY OF PIEDMONT."

D. General.

1. Property abutting said private roadway shall contain not less than one (1) acre and must comply with all applicable zoning and other municipal ordinances and regulations.
2. Said private roadway easement shall be at least fifty (50) feet in width for minor streets and sixty (60) feet in width for collector streets when the property abutting the roadway easement is less than two and one-half (2 1/2) acres in size. In all other cases the private roadway easement shall be sixty (60) feet.
3. All applicable building setback lines shall be calculated from said private roadway easements.
4. Said private roadway shall not be dedicated to the public but reserved for future dedications, and, until such future dedication, be the private property of the abutting property owners.
5. The developer shall comply with all other ordinances and regulations of the City of Piedmont relating to subdivision not in conflict herewith.
6.
 - i. Plans for these improvements shall be prepared by a professional engineer and in accordance with the laws of the State of Oklahoma and the ordinances of the

City of Piedmont. The subdivider shall file with the City of Piedmont a Surety Bond, in form set forth herein, and in an amount based upon the fee schedule, conditioned that the subdivider, as principal, will faithfully install and complete improvements and utilities in the subdivision within a period not to exceed two (2) years, according to requirements of City ordinances, approved plans, specifications, and subdivision rules and regulations of the City, and will pay all bills for contractors, improvements, and utilities. An extension of this period may be allowed by the City Council. The professional engineer shall furnish the cost of said pavement and utilities to the City Engineer who shall approve the estimated costs of paving, storm sewers, and other drainage facilities, if required, in order that the Planning Commission may determine whether or not the amount of the bond submitted is adequate to insure the construction of these facilities and to protect the interests of the City and public welfare. All current policies, inspection fees, or other normal requirements of the City shall apply in full force to insure the proper construction of said private roadways.

- ii. In lieu of the provision contained in subparagraph 7(a) above, the applicant may submit a document prepared by a professional engineer which certifies that all private roads for said development are constructed to the required City standards. The plat or deed shall not be signed and released until certificate is received and reviewed by the City Engineer.
7. Prior to approval of such private roadway, all abutting property owners shall enter into such legal agreement as will assure maintenance and apportion maintenance costs. Such agreement shall clearly state that the City of Piedmont is not responsible for maintenance.
8. Street stubs to serve potential future subdivisions and to improve the overall circulation pattern of the area shall be provided in any location deemed appropriate by the Planning Commission.
9. A typical section and specifications for private roads for lots two and one-half (2 1/2) acres or greater is incorporated herein by reference as Exhibit "A" attached. Private roads for less than two and one-half (2 1/2) acres shall meet the specifications for public streets of the City of Piedmont.
10. Nothing contained herein shall obligate the City of accept future public dedication of private streets.

Section 6-5B. Private Streets in Non-Rural Areas.

A. Private Streets/Roads in Urban Areas.

The City of Piedmont will permit the use of private roadways in urban areas (areas served by water or sewer) as set forth in the Comprehensive Plan for any subdivision which complies with all other provisions of these regulations and all other ordinances and regulations of the City. The City shall permit private streets in any approved subdivision which meets the conditions described below. Controlled access or the use of security gates may be permitted in these subdivision.

B. Platted Area.

1. The design and layout of all non-rural and/or urban, private road subdivision shall comply with all provisions of these regulations, including Section VI-5.1 B (3), (4), and (5).
2. All non-rural (any lots less than two and one-half acres) private road subdivisions shall comply with the applicable design standards and specifications set forth by the City in its standards for public roadway construction as determined by the smallest lot size in the subdivision.
3. Subdivisions with controlled access or security gates which are more than forty (40) acres in size must be adjacent to an arterial street. The Planning Commission shall consider physical barriers, land use incompatibilities, and other reasons to justify a waiver of this requirement. The subdivision must contain a minimum of five percent (5%) open space, and must provide more than one, but not all of, the following amenities: private park, swimming pool, clubhouse, pedestrian walkways, water feature, lake pond, golf course, gazebos, picnic areas, playground equipment, tennis courts. Additions with a net lot size of two acres or greater are excluded from this requirement.

Section 6-6. Drainage Improvements.

All subdivisions of land shall provide such drainage improvements and facilities as may be required under the Earth Change and Storm Water Drainage Ordinance codified as Part 18 of the Piedmont Code of Ordinances and in compliance with the City of Piedmont Drainage standards as defined under Part 18 of the Piedmont Code of Ordinances.

Section 6-7. Water Lines.

- A. The subdivider shall install water lines and fire hydrants, and installation shall be in accordance with the specifications of the Oklahoma State Department of Environmental Quality governing water line construction adopted by the City of Piedmont or the Piedmont Municipal Authority.
- B. Water lines within subdivisions and required extensions of existing water lines shall be six inches (6") minimum in diameter. Greater line sizes may be required depending on the demands of the water system. Smaller line sizes may be permitted where necessary to preserve water quality under such unusual circumstances as recommended by the

City Engineer and approved by the Planning Commission and City Council.

- C. Fire hydrants shall be installed at such locations determined by the Fire Chief/City Engineer. Subdivisions not connected to the public water supply shall provide fire hydrants on a minimum six inch (6") water main within 1,000 feet of every lot in the subdivision where adequate public water service is available within 300 feet of any part of the subdivision. Adequate public water service means that the volume and pressure at the location of the tap has adequate flow and pressure to meet minimum fire flow requirements.

Section 6-8. Sewage Disposal Systems.

- A. The developer shall connect to the municipal sewage disposal system if the boundary of the lot or tract is within three hundred (300) feet of a municipal sewage lateral or main (Ordinance #100). If the boundary of the lot or tract is not within three hundred (300) feet of a municipal sewage lateral or main, the developer shall install a residential sewage disposal system and construct it in accordance with the Oklahoma State Department of Environmental Quality Rules and Regulations governing residential sewage disposal systems.
- B. When subdivisions contain ten (10) acres or more, the Piedmont Planning Commission may require the subdivider to install a sewage disposal system that is adequate to serve all of the lots within the subdivision.

Section 6-9. Maintenance and Supervision.

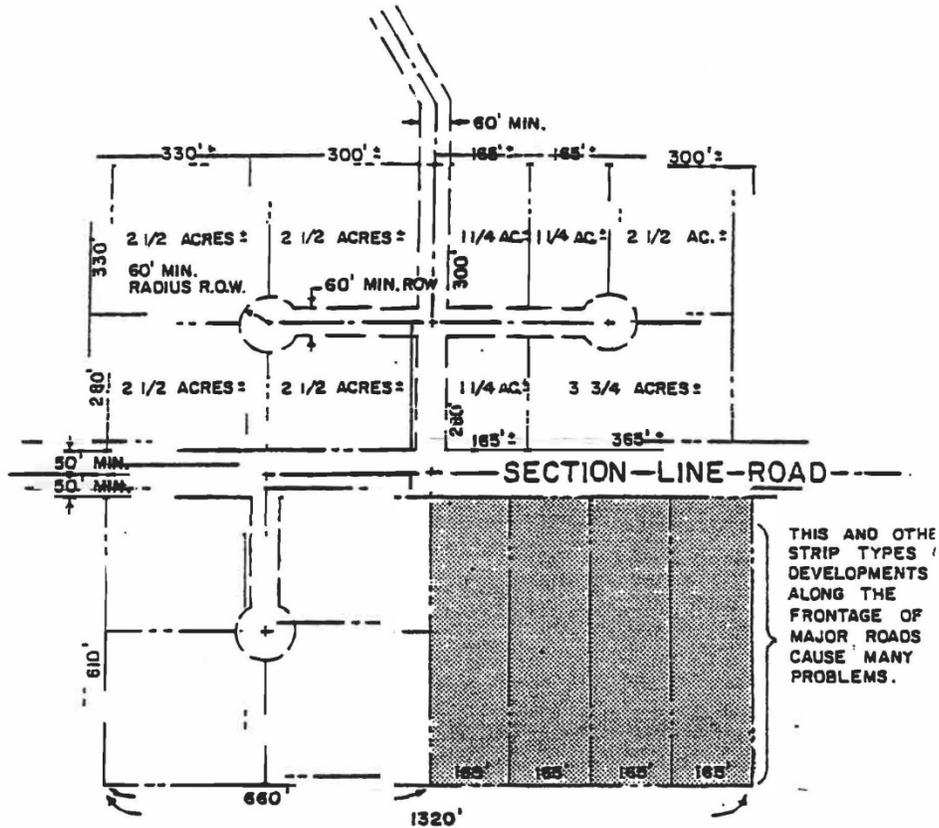
- A. Where the subdivision contains sewer, sewage treatment plants, water supply systems, or other physical facilities necessary or desirable for the welfare of the area, or that are of common use or benefit which are not or cannot be satisfactorily maintained by an existing public agency, provision shall be made which is acceptable to the Planning Commission and the City Council for the proper and continuous operation, maintenance, and supervision of such facilities.
- B. Prior to issuance of a permit for subdivision improvements the subdivider shall be required to post a maintenance bond for the subject improvements. This bond shall be for the assurance of the servicing of facilities installed, and shall be given as an irrevocable guarantee. The term of maintenance bonds shall be one (1) year on water and sewer improvements, and five (5) years on street and drainage improvements. The amount of the bonds shall be based on the fee schedule. In the cases of street and drainage improvements the bond shall be based on the fee schedule. The time frames of the bonds shall begin to run upon the date of acceptance by the City Council. These maintenance bonds shall be irrevocable. In lieu of filing of the above- stated maintenance bond the subdivider may secure and place on deposit with the City Clerk an irrevocable Letter-of-Credit written by a bank certified to do business in the State of Oklahoma. Such Letter-of-Credit shall be drawn in favor of the City of Piedmont and shall be irrevocable for the stated term. In addition, the

contractor for the subdivision improvements will provide general liability insurance limits of \$1,000,000.00 and worker's compensation coverage with statutory limits. The proof of insurance shall be in the form of a certificate naming Piedmont as Certificate holder, and providing for fifteen (15) days notice of cancellation or non-renewal.

APPENDIX A. FIGURES

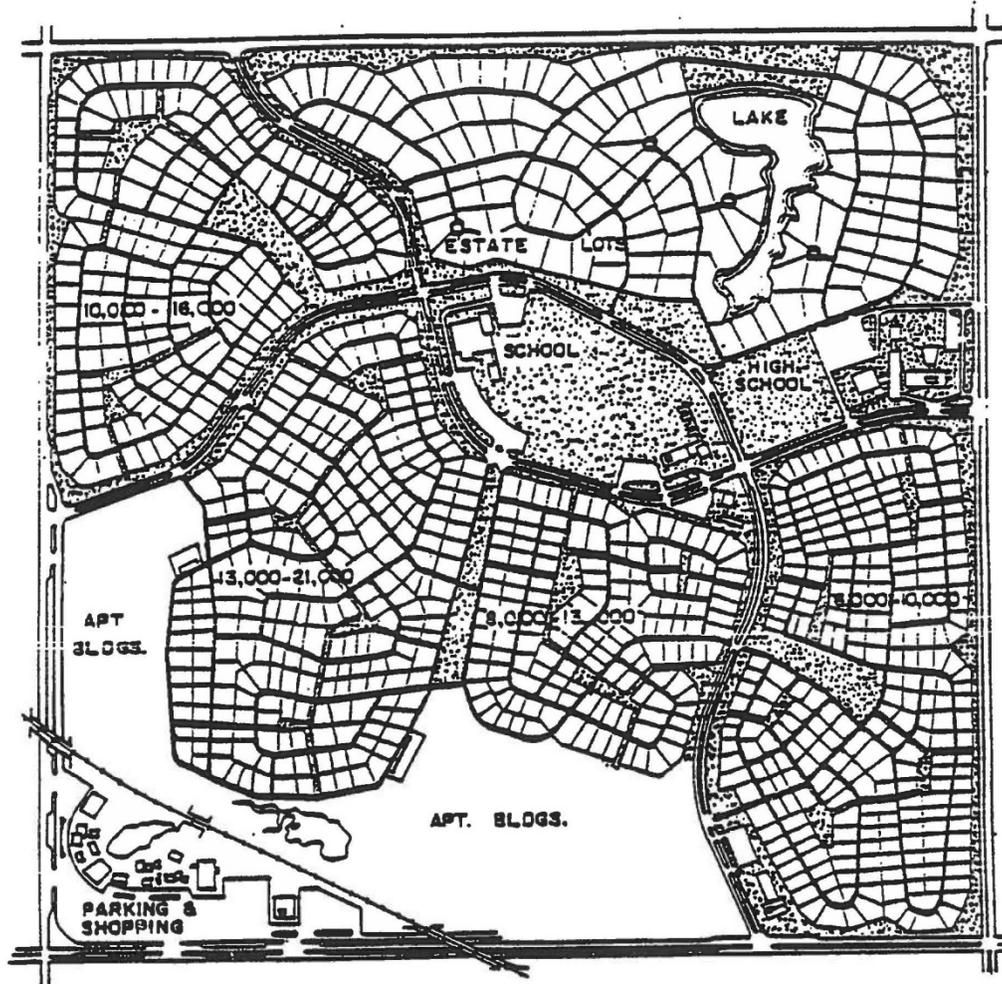
FIGURE 5-1

RURAL PLATTING PATTERNS



- NOTES: 1. PROPERTY DIMENSIONS IN MANY CASES ARE SHOWN AS LESS THE RIGHT-OF-WAY DIMENSION. THIS REFLECTS THE IMPROVEMENT OF THE STREET OR ROAD, AND DEDICATION OF IT TO THE PUBLIC.
2. COVENANTS SHOULD PROVIDE FOR ACCESS TO LOTS TO BE ONLY FROM SIDE ROADS.

AN EXAMPLE OF GOOD SUBDIVISION DESIGN



MINOR STREETS SHOULD BE DESIGNED TO PROVIDE ACCESS IN A MANNER TO DISCOURAGE USE BY THROUGH TRAFFIC.

COLLECTOR STREETS SHOULD BE DESIGNED TO PROVIDE A DIRECT ROUTE FROM MINOR STREETS TO MAJOR STREETS.

INGRESS AND EGRESS TO RESIDENTIAL PROPERTIES SHOULD BE PROVIDED ONLY ON MINOR STREETS.

PEDESTRIAN WAYS SHOULD BE SEPARATED FROM ROADWAYS.

THE URBAN AREA SHALL BE DESIGNED AS A GROUP OF INTEGRATED RESIDENTIAL NEIGHBORHOODS WITH APPROPRIATE INDUSTRIAL, COMMERCIAL, AND PUBLIC FACILITIES.

LOTS, BLOCKS, AND STREET SYSTEMS SHOULD BE DESIGNED FOR THE MOST ADVANTAGEOUS USE OF TOPOGRAPHY AND NATURAL PHYSICAL FEATURES.

FIGURE 5-2-1.

STREET JOGS LESS THAN (125) feet SHALL BE AVOIDED.

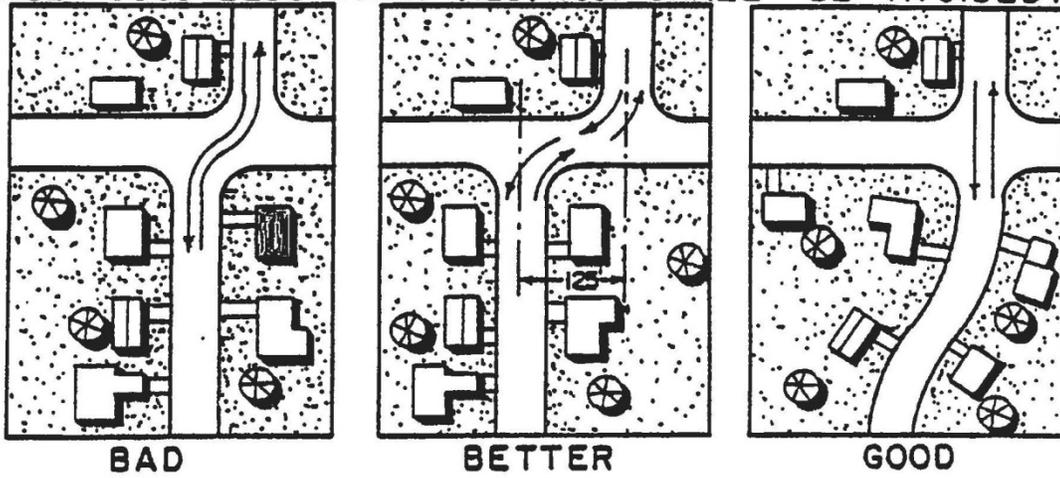


FIGURE 5-2-2.

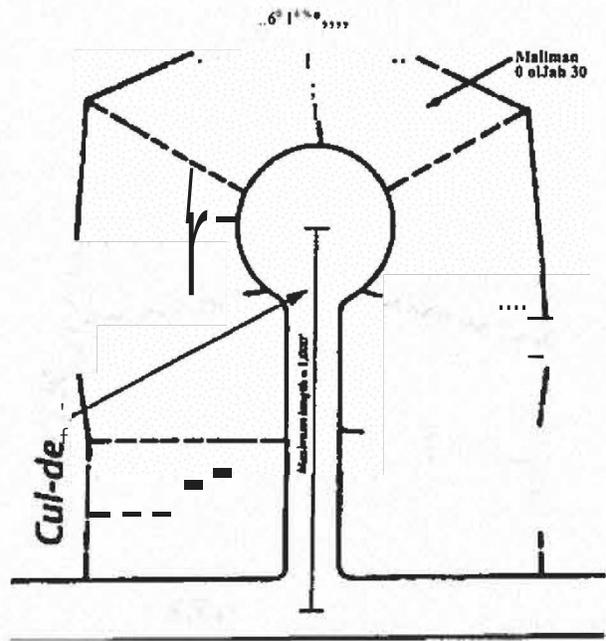


FIGURE 5-2-3.

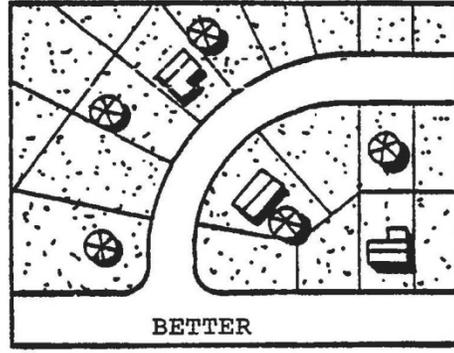
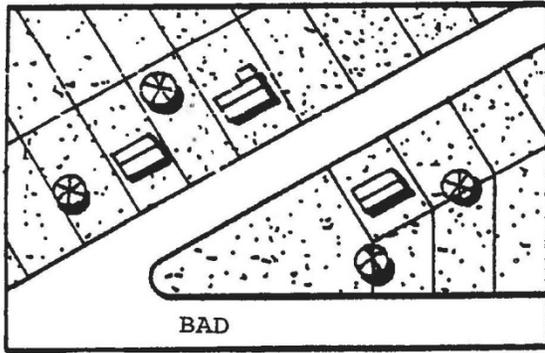


FIGURE 5-2-4.

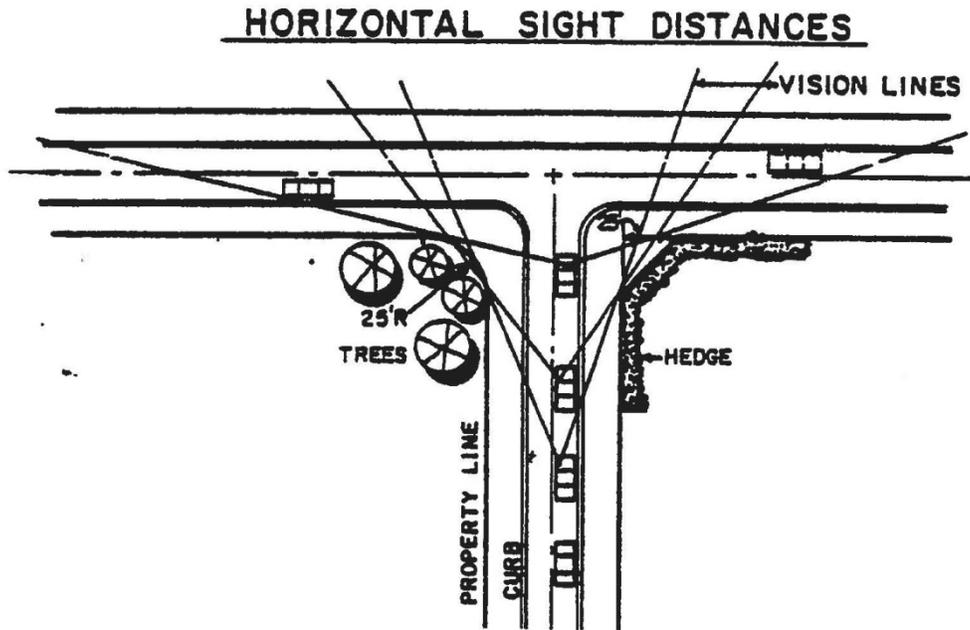


FIGURE 5-2-5.

EASEMENTS

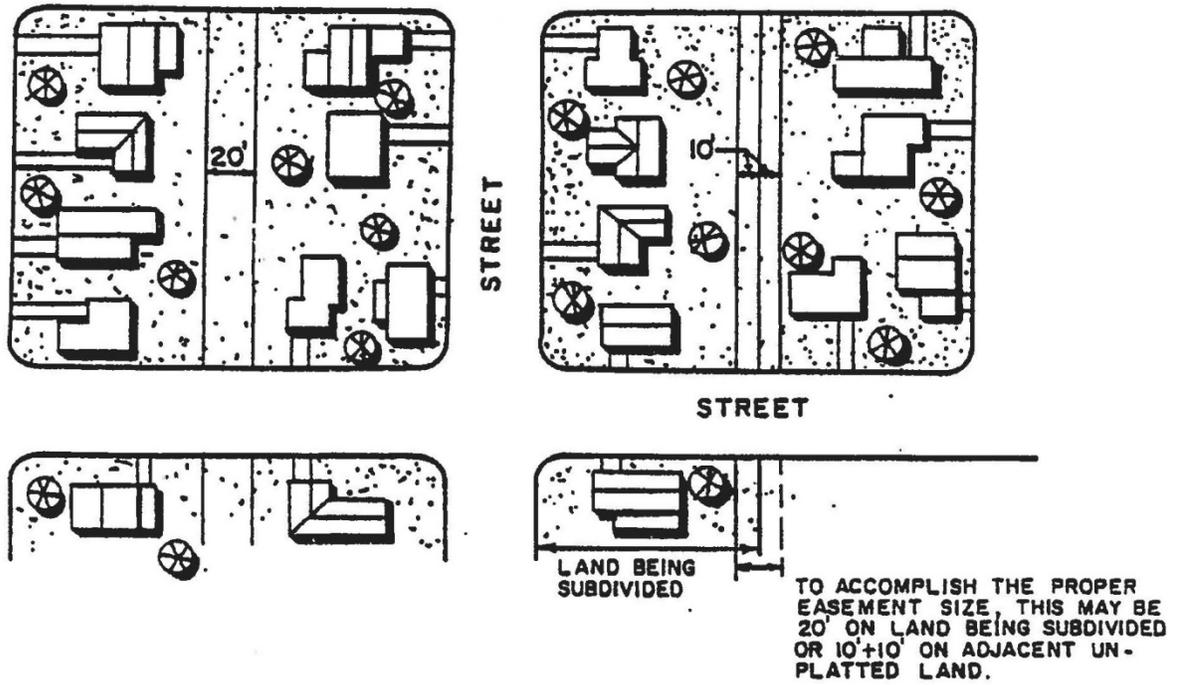


FIGURE 5-2-6.

BLOCKS

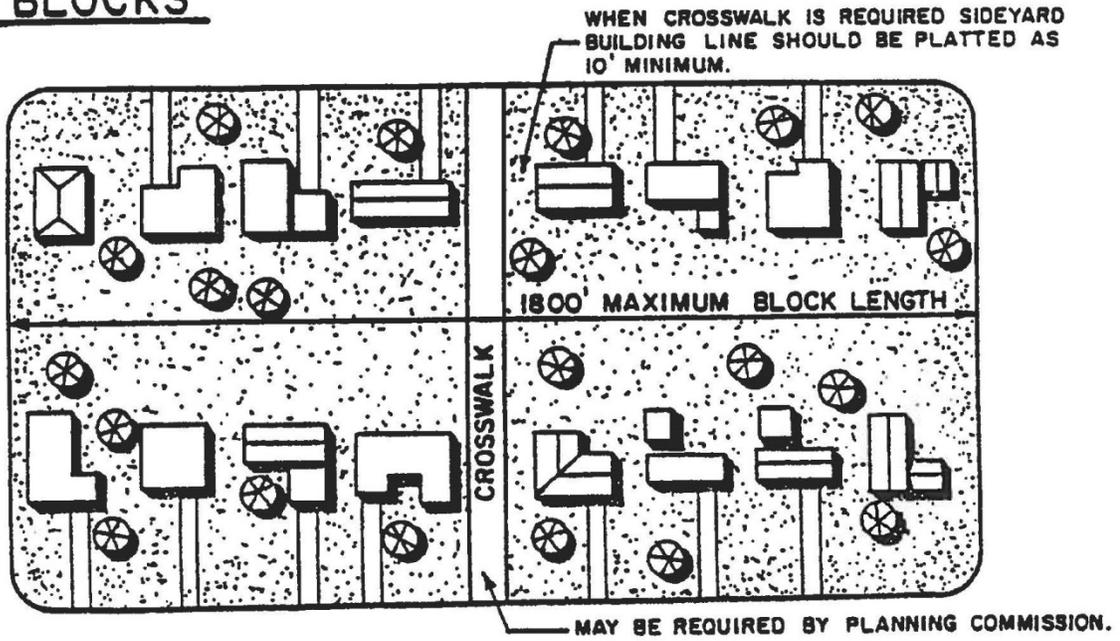


FIGURE 5-2-7.

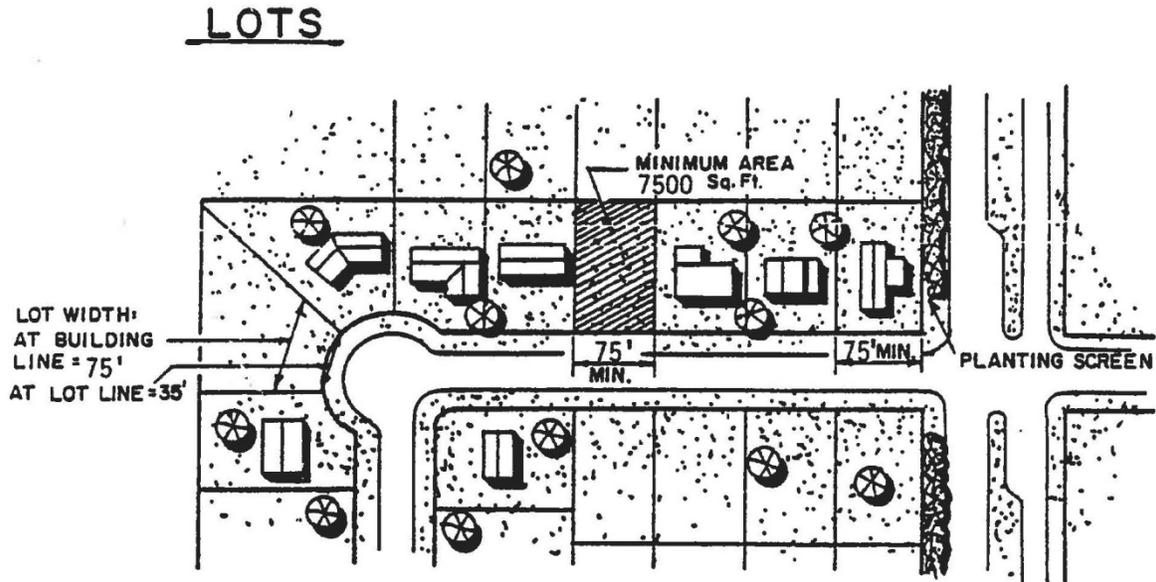


FIGURE 5-2-8.

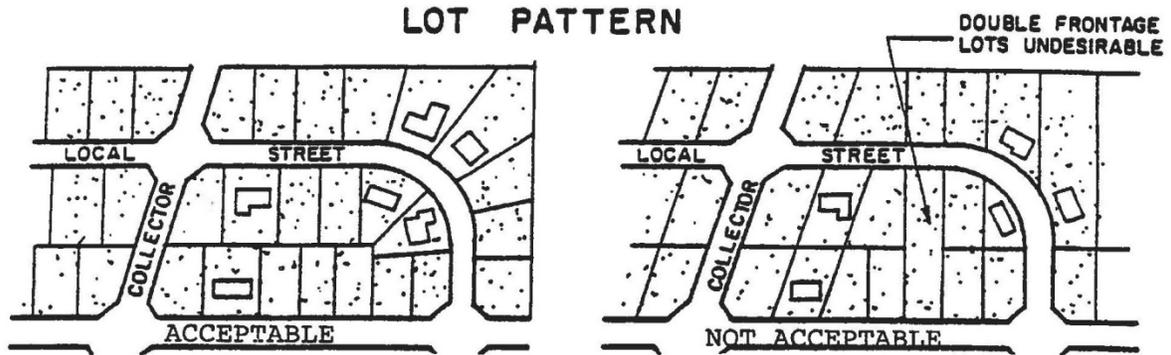
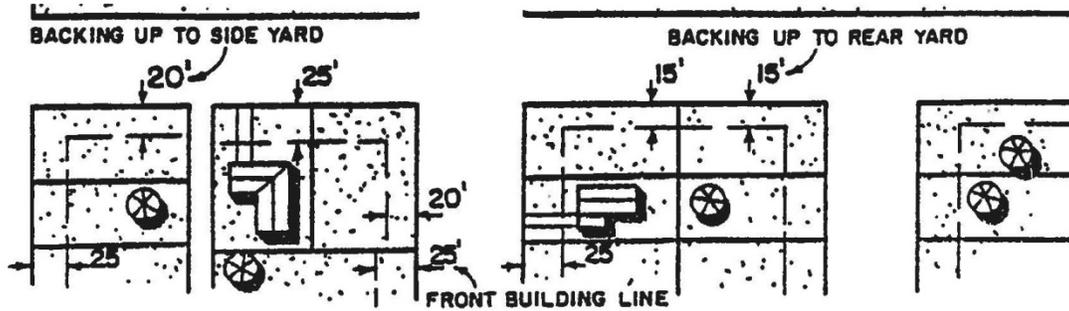


FIGURE 5-2-9.

Diagrams below are for example. Please see Chapter 4 of the Piedmont Zoning Ordinance for full lists of lot sizes and setbacks.



Appendix B. Oklahoma Statutes

Oklahoma Statutes, Title 11, Article XLV, Sections 45-101 - 45-104

45-101

A municipal governing body may appoint a municipal planning commission whenever it is deemed expedient and may pass suitable ordinances for carrying out the provisions of this article.

45-102

The municipal planning commission shall consist of not less than five (5) citizens, all of whom shall reside within the municipality. The members shall be nominated by the mayor and confirmed by the governing board of the municipality. Each member shall serve for a term of three (3) years. When the commission is first appointed, the terms of one-third of the members shall be for three (3) years, one-third for two (2) years, and one-third for one (1) year. Appointments to fill vacancies shall be for the unexpired term only. The members of the commission shall serve without pay, except that in cities having a population of more than two hundred thousand (200,000), the commissioners may receive a per diem as set by the municipal governing body, not to exceed Twenty-five Dollars (\$25.00) for each meeting attended or One Hundred Dollars (\$100.00) per month.

45-103

The planning commission shall prepare from time to time plans for the betterment of the municipality as a place of residence or for business. It may consider and investigate any subject matter tending to the development and betterment of the municipality, and make recommendations as it may deem advisable concerning the adoption thereof, to any department of the municipal government, and for any purpose make or cause to be made surveys, maps or plans. The commission shall have the power and authority to employ engineers, attorneys, clerks and a secretary, or any other help deemed necessary, subject to the approval of the municipal governing body. The salaries and compensation of any planning commission employees shall be fixed by the governing body and shall be paid out of the municipal treasury as other officers and employees. The necessary expenses incurred by the commission shall be appropriated and paid out of the municipal treasury as other legal expenses of the municipality, but in no event may the planning commission be authorized to create a deficiency.

45-104

A. Before final action may be taken by any municipality or department thereof on the location, construction, or design of any public building, statue, memorial, park, parkway, boulevard, street, alley, playground, public ground, or bridge, or the change in the location or grade of any street or alley, the question shall be submitted to the planning commission for investigation and report. Counties and school districts may be exempted from the payment of a fee to obtain any license or permit required by a zoning, building, or similar ordinance of a municipality.

45-104 (Continued)

B. All plans, plats, or re-plats of land laid out in lots or blocks, and the streets, alleys, or other portions of the same, intended to be dedicated to public or private use, within the corporate limits of a municipality, shall first be submitted to the municipal planning commission for its approval or rejection. Before said plans, plats, or re-plats shall be entitled to be recorded in the office of the county clerk, they shall be approved by the municipal governing body. It shall be unlawful to offer and cause to be recorded any such plan, plat, or re-plat in any public office unless the same shall bear thereon, by endorsement or otherwise, the approval of the municipal governing body. Any plat filed without the endorsed approval of the municipal governing body shall not import notice nor impose any obligation or duties on the municipality. The disapproval of any such plan, plat, or re-plat by the municipal governing body shall be deemed a refusal of the proposed dedication shown thereon.

C. The municipal planning commission may exercise jurisdiction over subdivision of land and adopt regulations governing the subdivision of land within its jurisdiction. Any such regulations, before they become effective, shall be approved by the municipal governing body and shall be published as provided by law for the publication of ordinances. Such regulations may include provisions as to the extent to which streets and other ways shall be graded and improved and to which water, sewer, and other utility mains, piping, or other facilities shall be installed as a condition precedent to the approval of the plat. The regulations may provide for a tentative approval of the plat before such installation. Any such tentative approval shall be revocable for failure to comply with commitments upon which the tentative approval was based and shall not be entered on the plat. In lieu of the completion of any improvements or utilities prior to the final approval of the plat, the commission may accept an adequate bond with surety, satisfactory to the commission, to secure for the municipality the actual construction and installation of the improvements or utilities at a time and according to specifications fixed by or in accordance with the regulations of the commission, and further conditioned that the developer will pay for all material and labor relating to the construction of the improvements. The municipality may enforce said bond by all appropriate legal and equitable remedies. Nothing in this section shall be construed as granting to any municipality or planning commission the power to direct any public utility to extend its services to any particular area.

D. A municipality which contains large areas of rural land not served by water and sewer facilities by the municipality shall authorize the use of private roadways in either platted or unplatted areas and shall issue building permits to property owners whose property is abutting upon the private roadways, without complying with standards as provided for dedicated streets, subject to the following conditions:

45-104 (Continued)

1. The private roadway easement shall be at least fifty (50) feet in width; and
2. The property abutting upon the private roadway shall contain no less than two (2) acres; and
3. The property shall be more than one-fourth (1/4) mile sewer and water facilities furnished by the municipality; and
4. The private roadway shall not be dedicated to the public but reserved for future dedication and, until such future dedication, shall be the private roadway of the owners of the abutting property; and
5. The private roadway shall be maintained by the owners of the property within the subdivision; and
6. The municipality shall have no responsibility for the maintenance or repair of the private roadway; and
7. If the property is platted, there shall be emblemized on the face of the plat, clearly conspicuous, a notice that the streets and drives have not been dedicated to the public and that the streets shall be maintained by the private property owners within the subdivision. Said streets shall always be open to police, fire, and other official vehicles of all state, federal, county, and municipal agencies; and
8. Every deed shall clearly acknowledge that the roadway is private and not maintained by the municipality; and
9. Prior to the sale of any parcel of land in the subdivision, a conspicuous sign shall be posted at the entrance to the subdivision: "Private roadway not maintained by _____ (the municipality)". At any time after the municipality permits the use of said private roadway, a petition of the owners of at least sixty (60) percent of the area of the land to improve and dedicate the street shall bind all of the owners thereby to permanently improve the street or roadway in compliance with the requirements of the municipality; and
10. The planning commission may require the developer of such property to reserve appropriate utility easements for water, sewer, and any other utility installations as may be required for present and future development.

Appendix C. Street Inventory

RESERVED

Appendix D. Checklist, Preliminary Plat.

Appendix D
CITY OF PIEDMONT
CHECKLIST FOR SUBMISSION OF PRELIMINARY PLAT

Revised: 6/2018

The following information must be submitted to the City Manager forty-two (42) days before the date of the meeting of the Planning Commission at which consideration is requested. Action must be taken ninety (90) days after submission of required information and formal acceptance by the City Staff. Staff will have most updated Checklist. Please verify this Appendix matches City Ordinances.

Date Submitted: _____ Date of Consideration: _____
 Name of Proposed Subdivision: _____
 Name of Owner or Sub-Divider: _____
 Address: _____
 City: _____ Phone #: _____

All items must be addressed and all fees must be paid in full before any item will be considered by the Piedmont Planning and Zoning Commission.

| | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|
| I. Required for submittal: <i>(All prints are to be 24x36 Size D)</i> | | | |
| a. Four (4) darkline prints of Preliminary Plat | _____ | _____ | _____ |
| b. Four (4) darkline prints of each improvement plan | _____ | _____ | _____ |
| c. One (1) digital copy of all plans submitted | _____ | _____ | _____ |
| d. One (1) copy of this completed checklist | _____ | _____ | _____ |
| e. Filing fee \$ _____ <i>(based on fee schedule)</i> | _____ | _____ | _____ |
| f. Staff review fee \$ _____ <i>(based on fee schedule)</i> | _____ | _____ | _____ |
| g. Name and addresses: | _____ | _____ | _____ |
| i. Owner's name | | | |
| ii. Owner's address | | | |
| iii. Sub-divider's name | | | |
| iv. Sub-divider's address | | | |
| h. List of names and addresses of all record property owners within 300 feet of exterior boundary of the preliminary plat, certified by engineer, land surveyor, attorney, bonded abstractor. | _____ | _____ | _____ |
| i. One (1) 8 ½ " x 11" copy of preliminary plat | _____ | _____ | _____ |
| II. The Preliminary Plat must show: | | | |
| a. Format of plat: | _____ | _____ | _____ |
| i. Plat title | | | |
| ii. Name of subdivision | | | |
| iii. City, county, and state | | | |
| iv. Boundary and written legal description | | | |
| v. Area of subdivision in acres | | | |
| vi. Date of plat | | | |
| vii. Map scale (1" = 100' or larger) | | | |
| viii. North point | | | |
| b. Location and description of land to be dedicated or reserved for the following: | _____ | _____ | _____ |
| i. Parks | | | |
| ii. Schools | | | |
| iii. Churches | | | |
| iv. Street right-of-way | | | |
| v. Other public purposes | | | |
| c. Dimensions of all lots with total area in acres and square feet | _____ | _____ | _____ |
| d. Lot and Block numbers in a logical sequence | _____ | _____ | _____ |

Appendix D
CITY OF PIEDMONT
CHECKLIST FOR SUBMISSION OF PRELIMINARY PLAT

Revised: 6/2018

- e. Building setback lines with dimensions _____
- f. Names of: _____
 - i. Adjacent subdivisions _____
 - ii. Owners of unplatted adjacent properties _____
- g. Locations, names, and dimensions of the following items existing within and abutting the subdivision: _____
 - i. Streets _____
 - 1. Location _____
 - 2. Name _____
 - 3. Dimensions _____
 - ii. Alley (if any) _____
 - 1. Location _____
 - 2. Name _____
 - 3. Dimensions _____
 - iii. Right-of Ways _____
 - 1. Location _____
 - 2. Name _____
 - 3. Dimensions _____
 - iv. Utility Easements _____
 - 1. Location _____
 - 2. Name _____
 - 3. Dimensions _____
 - v. Street Lighting _____
 - 1. Location _____
 - 2. Model or Type _____
 - 3. Dimensions _____
 - vi. Trails (in accordance to the Comprehensive Plan) _____
 - 1. Location _____
 - 2. Name _____
 - 3. Dimensions _____
 - 4. Easements _____
 - 5. Plans _____
- h. Location of areas within the subdivision: _____
 - i. That fall within the F.E.M.A. flood plain (floodplain must be illustrated on map) _____
 - ii. Being a health or safety hazard _____
- i. Location of the following existing within and abutting the subdivision: _____
 - i. Bodies of water _____
 - ii. Water courses and sizes _____
 - iii. Structures _____
 - iv. Other related physical structures _____
- j. Locations, names, and dimensions of the following items proposed within the subdivision: _____
 - i. Streets _____
 - 1. Location _____
 - 2. Name _____
 - 3. Dimensions _____
 - ii. Alley (if any) _____
 - 1. Location _____

Appendix D
CITY OF PIEDMONT
CHECKLIST FOR SUBMISSION OF PRELIMINARY PLAT

Revised: 6/2018

- 2. Name
 - 3. Dimensions
 - iii. Right-of-Ways
 - 1. Location
 - 2. Name
 - 3. Dimensions
 - iv. Utility Easements
 - 1. Location
 - 2. Name
 - 3. Dimensions
 - v. Street lighting
 - 1. Location
 - 2. Model or Type
 - 3. Dimensions
 - vi. Sidewalks
 - 1. Location
 - 2. Name
 - 3. Dimensions
 - vii. Trails (in accordance to the Comprehensive Plan)
 - 1. Location
 - 2. Name
 - 3. Dimensions
 - 4. Easements
 - 5. Plans
 - k. Location and description of:
 - i. Section line corners
 - ii. Government survey monuments (at least one of which the subdivision must be referenced)
 - l. Profile sheets of : (1" = 50' horizontal, 1" = 10' vertical)
 - i. Streets
 - ii. Waterline
 - iii. Sewage disposal system
 - m. Ground elevations shown:
 - i. Vertical intervals not exceeding two (2) feet
 - ii. Contours marked with elevation in accordance with datum plane
- III. The following certificates and references must be submitted with the Preliminary Plat:
- a. Certificate for Planning Commission signature
 - b. Certificate of City of Piedmont approval
 - c. Name and seal of registered engineer or licensed land surveyor who prepared boundary survey and topographical information
- IV. Improvement Plans must include the following:
- a. Grading Plan to show:
 - i. Contours to which the land will be changed with vertical intervals of not less than two (2) feet
 - b. Paving Plan to show:
 - i. Contours at intervals not to exceed two (2) feet
 - ii. Width of all proposed street surfacing
 - iii. Type profiles of all proposed streets with face-to-face curb dimensions

Appendix D
CITY OF PIEDMONT
CHECKLIST FOR SUBMISSION OF PRELIMINARY PLAT

Revised: 6/2018

- iv. Flow arrows indicating surface water on pavements
- v. Turning radii of all corners
- vi. Existing streets with their:
 - 1. Width
 - 2. Type of surface
 - 3. Right-of-way
- c. Proposed drainage system to show:
 - i. All pipes _____
 - ii. Culverts _____
 - iii. Bridges _____
 - iv. Open ditches _____
 - v. Retention/detention basins _____
- d. Proposed water plans must have an engineer's statement and seal verifying that all improvements meet all Department of Environmental Quality (D.E.Q.) requirements for all lots at the time the plat is submitted. Pressure at fire hydrants **must be the minimum p.s.i. and GPM as set by the Fire Department.** _____
- e. Proposed sewer plans must have an engineer's statement and seal verifying that all improvements meet all Department of Environmental Quality (D.E.Q.) requirements for all lots at the time the plat is submitted. _____
- f. All land under one ownership contemplated for the entire proposed subdivision _____
- V. Does the Preliminary Plat and the accompanying construction plans in your opinion meet all of the requirements of good engineering practices? _____

 Signature of Engineer Preparing Plat

 Date

(Seal)

**CITY OF PIEDMONT
CHECKLIST FOR SUBMISSION OF PRELIMINARY PLAT**

This section reserved for City Engineer use only.

Does the submitted Preliminary Plat comply with the Subdivision Regulations for the City of Piedmont?

Yes No N/A
____ ____ ____

Comments: _____

Reviewed by City Engineer:

Name: _____ Date: _____

This section reserved for City Manager use only.

Does the submitted Preliminary Plat comply with the Subdivision Regulations for the City of Piedmont?

Yes No N/A
____ ____ ____

Comments: _____

Reviewed by City Manager:

Name: _____ Date: _____

Date submitted to the Chairman of the Planning Commission: _____

Appendix E. Checklist, Final Plat

Appendix E
CITY OF PIEDMONT
CHECKLIST FOR SUBMISSION OF FINAL PLAT

Revised: 6/2018

The following information must be submitted to the City Administrator fourteen (14) days before the date of the meeting of the Planning Commission at which consideration is requested. Action to be taken within 90 days. Please verify this Appendix matches City Ordinances.

Date Submitted: _____ Date of Consideration: _____
 Name of Proposed Subdivision: _____
 Name of Owner or Sub-Divider: _____
 Address: _____
 City: _____ Phone #: _____

Please check all items against the Final Plat before submitting to the Piedmont Planning Commission.

| I. Required for submittal: (All prints are to be 24x36 Size D) | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|
| a. One (1) original India ink tracing of Final Plat on drafting cloth or mylar | _____ | _____ | _____ |
| b. Two (2) reproducible (mylar, sepias, or equal) bearing original signatures | _____ | _____ | _____ |
| c. Four (4) darkline prints | _____ | _____ | _____ |
| d. Four (4) copies of the Department of Environmental Quality approval if residential water and/or sewage disposal system is to be used | _____ | _____ | _____ |
| e. One (1) digital copy of all plans submitted | _____ | _____ | _____ |
| f. One (1) copy of this completed checklist | _____ | _____ | _____ |
| g. Filing Fee \$ _____ (based on fee schedule) | _____ | _____ | _____ |
| h. Staff Review Fee \$ _____ (based on fee schedule) | _____ | _____ | _____ |
| i. List of names and addresses of all record property owners within 300 feet of exterior boundary of the preliminary plat, certified by engineer, land surveyor, attorney, bonded abstractor. | _____ | _____ | _____ |
| j. Four (4) copies of "As Builts" tracings and specifications for the following: | _____ | _____ | _____ |
| i. Street paving | | | |
| ii. Sewage disposal | | | |
| iii. Drainage plans | | | |
| k. Two (2) copies of restrictive covenants indicating the following: | _____ | _____ | _____ |
| i. Land use | | | |
| ii. Type of construction | | | |
| iii. Moveable structure/mobile homes | | | |
| l. Name and address of: | _____ | _____ | _____ |
| i. Owner's name | | | |
| ii. Owner's address | | | |
| iii. Subdivider's name | | | |
| iv. Subdivider's address | | | |
| m. An engineer's certified estimate of all improvements | _____ | _____ | _____ |
| i. Total cost of drainage improvements: \$ _____ | | | |
| ii. Total cost of street surfacing/curbs: \$ _____ | | | |
| iii. Total cost of water improvements: \$ _____ | | | |
| iv. Total cost of sewer improvements: \$ _____ | | | |
| II. Surety Bond and inspection fees: | | | |
| a. Inspection fees: | | | |
| i. Streets & Paved Drainage Facilities \$ _____ | _____ | _____ | _____ |

Appendix E
CITY OF PIEDMONT
CHECKLIST FOR SUBMISSION OF FINAL PLAT

Revised: 6/2018

- (based on fee schedule)
 - ii. Water Improvements \$ _____ (based on fee schedule)
 - iii. Sewage Disposal System \$ _____ (based on fee schedule)
 - b. Maintenance Bonds:
 - i. Street Surety Bond (based on fee schedule) and;
 - ii. Water Surety Bond (based on fee schedule) and;
 - iii. Sewer Surety Bond (based on fee schedule) or;
 - iv. Irrevocable letter of credit, as needed
- III. The Final Plat must show:
- a. Format of plat:
 - i. Plat title
 - ii. Name of subdivision
 - iii. City, county, and state
 - iv. Boundary and written legal description
 - v. Area of subdivision in acres
 - vi. Date of plat
 - vii. Map scale (1"=100' or larger)
 - viii. North point
 - b. Location and description of land to be dedicated or reserved if any for the following:
 - i. Parks
 - ii. Trails
 - iii. Schools
 - iv. Churches
 - v. Street right-of-way
 - vi. Other public purposes
 - c. Dimension of all lots with the total area in acres and square feet
 - d. Lot and Block numbers in a logical sequence
 - e. Building setback lines with dimensions
 - f. Locations, name, dimensions of the following items proposed within the subdivision:
 - i. Streets
 - 1. Location
 - 2. Name
 - 3. Dimensions
 - ii. Alleys (if any)
 - 1. Location
 - 2. Name
 - 3. Dimensions
 - iii. Right-of-ways
 - 1. Location
 - 2. Name
 - 3. Dimensions
 - iv. Utility easements
 - 1. Location
 - 2. Name
 - 3. Dimensions

Appendix E
CITY OF PIEDMONT
CHECKLIST FOR SUBMISSION OF FINAL PLAT

Revised: 6/2018

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-------|
| v. Street lighting | _____ | _____ | _____ |
| 1. Location | | | |
| 2. Model or Type | | | |
| vi. Sidewalks | _____ | _____ | _____ |
| 1. Location | | | |
| 2. Dimensions | | | |
| vii. Trails (in accordance to the Comprehensive Plan) | _____ | _____ | _____ |
| 1. Location | | | |
| 2. Name | | | |
| 3. Dimensions | | | |
| 4. Easements | | | |
| 5. Plans | | | |
| g. Location and description of: | _____ | _____ | _____ |
| i. Section line corners | | | |
| ii. Government survey monuments (at least one of which the subdivision must be referenced) | | | |
| h. Dimensions in feet and hundredth parts thereof, bearings, and survey data for all lots, blocks, and street lines must be clearly indicated on all of the following items (curve distances to be given as arc lengths): | _____ | _____ | _____ |
| i. Boundaries of the subdivision | | | |
| ii. Lots and blocks (show all angles unless perpendicular or radial to center line of streets) | _____ | _____ | _____ |
| iii. Alleys | | | |
| iv. Easements and reserves | _____ | _____ | _____ |
| v. Building lines | _____ | _____ | _____ |
| vi. Streets | _____ | _____ | _____ |
| 1. Center line measurement to indicate intersections | | | |
| 2. Center line curve data (central angle, radius, tangents) | | | |
| 3. Curve data for all other curves not parallel to center line of street | | | |
| 4. All PCs (points of curvature) and PTs (point of tangent) clearly marked on plat and monumented on ground. | | | |
| IV. "As Built" Street Paving Plans shall show: | | | |
| a. Plan of proposed street indicating: | _____ | _____ | _____ |
| i. Curve data | | | |
| ii. Radius of returns | | | |
| iii. Locations of drainage system | | | |
| V. The following Certificates and references (found in the Subdivision Regulation Appendix) must be submitted with the Final Plat: | _____ | _____ | _____ |
| a. Certificate for Planning Commission signature | _____ | _____ | _____ |
| b. Certificate of City of Piedmont Certificate approval | _____ | _____ | _____ |
| c. Owner's certificate and dedication | _____ | _____ | _____ |
| d. Certificate for City of Piedmont acceptance of easements and dedications | _____ | _____ | _____ |
| e. License Land Surveyor's certificate of survey, signed, and his/her seal Name and seal of licensed surveyor or engineer who prepared the plat | _____ | _____ | _____ |
| f. Reference to any separate instrument filed or recorded which directly affect the land being subdivided | _____ | _____ | _____ |

**CITY OF PIEDMONT
CHECKLIST FOR SUBMISSION OF FINAL PLAT**

g. County Treasurer's Certificate

h. Borderlines bounding the sheet; all lettering, signatures, and seals shall be within the margin

VI. Does this Final Plat and the accompanying "As Built" plans, in your opinion, meet all of the requirements of good engineering practices?

Signature of Engineer Preparing Plat

Date

(Seal)

NOTE: if any of the above answers are "no," please give explanation or NA if not applicable.

Appendix E
CITY OF PIEDMONT
CHECKLIST FOR SUBMISSION OF FINAL PLAT

Revised: 6/2018

This section reserved for City Administrator use only.

Name: _____ Date: _____

Does the submitted Final Plat comply with all of the Regulations for the Subdivision of land for the City of Piedmont?

Yes No N/A
____ ____ ____

Comments: _____

Does the submitted "As Built" Plans comply with all of the Regulations for the Subdivision of land for the City of Piedmont?

____ ____ ____

Comments: _____

Has the Department of Environmental Quality approved the residential water and/or sewage disposal system?

____ ____ ____

Comments: _____

Date submitted to Chairman of Planning Commission:

Name: _____ Date: _____

Appendix F. Checklist, Lot Split Plat

**CITY OF PIEDMONT
CHECKLIST FOR SUBMISSION OF LOT-SPLIT PLAT**

The following information must be submitted to the City Administrator forty-two (42) days before the date which prior to the Planning Commission. Action to be taken within 60 days.

Date Submitted: _____ Date of Consideration: _____
 Name of Proposed Subdivision: _____
 Name of Owner or Sub-Divider: _____
 Address: _____
 City: _____ Phone #: _____

Please check all items against the Lot-Split Plat before submitting to the Piedmont Planning Commission.

| | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|
| I. Zoning | | | |
| a. Does it meet the proposed zoning requirements? | _____ | _____ | _____ |
| II. Required for submittal: | | | |
| a. One (1) digital copy of all plans submitted | _____ | _____ | _____ |
| b. One (1) copy of this completed checklist | _____ | _____ | _____ |
| c. Filing Fee \$ _____ (based on fee schedule) | _____ | _____ | _____ |
| d. Original or certified copy of deed to original tract showing book and page number of recording | _____ | _____ | _____ |
| e. Original of deed for lot split for which approval is sought | _____ | _____ | _____ |
| f. An original deed reflecting the description of the tract remaining after the lot-split plat | _____ | _____ | _____ |
| g. Certified survey showing boundary lines, improvements, easements, and right-of-ways for the property being divided by the lot-split plat | _____ | _____ | _____ |
| h. Certified survey showing boundary lines, improvements, easements, and right-of-ways for the property remaining after the approval of the lot-split | _____ | _____ | _____ |

NOTE: if any of the above answers are "no," please give explanation or NA if not applicable.

Appendix F
CITY OF PIEDMONT
CHECKLIST FOR SUBMISSION OF LOT-SPLIT PLAT

Revised: 5/2018

This section reserved for City Administrator use only.

Name: _____ Date: _____

Does the submitted Lot-Split Plat comply with all of the Regulations for the Subdivision of land for the City of Piedmont?

Yes No N/A
____ ____ ____

Comments: _____

Date submitted to Chairman of Planning Commission: _____

Name: _____ Date: _____

Appendix G. Surety Bond

**Appendix G
CITY OF PIEDMONT
SURETY BOND**

Revised: 5/2018

SURETY BOND:

KNOW ALL MEN BY THESE PRESENTS:

That I, _____ as Principal and the undersigned as Surety, are held and firmly bound unto the Planning Commission and the City of Piedmont, in the full sum of _____ Dollars, (\$ _____), for the payment of which, well and truly made, we, and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns jointly and severally, by these presents.

Dated this _____ day of _____, 20_____.

The condition of this obligation are such that, WHEREAS, PRINCIPAL has submitted to the Planning Commission a Preliminary Plat for subdivision of a tract of land described as follows:

AND WHEREAS, PRINCIPAL has, pursuant to the Subdivision Regulations of the Planning Commission, elected to file this bond in lieu of actual completion of improvements and utilities in the above subdivision.

NOW THEREFORE, if the PRINCIPAL SHALL, WITHIN TWO (2) years from date of approval of the Final Plat of the subdivision, faithfully install and complete improvements and utilities in the subdivision according to requirements, approved plans, specifications and subdivision rules and regulations of the Piedmont Planning Commission, and pay all bills for contractors, sub-contractors, labor and materials incurred in completion thereof; and shall hold harmless and indemnify the Piedmont Planning Commission, the City of Piedmont, and Canadian County and all interested property owners against liability, loss or damage by reason of failure of PRINCIPAL to faithfully perform the conditions hereof, then this obligation shall be null and void, otherwise to remain in full force and effect. It is hereby understood and agreed that in the event that any required improvements have not been installed as provided in the Preliminary Plat, within the term of this bond, the City of Piedmont may thereupon declare this bond to be in default and collect the sum stated on the face of this bond for the purpose of installing such improvements. PROVIDED, however, that actions upon this bond by contractors, sub-contractors, laborers, or materialmen shall be limited to six months from and after completion of the above referenced improvements and utilities.

Appendix G
**CITY OF PIEDMONT
SURETY BOND**

Revised: 5/2018

SIGNED, SEALED AND DELIVERED THE DAY AND YEAR FIRST ABOVE WRITTEN

PRINCIPAL

SURETY

SURETY

ATTEST:

SECRETARY

BY:

ATTEST:

SECRETARY

BY:

Appendix G
CITY OF PIEDMONT
SURETY BOND

Revised: 5/2018

APPROVED AS TO FORM AND LEGALITY THIS _____ DAY OF _____,
20_____.

ATTORNEY

APPROVED BY THE PIEDMONT PLANNING COMMISSION THIS _____ DAY OF
_____, 20_____.

CHAIRMAN

ATTEST:

Appendix H. Owner's Certificate and Dedication

Appendix H
**CITY OF PIEDMONT
OWNER'S CERTIFICATE AND DEDICATION
(TO APPEAR ON ALL FINAL PLATS)**

Revised: 5/2018

OWNER'S CERTIFICATE AND DEDICATION:

KNOW ALL MEN BY THESE PRESENT:

That _____, being the sole owner in fee simple of the following described real property to wit:

We hereby offer for dedication to the public use all streets and avenues, parks and public facilities, and easements as shown on the annexed plat of _____ to the City of Piedmont. The transaction of this irrevocable offer of dedication shall be consummated upon the execution of the Certificate for Acceptance of Dedication. For the purposes of providing an orderly development of _____ to the City of Piedmont, do hereby provide restrictive covenants filed in Book _____, Page _____, of the records of in the office of the County Clerk, Canadian County, Oklahoma.

Maintenance of Common Areas. "Common Areas" shall mean all areas designated on the plat as common areas, detention or retention areas, or reserved areas. All Common Areas shall be owned and maintained by the property owners' association. The property owners' association shall, at a minimum, include as members the then current owners of tracts within the platted area, and shall exist in perpetuity. The obligation to maintain the Common Areas is intended to benefit, and may be enforced by, the City of Piedmont.

In witness whereof, _____, has caused these presents to be signed this _____ day of _____, 20_____.

ATTEST:

TITLE

TITLE

STATE OF OKLAHOMA)

COUNTY OF CANADIAN) SS:

Subscribed and sworn to before me this _____ day of _____, 20_____.

Appendix H
CITY OF PIEDMONT
OWNER'S CERTIFICATE AND DEDICATION
(TO APPEAR ON ALL FINAL PLATS)

Revised: 5/2018

NOTARY PUBLIC
(SEAL)

My commission expires: _____

Appendix I. Acceptance of Dedication

Appendix I
CITY OF PIEDMONT
ACCEPTANCE OF DEDICATION
(TO APPEAR ON ALL FINAL PLATS)

Revised: 5/2018

ACCEPTANCE OF DEDICATION BY THE CITY OF PIEDMONT:

Be it resolved by the City Council of the City of Piedmont, that the dedications shown on the plat of _____, City of Piedmont, Canadian County, Oklahoma, are hereby accepted and approved by the Mayor and City Council this _____ day of _____, 20 ____.

MAYOR

ATTEST:

CITY CLERK
(SEAL)

**Appendix J. Approval of Residential Sewage Disposal
System**

**CITY OF PIEDMONT
APPROVAL OF RESIDENTIAL SEWAGE DISPOSAL SYSTEM
(TO APPEAR ON ALL FINAL PLATS WHERE RESIDENTIAL SEWAGE DISPOSAL
SYSTEMS ARE TO BE USED)**

APPROVAL OF RESIDENTIAL SEWAGE DISPOSAL SYSTEM:

I hereby certify that I am a registered engineer in the State of Oklahoma, and that I have reviewed the results of percolation tests performed on each proposed lot of the _____ subdivision, and find that these soils are sufficiently porous to permit a residential sewage disposal system(s) to operate within the current regulations adopted by the Oklahoma State Department of Health.

Witness my hand and seal this _____ day of _____, 20_____.

ENGINEER
(SEAL)

Appendix K. Licensed Land Surveyor's Certificate

**CITY OF PIEDMONT
LICENSED LAND SURVEYOR'S CERTIFICATE
(TO APPEAR ON ALL FINAL PLATS)**

LICENSED LAND SURVEYOR'S CERTIFICATE:

I hereby certify that I am a licensed land surveyor in the State of Oklahoma and that I have made a careful and accurate survey of the property represented in this plat and described as _____, City of Piedmont, Canadian County, Oklahoma, and that the Final Plat is a correct representation of said survey and that iron pins have been placed as designated on the Plat.

Witness my hand and seal this _____ day of _____, 20_____.

LAND SURVEYOR
(SEAL)

Subscribed and sworn before me this _____ day of _____, 20_____.

NOTARY PUBLIC
(SEAL)

My Commission expires: _____

Appendix L. Release of Mortgage

Appendix L
CITY OF PIEDMONT
RELEASE OF MORTGAGE
(TO APPEAR ON ALL FINAL PLATS)

Revised: 5/2018

RELEASE OF MORTGAGE:

In consideration of the platting of property shown on plat of _____, City of Piedmont, Oklahoma, and other good and valuable consideration, receipt of which is hereby acknowledged, _____, do hereby release, relinquish and forever discharge a certain mortgage made by _____ and dated this _____ day of _____, 20____, to _____, which is recorded in Book Number _____, Page _____, of the records of Canadian County, Oklahoma, insofar as the same covers all property dedicated for streets, alleys, parks, boulevards, easements, trails or other public use, as shown on said map.

Witness my hand this _____ day of _____, 20____.

SIGNATURE

ACKNOWLEDGED BY _____ THIS _____ DAY OF _____, 20____.

Appendix M. County Treasurer's Certificate

**CITY OF PIEDMONT
COUNTY TREASURER'S CERTIFICATE
(TO APPEAR ON ALL FINAL PLATS)**

COUNTY TREASURER'S CERTIFICATE:

I do hereby certify that I am the duly elected, qualified and acting County Treasurer of Canadian County, Oklahoma, and that the tax records show all taxes are paid for the year **20** _____ and prior years on the land shown on the annexed plat of _____, City of Piedmont, Canadian County, Oklahoma.

Witness my hand this _____ day of _____, **20** _____.

COUNTY TREASURER
(SEAL)

Appendix N. Platting Commission Certificate

Appendix N
**CITY OF PIEDMONT
PLANNING COMMISSION CERTIFICATE
(TO APPEAR ON ALL PLATS)**

Revised: 5/2018

PLANNING COMMISSION CERTIFICATE:

I do hereby certify that I am the Chairman of the Planning Commission of the City of Piedmont and that the _____ plat of _____ has been reviewed by the Planning Commission and was approved on _____, **20**_____.

Witness my hand this _____ day of _____, **20**_____.

CHAIRMAN OF THE PLANNING COMMISSION

Appendix O. City of Piedmont Certificate

Appendix O
CITY OF PIEDMONT
CITY OF PIEDMONT CERTIFICATE
(TO APPEAR ON ALL PLATS)

Revised: 5/2018

CITY OF PIEDMONT CERTIFICATE:

I do hereby certify that I am the Mayor of the City of Piedmont and that the
_____ plat of _____ has been reviewed by the
City Council and was approved on _____, 20 _____.

Witness my hand this _____ day of _____, 20 _____.

MAYOR OF THE CITY OF PIEDMONT

Appendix P. Determination of Lot Size

Determination of Lot Size

08-04-93

Determination of lot size and lot frontage of lots 5 acres or more.
(Legal Description)

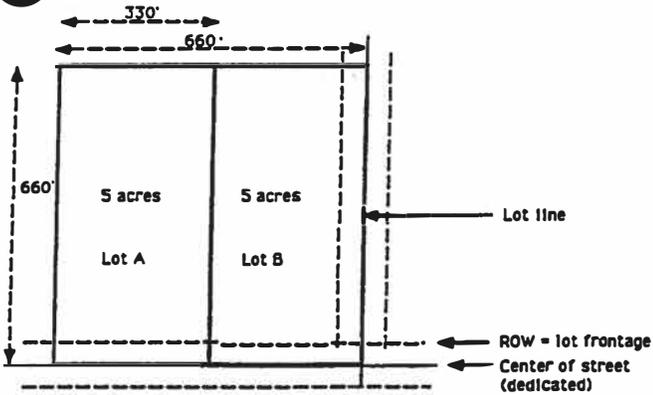


Figure 1. Using the legal description, both lots A and B have a total area of five acres. Building lines and setbacks are measured from the lot frontage (right-of-way). Subdivision regulations do not apply to these lots.

Determination of lot size and lot frontage of lots 5 acres or more.
(Legal Description)

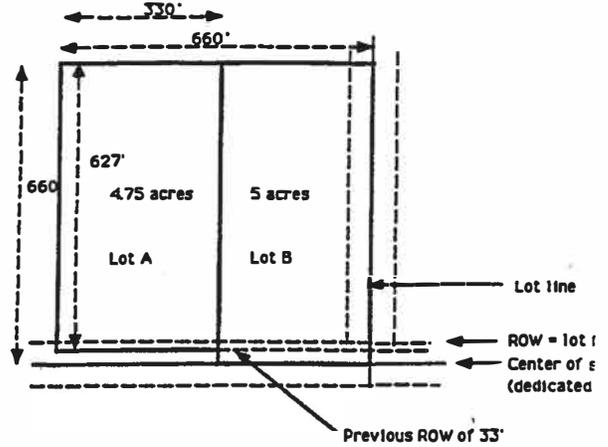


Figure 2. Using the legal description, lot A has a total area of 4.6 acres while lot B has a total area of 5.0 acres. Subdivision regulations apply to lot A but not to lot B.

Determination of lot size and lot frontage of lots less than five acres (dedicated and non-dedicated streets)

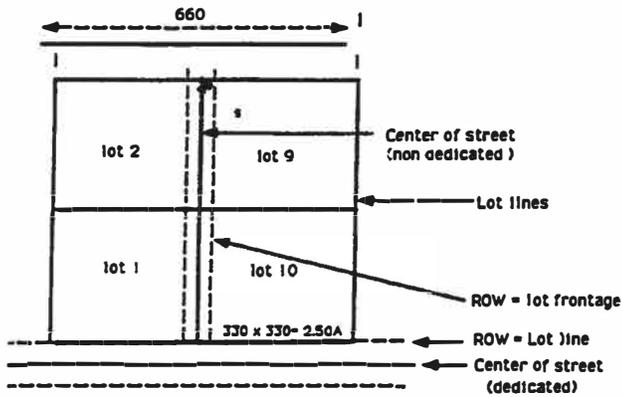


Figure 3. Lot lines of lot 1, 2, 9, and 10 extend to the center of non-dedicated street. Lot frontage abuts the right-of-way on non-dedicated streets. Building lines and setbacks are measured from the lot frontage (right-of-way). Lot lines of lots 1 and 10 abut right-of-way and is also the lot frontage on dedicated streets.

Measurement of lot size and lot frontage of lots less than five acres (on dedicated streets).

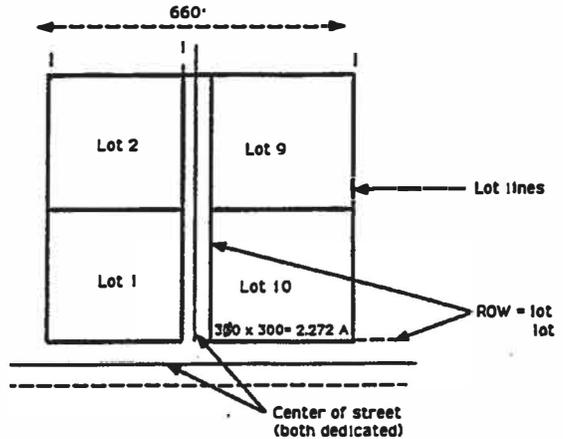


Figure 4. Lot lines and lot frontage of lots 1, 2, 9 and 10 at the right-of-way on dedicated streets.

Appendix Q. Unrecorded Plat Checklist

CITY OF PIEDMONT

UNRECORDED PLAT CHECKLIST (Only for subdivision of land into tracts larger than 5 acres)

Once all required information is presented to City Staff, staff will review and once accepted, will present to the Chairman of the Piedmont Planning Commission for approval and signature. Staff will have most updated Checklist. Please verify this Appendix matches City Ordinances.

Date Submitted: _____ Date of Consideration: _____
 Name of Proposed Subdivision: _____
 Name of Owner or Sub-Divider: _____
 Address: _____
 City: _____ Phone #: _____

All items must be addressed and all fees must be paid in full before this application will be considered by the Chairman of the Piedmont Planning and Zoning Commission.

| | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|----------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|
| I. Required for submittal: (All prints are to be 24x36 Size D) | | | |
| a. Four (4) darkline prints of Plat | _____ | _____ | _____ |
| b. Four (4) darkline prints of each improvement plan | _____ | _____ | _____ |
| c. One (1) digital copy of all plans submitted | _____ | _____ | _____ |
| d. One (1) copy of this completed checklist | _____ | _____ | _____ |
| e. Any applicable fees based on current fee schedule | _____ | _____ | _____ |
| f. Street and/or Water Surety Bond if the improvement is to be dedicated to City | _____ | _____ | _____ |
| g. Name and addresses: | _____ | _____ | _____ |
| i. Owner's name | | | |
| ii. Owner's address | | | |
| iii. Sub-divider's name | | | |
| iv. Sub-divider's address | | | |
| h. One (1) 8 ½ " x 11" copy of approved Plat | _____ | _____ | _____ |
| II. The Plat must show: | | | |
| a. Format of plat: | _____ | _____ | _____ |
| i. Plat title | | | |
| ii. Name of subdivision | | | |
| iii. City, county, and state | | | |
| iv. Boundary and written legal description | | | |
| v. Area of subdivision in acres | | | |
| vi. Date of plat | | | |
| vii. Map scale (1" = 100' or larger) | | | |
| viii. North point | | | |
| b. Dimensions of all lots with total area in acres and square feet | _____ | _____ | _____ |
| c. Lot numbers in a logical sequence | | | |
| d. Names of adjacent subdivisions | | | |
| e. Locations, names, and dimensions of the following existing or proposed items within and abutting the subdivision: | | | |
| i. Streets (if private, must meet private road regulations) | | | |
| 1. Location | _____ | _____ | _____ |
| 2. Name | _____ | _____ | _____ |
| 3. Dimensions | _____ | _____ | _____ |
| ii. Alley (if any) | _____ | _____ | _____ |
| 1. Location | | | |
| 2. Name | | | |

CITY OF PIEDMONT

UNRECORDED PLAT CHECKLIST (Only for subdivision of land into tracts larger than 5 acres)

- 3. Dimensions _____
- iii. Right-of Ways (if any lot abuts a section line road, a 17-foot road easement is required) _____
- 1. Location _____
- 2. Name _____
- 3. Dimensions _____
- iv. Utility Easements (if applicable) _____
- 1. Location _____
- 2. Name _____
- 3. Dimensions _____
- v. Trail easements (in accordance with the Mater Trail Plan) _____
- f. Location of areas within the subdivision: _____
- i. That fall within the F.E.M.A. flood plain (floodplain must be illustrated on map) _____
- ii. Being a health or safety hazard _____
- g. Location of the following existing within and abutting the subdivision: _____
- i. Bodies of water _____
- ii. Water courses and sizes _____
- iii. Structures _____
- III. The following certificates and references must be submitted with the Plat: _____
- a. Certificate for Planning Commission signature _____
- b. Name and seal of registered engineer or licensed land surveyor who prepared boundary survey _____
- IV. Improvement Plans must include the following: _____
- a. Proposed drainage system to show: _____
- i. All pipes _____
- ii. Culverts _____
- iii. Bridges _____
- iv. Open ditches _____
- v. Retention/detention basins _____
- b. If City-provided water is requested or required, the proposed water plans must have an engineer's statement and seal verifying that all improvements meet all Department of Environmental Quality (D.E.Q.) requirements for all lots at the time the plat is submitted. Pressure at fire hydrants must be the minimum p.s.i. and GPM as set by the Fire Department. (If applicable) _____
- c. If City-provided sewer is requested or required, the proposed sewer plans must have an engineer's statement and seal verifying that all improvements meet all Department of Environmental Quality (D.E.Q.) requirements for all lots at the time the plat is submitted. (If applicable) _____
- V. Does the Plat and the accompanying construction plans in your opinion meet all of the requirements of good engineering practices? _____

Signature and seal of Engineer Preparing Plat

Date