



# Infrastructure Development Process Manual

(Privately Developed Public Infrastructure)

City of Tulsa, Oklahoma

1836 x 1898

TUL x USA

May 2026

"Our focus is to help you complete the Permitting Process as quickly and easily as possible without compromising the City Ordinances."

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**INFRASTRUCTURE DEVELOPMENT PROCESS MANUAL**  
**City of Tulsa**

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US Fish and Wildlife Service

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General  
Codes  
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# City of Tulsa – Infrastructure Development Process

## I. Pre-Development

- a. Schedule a Pre-Development conference with the Development Services IDP Coordinator, 918-596-2514. There is a \$400 fee to hold a Pre-Development meeting. Upon submittal of the first set of plans, fees will be credited toward the plan review fee.
- b. Submit site plan and application 10 days in advance of the scheduled Pre-Development meeting to IDP Coordinator, 918-596-2514.
- c. Applicant submits minutes of Pre-Development meeting to IDP Coordinator for record.

## II. Initial Submittal of Project

- a. Plans must be submitted by an engineer with a current Annual Engineer's Contract for IDP's (see XIV below). Plans must be sealed and signed by engineer.
- b. Requirements for initial submittal:
  - i. All documents to be submitted digitally through the Self-Service Portal.
  - ii. Application to submit IDP Plans
  - iii. IDP Checklist (Completed)
  - iv. Plans (100% signed, sealed and ready for construction)
  - v. Stormwater Pollution Prevention Plan (SP3) if area to be developed is over 1 acre.
  - vi. Drainage/ Detention/ Flood Plain Report if necessary
  - vii. Engineers Report Form (ODEQ) for Water & Sewer
  - viii. Traffic Impact Analysis as required
  - ix. Plan review fee (includes three reviews):
    1. \$800 administrative fee (less \$400 if a Pre-Development Conference was held)
    2. \$350 per sheet of reviewed plans
  - x. Minutes from Pre-Development meeting if held
  - xi. Developer's Contract and Application
- c. See XV below for outline of online submittal process

## III. First Review of Project

- a. Approved
  - i. Escrow Estimate for inspections and testing is provided and must be paid before issuing IDP Permit.
  - ii. Go to item V to continue process
- b. Not Approved
  - i. First LOD (Letter of Deficiency) sent electronically to Engineer
  - ii. Re-submittal of revised documents required, as well as a revision application. Must take place within one year of the date application was filed.

**IV. All Subsequent Submittals of Revised Plans**

- a. Application to submit revised plans
- b. Letter responding to each LOD comment
- c. Revised plans
- d. Any subsequent revisions should be completed within one year of the LOD issuance.
- e. Additional reports and response to LOD as necessary
  - i. Revised Engineering reports, (water, sewer)
  - ii. Revised SP3
  - iii. Revised drainage/ Detention/ Flood plain report
- f. Additional items as requested/required
  - i. Plats (see TMAPC Subdivision Regulations for plat process in detail)
  - ii. Easements (See Chapter 800 in the IDP Process Manual for easement process in detail)
  - iii. Traffic Impact Analysis

**V. Plan Review Approval**

- a. In order for a project to complete the plan review process,
  - i. All reviews must be passed or waived
  - ii. All required reports must be submitted and approved
  - iii. Preliminary plats and/or easements must be completed if required
- b. When all requirements are satisfied,
  - i. Plans are signed by the Infrastructure Development Manager and sent to the Engineer
  - ii. Engineer submits approved, signed plan sets to Development Services for internal distribution
    - 1. 2 (two) full size hard copies for Water and Sewer projects
    - 2. 1 (one) full size hard copy for all other projects

**VI. Items that can delay the IDP permit**

- a. Contractor: Selected Contractor must be IDP approved. (See section XIV below.)
- b. Developer's Contract: Submit the contract as soon as possible. There is no cost, but document must be signed by an individual with appropriate signing authority.
- c. Escrow Estimate: Must be paid before the IDP permit will be released.

**VII. IDP Major Construction Permit**

- a. The Contractor may apply for the IDP Major Construction Permit if the contractor has a current Annual IDP Contractor's Contract. (See section XIV below.)
- b. To apply for the permit, Contractor must submit:
  - i. Application for IDP Major Construction Permit
  - ii. Two-Year Maintenance Bond for value of the work
  - iii. Paid Escrow Estimate
  - iv. Developer's Contract must be approved

**VIII. Post-Permitting, Pre-Work Conference**

- a. The IDP Permit and Approved IDP Plans are sent to the IDP Inspections Manager and other Engineering Services staff in Water, Sewer, Stormwater, and Traffic & Transportation by the IDP Coordinator.
- b. The IDP Inspections Manager (918-596-9859) with Field Engineering will schedule the pre-work conference and release permit.

**IX. Construction Phase**

- a. Field Engineering does the inspections and testing for the duration of the infrastructure construction.
- b. Field Engineering notifies Development Services by memo, detailing work accomplished and number of days of inspections and testing once work is completed and inspections are done.
- c. The IDP Coordinator pays the testing and inspection fees based on the memo sent from Field Engineering.
  - i. Developer will be billed if construction inspections/testing costs exceed what was estimated in the Plans Review phase.
  - ii. Developer will receive a refund if construction inspections/testing costs are less than what was estimated.

**X. Substantial Completion Certificate** is issued for each portion of construction after Final Inspection.

**XI. Maintenance Period**

- a. Begins at Substantial Completion and is in force for two years.
- b. Maintenance Bond provided by Contractor.

**XII. Formal Acceptance Certificate is issued upon completion of the following:**

- a. Formal Acceptance Application
- b. All features of project inspected and approved
- c. All Record Drawings received
- d. Final Inspection from Field Engineering
- e. No Lien statement on file
- f. All necessary easements filed, and Rights-of-Way dedicated
- g. Final plat filed

**XIII. Project Completion** – Project is complete following the last two-year maintenance period.

**XIV. Annual Contract (Required to do IDP work)**

- a. Engineers
  - i. \$275 Application fee
  - ii. Contract Application
  - iii. Signed Contract
  - iv. Professional Liability Insurance (must include 30 days' Notice of Cancellation and 10 days' Notice for Non-Payment)

- b. Contractors
  - i. \$275 Application fee
  - ii. Contract Application
  - iii. Signed Contract
  - iv. Annual Bond (Major Construction, Minor Construction)
  - v. Insurance Certificates
    - 1. Workers' Compensation Insurance
    - 2. General Liability Insurance
    - 3. Owner's Protection Liability Insurance (City must be named insured)
    - 4. 30 days' Notice of Cancellation and 10 days' Notice for Non-Payment provided for ALL policies.

**XV. Online Plan Submittal Instructions**

- a. Accessing the Self-Service Portal
  - i. Visit us online at [www.CityofTulsa.org](http://www.CityofTulsa.org)
  - ii. Select Development Services from the Development/Business drop down
  - iii. From the Development Services page select Permit Center
  - iv. From the Permit Center page select Self-Service Portal
  - v. If you are an existing user, login. New users will need to create an account.
- b. IDP Plans Submittal
  - i. From the user dashboard select Apply; Permits; Infrastructure Development Process; Apply
  - ii. Locations - Add Project Location/Address (if the property is a new development without an address, the applicant will need to contact City of Tulsa's Addressing Coordinator at 918-596-9616)
- c. Type
  - i. In the description box provide a brief description of the work being performed
  - ii. In the valuation provide the estimated costs of the project (valuation is required)
- d. Contacts
  - i. An IDP Approved Engineer must be added as an additional contact. (You may search the system or enter the contact manually.)
- e. More Information
  - i. Was a Pre-Development Meeting held? (if yes, \$400 will be applied, provide meeting minutes)
  - ii. SP3 Required? (if yes, submit 2 hard copies; upload 1 PDF)
  - iii. IDP Name (how you'd like to identify the Project)
  - iv. Describe proposed Project
  - v. Number of Plan Sheets (used to calculate IDP submittal fees)
  - vi. Select Type of Work (all that apply)

- f. Files for Review
  - i. Select the file type from the drop-down menu.
  - ii. Select “Add Files for Review” to browse or drag files to the portal.
  - iii. Continue this process until all review documents have been uploaded.
  - iv. Additional documents not available on the drop-down menu can be uploaded in supporting documents.
  
- g. Supporting Documents
  - i. Any document not specified in the drop-down menu of the “Files for Review” should be uploaded here.
  
- h. Summary
  - i. Please review project details prior to submittal.
  
- i. Should you have any questions please contact the IDP Coordinator at 918-596-2514.

**XVI. Process Flow Chart** – A flow chart that summarizes the relationship of activities required in the completion of an IDP can be found in Chapter 5, Figure 5-1.

# CITY OF TULSA

## INFRASTRUCTURE DEVELOPMENT PROCESS MANUAL

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### CHAPTER 100

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### INTRODUCTION

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#### **101 General**

The City of Tulsa has a long history of quality construction of both commercial and residential development and improvements. The City has the reputation of being an excellent place to find economic security and raise a family. The permit program of the City of Tulsa is an integral part of the continuation of this important tradition. The program encourages economic development in a logical, efficient, and progressive manner. The continued growth and prosperity of Tulsa is dependent on the goals set forth in this manual.

#### **102 Purpose of Manual**

This manual serves as a guide for the successful completion of infrastructure improvements constructed in the public Right-of-Way or easements and other areas of interest to the City of Tulsa. It is intended for use by anyone who is involved in the infrastructure development process required for constructing improvements within the City. An important purpose of the process is to ensure that all public improvements are constructed to City Standards, durable, dependable, orderly, sustainable, maintainable, do not jeopardize the public safety and welfare, and do not unduly increase development costs. This manual includes all privately funded and constructed infrastructures that will become public property upon formal acceptance by the City. The manual does not include Capital Improvement Projects constructed by the City, such as streets, bridges, sewers, and treatment plants, and is not intended to address construction of buildings and the associated code and compliance permits that are also issued through the City of Tulsa Development Services Department.

#### **103 Intended Audience**

This manual serves a dual purpose, in that both City of Tulsa employees and citizens desiring to construct improvements will use it to ensure the successful completion of projects. The permit process within the City of Tulsa is an open and interactive process that requires regular communication and understanding by all parties involved.

**103.1 City of Tulsa Employees.** Employees who are responsible for implementing the requirements of the various ordinances, policies, and other related legal guidelines regarding construction within the City will use this manual to ensure consistent and timely processing of related permit actions. It is the intent of this manual to be a complete, all-inclusive guide that is updated regularly to keep current with process and requirement changes. However, topics not covered herein are noted by specific reference to more detailed guidance documents. Some specific topics may require City administrative action to resolve.

**103.2 Citizens.** Citizens who plan improvements within the City, including owners, developers, engineers, architects, contractors, and others, will use this manual as a guide to know what is required by the City. The type of information required and level of detail and where to find relevant guidance documents are included herein. An important aspect of this manual is to provide a parallel road map for the City and the public throughout the permit process.

## **104 Goals of the Infrastructure Development Permit Program**

**104.1 Public Safety and Welfare.** First and foremost, in the consideration of any improvements within the City is the safety and welfare of the public. Public safety will never be sacrificed for any purpose. Every project must meet proven safety standards before it is approved. Review of projects at every phase ensures that safety remains an important criterion. Subsequent inspections ensure that safety features designed into every project are built as designed.

**104.2 Durable Construction.** The City of Tulsa Standards require quality materials and workmanship to ensure that projects are durable. All construction projects must meet or exceed the City's engineering standards to ensure all aspects of the project will last and continue to function as designed for many years.

**104.3 Dependable Construction.** It is the goal of the permit program to ensure projects perform as intended in the design process. Engineering standards have been established to ensure constructed projects function as intended and will continue to do so for the intended life of the project. The City of Tulsa performs engineering reviews consisting of spot-checking project features to verify acceptable engineering standards have been used in the selection, configuration, and sizing of these features. The City's staff of highly qualified inspectors carefully monitor construction to ensure that each project is built as designed.

**104.4 Efficient Permit Processing.** The City of Tulsa recognizes that the economic viability of commercial and residential projects depends on timely completion of all phases of the development. Project approval through the permit process is one of several activities that affect the timely completion of the project. In that regard, the permit program has a goal of continually reviewing each step in the permitting process to ensure inefficiencies are eliminated.

**104.5 Stormwater Drainage.** Following many years of devastating floods, the City adopted stringent stormwater management standards that exceed those set by the Federal Emergency Management Agency (FEMA). All projects permitted in the City must be designed to meet those standards. As a result, Tulsa has one of the highest national Insurance Service Office (ISO) ratings in the management of stormwater drainage and has significantly lowered the cost of flood insurance to individual policy holders within the City. It is the goal of the City of Tulsa to continue to minimize health and safety hazards and property damages caused by flood waters.

## **105 Update Process**

**105.1 Change is Necessary.** Change is an expected part of the development process. Ordinances and other legal instruments that regulate the construction process change to meet the changing needs of the citizens of Tulsa. Construction criteria and standards must change periodically to keep pace with advances in technology and to improve the construction process.

**105.2 Regular Updates.** Since change is a natural part of the process, this manual will be regularly updated accordingly. It will be updated either by issuance of amendments or republished as necessary. The current manual is available online and will be kept up to date. All parties involved in the process are encouraged to submit suggestions on improving the manual at any time. Suggestions should be submitted to:

Development Services  
City of Tulsa  
ATTN: Infrastructure Development Manager  
175 E. 2<sup>nd</sup> Street, Suite 450  
Tulsa, OK 74103  
918-596-7285  
RE: IDP Manual

# CITY OF TULSA

## INFRASTRUCTURE DEVELOPMENT PROCESS MANUAL

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### CHAPTER 200

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#### DEFINITIONS

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##### **Appeal**

A written request to have a formal review of a decision, action, or other infrastructure development activity.

##### **Applicant**

Any person, firm, corporation, or political subdivision (as defined herein) desiring to construct, reconstruct, replace, or alter any street, alley, curb, gutter, ditch, drainage way, channel, detention facility, storm sewer, or other similar, private or public improvement or appurtenances thereto, or sanitary sewer and water mains, any of which is located or to be located on real property owned by the City of Tulsa or upon easements or Rights-of-Way owned or to be owned or otherwise controlled by the City of Tulsa.

##### **Arterial Street**

The vehicle traffic lanes under the control and maintenance jurisdiction of the City of Tulsa, including the strips of land on each side thereof, on freeways, parkways, urban arterial streets, and special traffic ways, primary, secondary, all as defined and established by the adopted and currently effective Tulsa City-County Major Street and Highway Plan. The term shall also apply and have reference to the street system within the Inner Dispersal Loop (IDL) that surrounds the Tulsa Central Business District.

##### **Base Flood Elevation (BFE)**

The elevation of the flood event that has a one percent chance of occurring in any one year (often referred to as the 100-year flood). The BFE is shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM).

##### **Block**

A tract of land bounded by streets or by a combination of streets and public parks, cemeteries, railroad, Right-of-Way, shoreline of waterways, adjacent neighboring subdivisions, or boundary lines of municipalities.

**Bond**

An instrument aimed at ensuring a service or contract is completed correctly. The financial institution issuing or guaranteeing the bond is required to either make a compensatory payment, or complete or repair the project and pay for supplies as required, if a service or contract is not completed correctly.

**City or COT**

The City of Tulsa, Oklahoma.

**City Engineer**

The Director of Engineering Services for the City of Tulsa. The principal City official responsible for administration and enforcement of matters related to Rights-of-Way Construction Permits and the enforcement of engineering standards as outlined in this chapter.

**City Engineering Standards**

The official design specifications approved and promulgated by the City Engineer which sets the requirements for infrastructure items.

**Close of Easement or Right-Of-Way**

Closing of public ways and easements means a legislative act of the City discontinuing the public use of a public way or easement without affecting title to such real property.

**Conditional Letter of Map Revision (CLOMR)**

A letter from FEMA regarding a proposed project that would, upon construction, affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing floodplain. The letter does not revise an effective Flood Insurance Rate Map; it indicates whether the project, if built as proposed, would be recognized by FEMA.

**Contractor**

The person, firm, or corporation engaged in any aspect of construction related to infrastructure development.

**Council**

The governing body of the City of Tulsa, Oklahoma.

**Developer**

A person, corporation, or other legal entity that is either the owner of a piece of property or hired by the owner to act in the capacity as the Developer to build a project or improvement on that piece of property.

**Developer's Contract**

A required agreement between the Developer, Tulsa Metropolitan Utility Authority, and the City of Tulsa outlining the Developer's duties.

**Development**

An improvement or project located on a piece of property, such as a residential subdivision or commercial business park.

**Director**

Depending on the context in this manual, the Director may refer to the Director of Development Services, Director of Streets and Stormwater, Director of Water and Sewer, or the Director of Engineering Services.

**Director of Engineering Services**

The appointed designee responsible for the design and construction of publicly financed facilities.

**Driveway**

The vehicular entrance or exit connected to any street.

**Easement**

A right in real property as established by the laws of the State of Oklahoma. The right of easement can include the construction of pipelines, poles, overhead wires, signs, underground wires, channels, and other structures required for utilities, overland or underground flow of storm water, water distribution, wastewater collection, telecommunications, etc.

**Elevation Certificate (EC)**

A form used to verify building elevations are in compliance with City of Tulsa requirements. Only certain buildings in a floodplain or those with non-floodplain issues, such as sanitary sewer elevation problems, require these certificates. These forms must be completed by a Land Surveyor or Professional Engineer licensed by the State of Oklahoma.

**Engineer Contract**

An annual contract between a consulting engineer or engineering firm and the City of Tulsa with the purpose of establishing obligations required for the successful completion of an infrastructure development.

**Escrow**

A cash account with a legally constituted entity, such as the City of Tulsa, for the purpose of allowing clients to pay obligations incurred in the development of projects.

**Expressway**

A divided highway for through traffic with full or partial control of access.

**Fee**

The charge to permit applicants is used for the recovery of costs incurred by the City of Tulsa for review, inspection, and approval of infrastructure development projects and activities.

**Floodplain**

The area adjoining the channel of a river, creek, stream or water course, lake or any other body of standing water or land which from time to time is covered by floodwater.

**Floodplain (FEMA)**

The Federal Emergency Management Agency floodplain shown on the Flood Insurance Rate Map (FIRM). The FEMA floodplain is defined as the flood resulting from runoff for a watershed under existing conditions, caused by a storm that has a one percent chance of occurring during any one year.

**Floodplain (Tulsa Regulatory)**

The floodplain used by the City of Tulsa for all development within the City limits. The limits of the floodplain are derived using accepted hydrology and hydraulic practices for a fully developed watershed. The resulting floodplain represents the expected flooding resulting from a storm having a one percent chance of occurring in any year.

**Floodplain Administrator**

The person responsible for implementation of the National Floodplain Insurance Program in the City of Tulsa.

**Floodway**

The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

**Floodproof**

Structural modification to a commercial building that significantly reduces damage due to flooding from the one percent chance flood. Floodproofing is not allowed for residential structures. The City of Tulsa requires that commercial buildings in the floodplain be elevated or floodproofed to an elevation one foot higher than the Regulatory Floodplain for new structures or substantially improved existing structures.

**Flood Vent**

An opening in a wall to provide free flow of water through the structure. One square inch of flood vent is required per one square foot of the footprint of the building with vents no higher than 12” above grade on at least two walls of the building. These are only allowed in residential developments.

**Flood Wall**

A vertical structure built from reinforced concrete or other material approved by the City for the purpose of retaining ponded water.

**Formal Acceptance**

The point in the Infrastructure Development Process when the City determines that the work on an authorized public improvement is complete and recommends acceptance to the Mayor.

**Freeway**

An expressway with full control of access.

**Impervious Surface**

A surface that significantly reduces or eliminates the absorption of water into that surface. Ground that is covered with vegetation or other water absorbing material is considered a pervious surface with significantly reduced runoff. If that surface is covered with concrete, asphalt, gravel, or a building, it becomes impervious and will no longer absorb water causing runoff onto adjacent property.

**Infrastructure**

City streets, water and sewer mains, stormwater drainage structures, and all related supporting facilities.

**Infrastructure Development**

The construction, reconstruction, replacement, or alteration of any public works located or to be located upon land, easements, or Rights-of-Way owned or controlled by the City of Tulsa.

**Infrastructure Development Process (IDP)**

The steps required by the City of Tulsa for a Developer to construct infrastructure, such as water and sewer mains, storm sewers, stormwater conveyance and detention facilities, streets, and other structures that may be accepted by or regulated by the City for operation or maintenance.

**IDP Major Construction Permit (IDP Permit)**

A City of Tulsa permit required for all major construction that requires design by a Licensed Professional Engineer, such as water mains, sanitary sewers, storm sewers, storm drainage, street construction, and other large, complex engineering projects, or as may be required by the City Engineer.

**Licensed Professional Engineer**

A Licensed Professional Engineer is a person who has been duly licensed as a professional engineer as provided in Oklahoma State Statute Title 59, §§ 475.1 et seq., and the regulations issued by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors pursuant thereto.

**Licensed Professional Land Surveyor**

“Professional land surveyor” or “land surveyor” is a person who has been duly licensed as a professional land surveyor pursuant to Oklahoma State Statute Title 59, §§ 475.1 et seq., and the regulations issued by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors pursuant thereto.

**Letter of Deficiency (LOD)**

A letter sent to an applicant following a design review that outlines the corrective measures necessary for the project to be in compliance with City of Tulsa standards.

**Letter of Map Amendment (LOMA)**

A letter issued by FEMA removing an area or structure from the floodplain due to incorrect modeling or mapping and it can be shown that the land or structure has not been elevated by fill and would not be inundated by the one percent chance flood.

**Letter of Map Revision (LOMR)**

A letter issued by FEMA removing an area or structure from the floodplain as a result of elevation by fill, channelization, levees, or other site improvements and would no longer be inundated by the one percent chance flood.

**Lot**

A tract, plot, or portion of a subdivision or other parcel of land intended as a unit for the purpose, whether immediate or future, of transfer of ownership or for building development.

**Lot Combination**

One or more adjoining lots voluntarily combined with TMAPC approval for the purpose of complying with the bulk and area requirements of the Zoning Code and the Subdivision Regulations for the Tulsa Metropolitan Area.

**Lot Split**

The subdivision of tracts of land of less than 2.5 acres where not shown of record in the office of the County Clerk as separately owned per effective date of appropriate State Statute.

**Mayor**

The Mayor of the City of Tulsa, Oklahoma, or his or her designated representative.

**Non-Arterial Street**

All residential and collector streets that do not meet the definition of “arterial” streets.

**No Rise Certification**

A certification that a proposed structure could be placed in a floodway without causing an increase in elevation of the one percent flood. The certificate must be signed by a Licensed Professional Engineer and be accompanied by the hydraulic calculations and supporting data that justify the findings.

**100-Year Flood**

The water surface elevation resulting from rainfall runoff has a one percent chance of occurring in any given year.

**Ordinances**

A legally binding instrument approved by the Mayor and the Tulsa City Council authorizing all activities of the City of Tulsa.

**Other Utilities**

All commercial services in the Right-of-Way such as electric, natural gas, and telecommunications.

**Paving Cut**

The act of altering, cutting, removing, excavating, or changing in any manner, the paved or traveled portion of any street Right-of-Way or public alley.

**Permit**

Permission by the City to perform construction, repair, or activities in the City of Tulsa, as required by City Ordinance.

**Planned Unit Development (PUD)**

A discretionary type of development for a tract of land under single ownership or control that is based upon a development plan approved by TMAPC permitting flexibility of principal land uses, lot sizes, and accessory uses not otherwise available under conventional subdivision regulations or zoning standards.

**Plat**

A map representing a tract of land showing the boundaries and location of individual properties and streets, lot locations, easements, reserve areas, the location of Right-of-Way, and other improvements; a map of a subdivision or site plan.

**Policy**

Processes, procedures, or standards followed by the City of Tulsa regarding infrastructure development.

**Public Utilities**

Services provided by the City of Tulsa to a private residence, commercial entity, or other facility, such as water and sanitary sewer service, stormwater drainage facilities, or solid waste disposal.

**Public Land**

Any real property within the corporate limits of the City in which the City has ownership interest.

**Regulatory Floodplain**

The area designated by the City of Tulsa that has a one percent chance of flooding in any year from runoff over a fully developed floodplain. This area is also known as the Tulsa Regulatory Floodplain as shown on the City of Tulsa Regulatory Floodplain Map Atlas. All floodplain management ordinances, codes, and policies are enforced based on either the Regulatory Floodplain or the FEMA Floodplain, whichever is higher. The Tulsa Regulatory Floodplain elevation for any property may be obtained by calling the Mayor's Action Center at 918-596-2100.

**Reserves**

Land set aside in a subdivision or other development for specific uses for the benefit of the nearby property owners.

**Retaining Wall**

A vertical structure built from stone or brick masonry, reinforced concrete, segmented block, or other material approved by the City and built to support earth of a higher level on one side than on the other.

**Right-of-Way Minor Construction**

A City of Tulsa permit is required for any project that can be constructed using standard plans and specifications as outlined by City of Tulsa standards and does not require certification by a Licensed Professional Engineer. All minor construction that is to occur within existing Right-of-Way is further divided into work on an arterial street or work on a non-arterial street.

**Right-of-Way Temporary Use of Street Permit**

Permit allowing the use of non-arterial streets for the temporary placement of construction accessory buildings or equipment such as dumpsters, cranes, etc., supporting construction activity.

**Right-of-Way (ROW or R/W)**

The surface, airspace above ground, and the area below the surface of any public street, highway, parkway, lane, path, alley, sidewalk, boulevard, drive, bridge, tunnel, adjacent easement, or similar property in which the City now or hereafter holds a property interest and/or a maintenance responsibility.

**Sanitary Sewer Improvement District (SSID)**

A district formed in the process of constructing a sanitary sewer system that provides sanitary sewer service to all occupants in the district. SSID is now included as a part of the Infrastructure Development Process.

**Sanitary Sewer Main**

The system of pipes, 8 inches in diameter or greater, that collect wastewater from a neighborhood or business. Individual customers connect to the system and are charged according to water use.

**Service Line**

A residential or commercial water or sanitary sewer line extending from the water meter or sewer main to the building.

**Sidewalk**

Any paved walkway usually adjoining a parkway, arterial, or collector street.

**Sight-Distance Triangle**

The area within an imaginary triangle formed at a street corner as follows: Extend the curb lines (or the edge of the pavement where no curbs exist) into the street to a point where those lines intersect; from the point of intersection measure along both curb lines (or edges of pavement) to two points.

**Stormwater Pollution Prevention Plan (SP3)**

A report required by the Oklahoma Department of Environmental Quality (ODEQ), for all developments that result in a disturbed land surface of one acre or larger. The report must include detailed plans that reduce the probability of pollution during construction. The City of Tulsa has been delegated approval authority by ODEQ for these reports.

**Subdivision**

Any division of land into one or more lots (5 lots or more require a plat), parcels, tracts, or areas, or any division of land for sale, development, or lease or as a condition of zoning, involving the Right-of-Way or alignment of an existing or proposed street or highway.

**Substantial Improvement**

Any improvement to an existing structure (such as remodeling, increasing size, or other structural change) whose value when combined with all improvements in the past 10 years would exceed the present value of the structure by 50% or more. (This does not include the value of the land on which it is located.)

**Substantial Completion**

The status of an infrastructure project that has been inspected by the City of Tulsa and certified to be complete for all intended purposes. Authorizes the public use of the infrastructure for which the facility was designed. The maintenance period begins at that time.

**TMAPC**

The Tulsa Metropolitan Area Planning Commission.

**TMUA**

The Tulsa Metropolitan Utility Authority.

**TRO**

City of Tulsa Revised Ordinances.

**Utility**

Public or other service provided to a residence or commercial activity such as electricity, natural gas, water, telecommunications, sanitary sewer, solid waste disposal (see Public Utilities above).

**Vacate**

The termination by written instrument or judicial act of the district court, of private and/or public rights in a public way, easement, or plat and vesting title in real estate in private ownership.

**Variance**

Any deviation from established development or construction standards adopted by the City of Tulsa. The variance must be submitted and processed in accordance with published procedures.

**Wall Fence**

A vertical structure built from stone or brick masonry, reinforced concrete, segmented block, or other material approved by the Director and built for security, screening, property boundary, or other purpose, with the earth at approximately the same elevation on both sides.

**Water Main**

The system of pipes, owned and operated by the City of Tulsa, that distribute water. Individual properties require a permit to connect to the system.

**Watercourse**

Any natural or manmade depression serving to give direction to a current of stormwater draining at least 5 acres.

**Watershed**

The land and/or water surface area over which runoff from rainfall or other water source flows to a common location.

**Water Main Extension Contract/Gift Line Contract/Revision (WMEC/GL/REV)**

Terms used to extend or modify water mains. The process of providing new water lines and service to customers. Now a part of the Infrastructure Development Process.

**Zoning**

The designation of a use unit classification for a specific property.

## CITY OF TULSA

### INFRASTRUCTURE DEVELOPMENT PROCESS MANUAL

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#### CHAPTER 300

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#### DOING BUSINESS WITH THE CITY OF TULSA

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##### 301 Objectives

The objective of the review process for submitted plans is to ensure an accurate, timely, and efficient review of development plans to promote healthy economic growth within the City of Tulsa. The review is conducted by professionals on the City's staff with specific emphasis on stormwater drainage, water mains, sanitary sewer, structural, traffic and transportation, right-of-way and easements, fire protection, house numbering, and plat review. The review is an open, cooperative effort between the City's review staff and an approved consulting engineer hired by the Developer.

##### 302 Process

All construction, remodeling, development, and related projects in the City of Tulsa require a permit issued through the Permit Center. Most plans go through the Reception Desk of the Permit Center on the fourth floor of One Technology Center, 175 E. 2<sup>nd</sup> Street, Suite 450. Detailed infrastructure development plans are reviewed by Infrastructure Development staff.

##### IDP Staff:

- Infrastructure Development Manager – 918-596-7285
- Lead Engineer – 918-596-9502
- Engineer – 918-596-9872
- Water Reviewer – 918-596-2569
- Sanitary Sewer Reviewer – 918-596-2568
- Stormwater Reviewer – 918-596-2567
- Transportation Reviewer – 918-596-9876
- Fire Department Reviewer – 918-527-0285

##### 303 Technical Guidance

**303.1 General.** The City of Tulsa maintains up-to-date engineering design and construction standards to be utilized in the construction of all infrastructure projects. The standards, specifications, and construction processes are continually reviewed and

updated to ensure that all completed projects perform as intended, are safe and dependable, and constructed in an efficient manner. The following guidance documents are the primary standards utilized by the City. Other policy statements and specific technical guidance are issued periodically by the City Engineer.

**303.2 Stormwater Management.** The City of Tulsa is a member of the Community Rating System administered by FEMA. Therefore, the City has stringent requirements for development in floodplains. In addition to the floodplains developed by FEMA, the City of Tulsa has developed its own floodplain, commonly known as the Tulsa Regulatory Floodplain. The designer should become familiar with both FEMA and City requirements for development in a floodplain prior to design.

**303.3 Stormwater Management Criteria Manual.** This manual presents the stormwater management policies, procedures, standards, and criteria of the City of Tulsa. It contains stormwater management information relative to drainage policies, procedures for analysis, submittal, and review of drainage investigations. The basic design standard is the 1% fully urbanized runoff. The manual also contains information on stormwater case law in Oklahoma, hydrological procedures, hydraulic analysis for channels, storm sewer systems, stormwater storage, and culverts and bridges. It makes recommendations for minimizing erosion, sedimentation and water quality problems from urbanization, requirements for maintenance, and recommendations for minimizing flood hazards. The Stormwater Management Criteria Manual is available for download online at [www.cityoftulsa.org](http://www.cityoftulsa.org).

**303.4 Regulatory Floodplain Map Atlas.** This atlas was prepared to provide public information and education about flood hazard areas regulated by the City of Tulsa. The atlas has been officially adopted by the City Council. The latest version is available in City offices and libraries and may be purchased from the City. It uses the City of Tulsa Atlas as the base map and shows two floodplain lines, the FEMA Floodplain, and the Tulsa Regulatory Floodplain.

**303.4.1 FEMA Floodplain.** Represented by a solid line that indicates the Federal Emergency Management Agency's Flood Insurance Rate Map A-Zone (100-year storm event). The FEMA floodplain is defined as the flood resulting from runoff for a watershed under existing conditions, caused by a storm that has a one percent chance of occurring during any one year. The typical minimum watershed area having a designated FEMA floodplain is 640 acres.

**303.4.2 City of Tulsa Floodplain.** Represented by a dashed line that indicates the City of Tulsa Regulatory Floodplain (100-year storm event). This definition

generally outlines a larger floodplain and higher flood elevation than the FEMA Floodplain. The limits of the floodplain are derived using accepted hydrology and hydraulic practices for a fully developed watershed. The resulting floodplain represents the expected flooding resulting from a storm having a one percent chance of occurring in any year. The typical minimum watershed area having a designated floodplain is 40 acres.

**303.5 Standard Specifications, Details, and Drawings.** These three items contain commonly used and City approved infrastructure details, drawings, and specifications. They may be referenced in the construction documents by their listed standard number and title or copied and included in the documents themselves. These three items are updated as necessary and are available online at <https://www.cityoftulsa.org/government/departments/public-works/engineering-services/specifications-checklists-and-details/>

**303.6 Drafting Guidelines.** All Engineers submitting infrastructure development plans for review by the City of Tulsa must submit plans utilizing standard design software. The drawings shall be legible when half-sized. Minimum text size is 0.8” or “L80” text. Plans prepared by engineers must be signed and sealed by a Licensed Professional Engineer of the State of Oklahoma. Please provide an open space measuring three inches on a side near the seal for the City to stamp the plans approved. Sheet numbering is a continuous sequence of numbers starting with 1 and proceeding to the last page. Drawing numbers are identified by two letters indicating the type of drawing followed by the number in that category, i.e., GE01, GE02..... SS01, SS02, SS03 and so forth. Numbering restarts at 01 for each drawing category. Examples of the two letter categories are GE for general plans, SW for stormwater, SS for sanitary sewer, WM for water main, ST for streets, etc. Standard sequential drawing numbers should be clearly identified in the title block for each drawing. The last two numbers are the specific numbers identifying the drawing in the sequence of presentation in the plan set. Please follow the format as provided in Figure 3-1 for page numbering and plan set format.

After approved plans are permitted, Field Engineer may require revised drawings for certain situations. The Developer/Engineer shall submit addendum drawings for approval. Addendum plans must include a revised cover sheet and should only consist of any other affected sheets. On the cover sheet, place a cloud around the addendum description (placed near the original IDP Description) and include a delta noting the addendum number. The Sheet Index should have the sheets that changed due to the addendum clouded with deltas. All changes from the original plans shall be clouded with deltas throughout the plans. Include notes for clarification as required (An example addendum cover sheet is illustrated in Figure 3-3).

## Typical Cover Sheet Requirements for IDP Projects

1. Name of the project
2. IDP project number
3. Location (address) and/or Legal Description
4. Detailed site plan: Site plan should clearly and quickly convey the location of the project and the work to be completed through the IDP Permit. IDP work listed in IDP Description needs to be clearly labelled. Adjacent streets should be labelled; North arrow and engineering scale should be provided.
5. Location map (section with arterial streets labelled) at top right corner
6. Atlas page #
7. TAC meeting date with Plat name
8. Pre-development meeting date and project name
9. Separate instruments/ ROW dedication (Tables as applicable)
10. ROW notes
11. City of Tulsa approval block listing, *Name of the current Infrastructure Development Manager, Date, City of Tulsa*
12. IDP description (see Figure 3-2)
13. Two benchmarks with description, northing and easting
14. Engineer's Name, Address, Phone Number, Email
15. Owner's Name, Address, Phone Number, Email
16. Traffic control notes
17. List of contacts (Utility franchise, City of Tulsa)
18. Call OKIE symbol & Phone number
19. Table of impervious area (1. Existing (pre-construction) 2. Proposed (post-construction) 3. Net increase/decrease (in SF))
20. Floodplain statement:

The subject property has been examined on the relevant Flood Insurance Rate Map Panel(s) 40143CXXXXXX and in the City of Tulsa Regulatory Atlas Panel XX (List all panels).  
National Flood Hazard Zone X/A/AE/...  
Tulsa Regulatory Floodplain Present / Not Present  
[Floodplain modifications have (not) been proposed.]<sup>1</sup>[A (T-)CLOMR application has been reviewed and approved with this IDP. The approved (T-)LOMR will be required prior to final acceptance.]<sup>2</sup>
- <sup>1</sup> Remove this statement if no FP are on the site.
- <sup>2</sup> Remove this statement if no modifications are proposed.
21. List of City of Tulsa Standards used in the project (Number and Verbatim Title)
22. Legend/ Abbreviations
23. Engineer's statement (as per IDP checklist)

- 24. Professional Engineer's seal signed with date
- 25. List of Sheets with description and sheet #




CITY OF TULSA STANDARDS NUMBER _____ TITLE _____	OWNER Name _____ Address _____ Email & Phone _____	ENGINEER Name _____ Address _____ Email & Phone _____	LIST OF CONTACTS • Utilities • City of Tulsa	LOCATION MAP																																																			
<b>NAME OF THE PROJECT</b>  <b>IDP NUMBER</b>  LOCATION (Address, legal, subdivision)		<b>DETAILED SITE PLAN</b>  (Check bullet points in the next page for drafting guidance)																																																					
<b>IDP DESCRIPTION</b> (See Figure 3-2 for example)		 North Arrow  (USE A COMMON ENGINEER'S SCALE)																																																					
<b>TRAFFIC CONTROL NOTES</b> 1. _____ 2. _____		<b>LEGEND</b> FLOODPLAIN STATEMENT Separate Instrument Easements/ ROW Dedications																																																					
<b>GENERAL NOTES</b> 1. _____ 2. _____		<b>ATLAS PAGE #</b> CALL OKIE (Symbol & Phone No)																																																					
<b>LEGAL DESCRIPTION</b>		<b>APPROVED</b> CITY OF TULSA Name of Current Manager _____ Date _____ Infrastructure Development Manager, City of Tulsa																																																					
<b>TABLE OF IMPERVIOUS AREAS</b> EXISTING _____ SF PROPOSED _____ SF NET INCREASE/DECREASE _____ SF		<b>ENGINEER'S STATEMENT</b> 																																																					
<b>BENCHMARK</b> Benchmark 1 _____ Benchmark 2 _____		<b>PE Seal Signed and Dated</b> _____ _____																																																					
<b>TAC Meeting Date</b> Plat name _____		<b>Pre-development Meeting Date</b> Project Name _____																																																					
<b>TITLE BLOCK</b> **Use your own title block but please include the following: Name, Sheet number, Engineering Firm and Logo, and other information as desired by the Engineer																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Drawing Sheet #</th> <th>IDP Sheet #</th> </tr> </thead> <tbody> <tr> <td>Cover sheet Site plan</td> <td>1</td> <td>GE01</td> </tr> <tr> <td>Grading &amp; Erosion Control</td> <td>2</td> <td>GE02</td> </tr> <tr> <td>Detail Grading Plan</td> <td>3</td> <td>GE03</td> </tr> <tr> <td>Drainage Area Map</td> <td>4</td> <td>SW01</td> </tr> <tr> <td>Stormwater Plan</td> <td>5</td> <td>SW02</td> </tr> <tr> <td>Storm Sewer Profile</td> <td>6</td> <td>SW03</td> </tr> <tr> <td>Storm Sewer Details</td> <td>7</td> <td>S304</td> </tr> <tr> <td>Sanitary Sewer Plan</td> <td>8</td> <td>SS01</td> </tr> <tr> <td>Sanitary Sewer Profile</td> <td>9</td> <td>SS02</td> </tr> <tr> <td>Sanitary Sewer Details</td> <td>10</td> <td>SS03</td> </tr> <tr> <td>Paving Plan</td> <td>11</td> <td>PV01</td> </tr> <tr> <td>Intersection Details</td> <td>12</td> <td>PV02</td> </tr> <tr> <td>Utility Site Plan</td> <td>13</td> <td>UT01</td> </tr> <tr> <td>Waterline Plan</td> <td>14</td> <td>WM01</td> </tr> <tr> <td>Waterline Profile</td> <td>15</td> <td>WM02</td> </tr> <tr> <td>Water Main Details</td> <td>16</td> <td>WM03</td> </tr> </tbody> </table>					Description	Drawing Sheet #	IDP Sheet #	Cover sheet Site plan	1	GE01	Grading & Erosion Control	2	GE02	Detail Grading Plan	3	GE03	Drainage Area Map	4	SW01	Stormwater Plan	5	SW02	Storm Sewer Profile	6	SW03	Storm Sewer Details	7	S304	Sanitary Sewer Plan	8	SS01	Sanitary Sewer Profile	9	SS02	Sanitary Sewer Details	10	SS03	Paving Plan	11	PV01	Intersection Details	12	PV02	Utility Site Plan	13	UT01	Waterline Plan	14	WM01	Waterline Profile	15	WM02	Water Main Details	16	WM03
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Figure 3-1: Example IDP Cover

<b>IDP Description</b>	
Water	Proposed 6" Waterline
Sewer	No IDP; Property served by existing 8" Sanitary Sewer
Stormwater	Proposed Public Storm System tying into existing Storm Inlet
Detention	Proposed Private Detention Pond
Transportation	Proposed public Road, Drives in public ROW, new Stop Sign
Other	Proposed Sidewalks, Street trees

Figure 3-2: Example IDP Description

**NAME OF THE PROJECT**

**IDP NUMBER**

**LOCATION (Address, legal, subdivision)**

**LIST OF CONTACTS**

- Utilities
- City of Tulsa

**LOCATION MAP**

**CITY OF TULSA STANDARDS TITLE**

**ENGINEER**  
Name  
Address  
Email & Phone

**OWNER**  
Name  
Address  
Email & Phone

**IDP DESCRIPTION**  
(See Figure 3-2 for example)  
Addendum Description:  
Modified storm structure<sup>2</sup>

**TRAFFIC CONTROL NOTES**  
1. \_\_\_\_\_  
2. \_\_\_\_\_

**GENERAL NOTES**  
1. \_\_\_\_\_  
2. \_\_\_\_\_

**LEGAL DESCRIPTION**

**TABLE OF IMPERVIOUS AREAS**  
EXISTING \_\_\_\_\_ SF  
PROPOSED \_\_\_\_\_ SF  
NET INCREASE/DECREASE \_\_ SF

**BENCHMARK**  
Benchmark 1 \_\_\_\_\_  
Benchmark 2 \_\_\_\_\_

**TAC Meeting Date** \_\_\_\_\_  
Plat name \_\_\_\_\_

**Pre-development Meeting Date** \_\_\_\_\_  
**Project Name** \_\_\_\_\_

**DETAILED SITE PLAN**

(Check bullet points in the next page for drafting guidance)

North Arrow

(USE A COMMON ENGINEER'S SCALE)

**LEGEND**

**ATLAS PAGE #**

**CALL OKIE (Symbol & Phone No)**

**SEPARATE INSTRUMENT EASEMENTS / ROW Dedications**

**APPROVED CITY OF TULSA**

Name of Current Manager \_\_\_\_\_  
Date \_\_\_\_\_  
Infrastructure Development Manager,  
City of Tulsa

Description	Drawing Sheet#	IDP Sheet#
Cover sheet/ Site plan	1	GE01
Grading & Erosion Control	2	GE02
Detail Grading Plan	3	GE03
Drainage Area Map	4	SW01
Stormwater Plan	5	SW02
Storm Sewer Profile	6	SW03
Storm Sewer Details	7	S304
Sanitary Sewer Plan	8	SS01
Sanitary Sewer Profile	9	SS02
Sanitary Sewer Details	10	SS03
Paving Plan	11	PV01
Intersection Details	12	PV02
Utility Site Plan	13	UT01
Waterline Plan	14	WM01
Waterline Profile	15	WM02
Water Main Details	16	WM03

**TITLE BLOCK**

\*\*Use your own title block but please include the following:  
Name, Sheet number, Engineering Firm and Logo, and other information as desired by the Engineer

Figure 3-3: Example Addendum Cover

# CITY OF TULSA

## INFRASTRUCTURE DEVELOPMENT PROCESS MANUAL

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### CHAPTER 400

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### PERMITS

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#### 401 Right-of-Way Permits

When the construction of improvements involves activity in the current or future City Right-of-Way or easements, a permit is required to protect the City’s interest and to ensure that the construction conforms to standards. The City of Tulsa Revised Ordinances related to Rights-of-Way are Title 11, Title 35, and Title 49.

There are four primary categories of permits that may be required.

**401.1 IDP Major Construction.** All infrastructure that must be designed by a Licensed Professional Engineer, including but not limited to water mains, sanitary sewers, storm sewers, storm drainage, street construction, and other such engineering projects, or as may be required by the Director.

**401.2 IDP Minor Construction.** A singular infrastructure: Water main, storm sewer, or sanitary sewer that must be designed to meet City of Tulsa standard. This includes minor connections, or alterations to the city infrastructure. Must meet the requirements of the Infrastructure Development Process.

**401.3 Right-of-Way Minor Construction.** Any project that can be constructed using standard plans and specifications as outlined by City of Tulsa standards does not require certification by a Licensed Professional Engineer unless required by Title 11, Chapter 12. Bonding requirements under this category shall depend on whether construction occurs in arterial streets or non-arterial streets. This section shall not apply to “Rights-of-Way Occupants” and their contractors as defined in Title 11, Chapter 12.

**401.4 Right-of-Way Temporary Use of Streets.** The use of non-arterial streets for temporary activity supporting construction, including the placement of equipment or temporary construction accessory buildings, but not including special events permits.

# CITY OF TULSA

## INFRASTRUCTURE DEVELOPMENT PROCESS MANUAL

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### CHAPTER 500

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### SIGNIFICANT ACTIVITIES IN THE INFRASTRUCTURE DEVELOPMENT PROCESS

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#### 501 Privately Developed Public Infrastructure

The process of developing commercial activities such as business parks, retail stores, manufacturing, infrastructure construction for residential development, and others, requires the construction of privately developed public infrastructure. The process includes many subsets of activity that must be managed together to ensure compatibility in the completed project. These activities are an integral part of the commercial construction process and include stormwater drainage, sanitary sewer, water main extensions, easements and rights-of-way, traffic and transportation, and others. This section outlines the process from conception, acceptance of the development and transfer to the City of the privately constructed facilities as an integral part of the public infrastructure. Figure 5-1 outlines the basic steps in the infrastructure development process.

#### 502 Infrastructure Development Process

**502.1 Pre-Development Conference.** The development process begins with a consulting engineer and/or owner/developer contacting the Development Services IDP Coordinator, 918-596-2514, to set up a Pre-Development Conference with City of Tulsa staff members and the Tulsa Planning Office. A Pre-Development Conference is not mandatory but is strongly recommended and should be held prior to the development of detailed plans. The objective of the meeting is to give the Engineer and the owner the opportunity to discuss the project and their plan to proceed with development. Conferences are held on Monday afternoons. Ten (10) days in advance of the meeting, a complete application including site plan in PDF format, showing the proposed development and surrounding property, should be submitted to the IDP Coordinator. See Pre-Development Meeting Application for more details. The conference is attended by all key City staff representing the major, separate categories that must be designed in the project, such as right-of-way, water, sewer, stormwater drainage, traffic, fire suppression, and others. Representatives from the Tulsa Planning Office often attend to discuss zoning and platting issues. City and Tulsa Planning Office staff are available to discuss questions and concerns about infrastructure requirements. The outcome of the meeting is a commitment by all parties to do their part

to make the design of the project conclude successfully. The applicant provides meeting minutes with the initial submittal of the IDP plans. The conference fee is credited towards fees upon IDP plans application. (See Title 49 TRO)

**502.2 Zoning and Platting Activities.** These activities are regulated by the Tulsa Metropolitan Area Planning Commission (TMAPC) through the Technical Advisory Committee (TAC) of the Tulsa Planning Office. The TAC, comprised primarily of City and private utilities staff members, and Tulsa Planning Office staff meet to review plat and related applications for TMAPC and City Council approval, to ensure compliance with City standards as well as zoning and platting regulations. The Engineer must consider the recommendations of TAC to ensure compliance or to seek a variance with existing zoning laws or platting requirements. The TMAPC meets regularly to make final decisions regarding TAC recommendations. The TAC and TMAPC meetings are open to the public and dates are published in the local media and may be found on the Tulsa Planning Office website. ([www.tulsaplanning.org](http://www.tulsaplanning.org))

**502.3 Developer's Contract.** The Developer is required to enter into a contract with the City of Tulsa and the Tulsa Metropolitan Utility Authority for each project. A completed contract and application must be submitted to the IDP Coordinator for processing. Provisions of the contract include ensuring that the Developer employs a Licensed Professional Engineer, under an annual design contract with the City of Tulsa, for the duration of the project. The construction contractor(s) must also be under annual contract with the City of Tulsa. The Developer must designate a construction coordinator for the duration of the project. It is important that the Developer understand that they are responsible and liable for the entire infrastructure until final approval and formal acceptance by the City of Tulsa. The Developer must maintain an escrow account with the City of Tulsa to pay for lab testing, inspections, and other costs.

**502.4 Project Design.** The Engineer must have an active Contract for Annual Engineering Services with the City of Tulsa before design plans will be accepted. The Engineer is responsible for the completion of the plan drawings for submittal, utilizing City of Tulsa design standards where practical. Plans should include enough information to construct all project infrastructure, both public (that which will be turned over to the City upon completion) and private. Plan sets typically include a cover sheet, grading and erosion control plan, drainage plan, drainage area map, storm sewer plan, storm sewer profiles, storm sewer details, paving plan, paving profiles, paving details, and others as needed. Sanitary sewer drawings include plan and profile drawings, sanitary sewer details, and drainage basin maps. Water main drawings also include plan and profile drawings. In addition, each project that requires one acre or more of disturbed earth must include a Stormwater Pollution Prevention Plan (SP3) as required by the Oklahoma Department of Environmental Quality. Projects that have extensive stormwater drainage

features must have a Drainage and Detention Report. The Drainage and Detention Report should contain all the hydrology and hydraulic engineering calculations and analysis required in the design of stormwater facilities for the project. The City of Tulsa requires the one percent (1%) runoff (100-year frequency) to be captured and conveyed either underground or in drainage channels, thereby minimizing the impact on neighboring development. Exceptions are occasionally granted by the Floodplain Administrator. All streets, whether public or private, must be built to City of Tulsa standards and specifications. The Engineer must submit a completed, signed, and sealed checklist provided by the City showing that they have completed all requirements for submittal of the design drawings. The Engineer should also submit a copy of the Pre-Development Conference minutes for the record.

**502.5 Plan Review.** Once the drawings and reports are completed, the Engineer submits a complete application to review IDP plans to the City of Tulsa, and the review process begins. The review fees are to be paid by the Engineer and are based on the number of sheets in the design plans. The length of time for the review depends on the size and complexity of the project as well as back log. If deficiencies are found by any of the reviewers, a Letter of Deficiency (LOD) is sent to the Engineer. The Engineer is required to submit a revision application and to respond fully in writing to all LOD comments. If there are any questions, they should be resolved prior to submitting the next design set of drawings. Review staff may be contacted to resolve issues as needed. Revised plans addressing all LOD comments must be submitted within one year of issuance of LOD. When the plans have met the requirements of all reviewers, they are approved by the City and signed by the Infrastructure Development Manager. The plans are considered active and approved for construction for up to two years following approval by the City. The Developer uses the approved plans to apply for permits for construction. (see section 502.8)

**502.6 Supporting Documentation.** All supporting documentation is required to be submitted with each IDP plan submittal. Examples of supporting documentation include:

- Stormwater Pollution Prevention Plan (SP3)
- Drainage and Detention Report
- ODEQ Form 583-B (Application for Permit to Construct Water Pollution Control or Public Water Supply Facilities and/or Supply Potable Water)
- ODEQ Form 626-WER (Water Distribution Systems and Ground Water Wells Engineering Report Form)
- ODEQ Form 656-SER (Sanitary Sewer Extensions, Lift Stations, and Force Mains Engineering Report Form)
- Separate Instrument Easement documents

Sewer Treatment facility serving a site can be found on the COT sanitary sewer Atlas map. See IDP Checklist Sewer Review section (item 170). If the project requires platting, the preliminary plat must be approved by the TMAPC. The Developer must pay permit fees and establish an escrow account to pay for inspection services and laboratory testing.

**502.7 Platting.** The platting process is managed by the Tulsa Planning Office and runs concurrently with the IDP plan approval process.

**502.8 Permits for Construction.** Generally, two types of construction permits are required in the development process. Right-of-Way Permits are for public infrastructure construction. Building Permits are required for all other construction activities related to residential, commercial, and industrial projects.

### **502.8.1 Right-of-Way Permits**

**502.8.1.1 IDP Major Construction Permits** are issued for all work design and approved through the IDP. The design includes all required infrastructure such as water, sanitary sewer, stormwater drainage structures, streets and sidewalks, and other facilities as required. Permits are issued upon approval of the plans, deposit of appropriate escrow, designation of a construction contractor with an annual contract with the City, and other requirements as needed for the project.

**502.8.1.2 Right-of-Way Minor Construction Permits** are issued for projects that can be constructed using standard plans and specifications and that do not require certification by a licensed professional engineer.

**502.8.1.3 Right-of-Way Temporary Use of Streets Permits** are issued for temporary activity supporting construction.

**502.8.2 Building Permits.** These permits follow a separate process.

**502.9 Pre-Work Conference.** A Pre-Work Conference is scheduled after the design has been approved and an IDP approved contractor has been selected and all permits obtained. The conference is arranged by Field Engineering staff. The objective of the Pre-Work Conference is to ensure that the construction contractor has a clear understanding of the design plans and specifications, and that the project will be built in accordance with those plans. The Pre-Work Conference establishes the procedure for processing submittals, field changes, and other construction protocols. The Engineer shall be assigned the responsibility to resolve design related construction issues during and

following construction and final inspection. The Developer shall designate a project coordinator for the duration of the project.

**502.10 Construction.** The IDP Contractor(s) selected by the Developer must be under an annual contract with the City of Tulsa to construct infrastructure related to water system, sanitary sewer system, stormwater system, and traffic & transportation for the duration of the project. The Engineer is responsible for design assistance throughout the Infrastructure Development Process (including during construction) which is not completed until Formal Acceptance of the project by the Mayor. The Developer retains total responsibility for the project, unpaid fees, and other items related to the Infrastructure Development Process until Formal Acceptance by the City. However, if there are portions of the site that are under existing easement or Right-of-Way, the City retains oversight in accordance with City Ordinances. There is a 2-year maintenance period for each Major Construction Permit which begins upon Final Inspection of the project.

### **503 Inspection and Testing**

**503.1 Inspection and Testing.** The City performs quality assurance inspections and testing throughout the project. The Developer must establish an escrow account with the City to pay for the inspections and testing performed throughout the project. The Developer must pay the actual costs of all quality assurance, inspection, and testing fees upon passing final inspection. The actual costs will be billed to the project escrow account. If actual costs exceed the balance in the escrow account, the Developer must pay the difference as well. If the actual costs are less than the balance of the escrow account, the surplus will be refunded to the Developer after Formal Acceptance of the project.

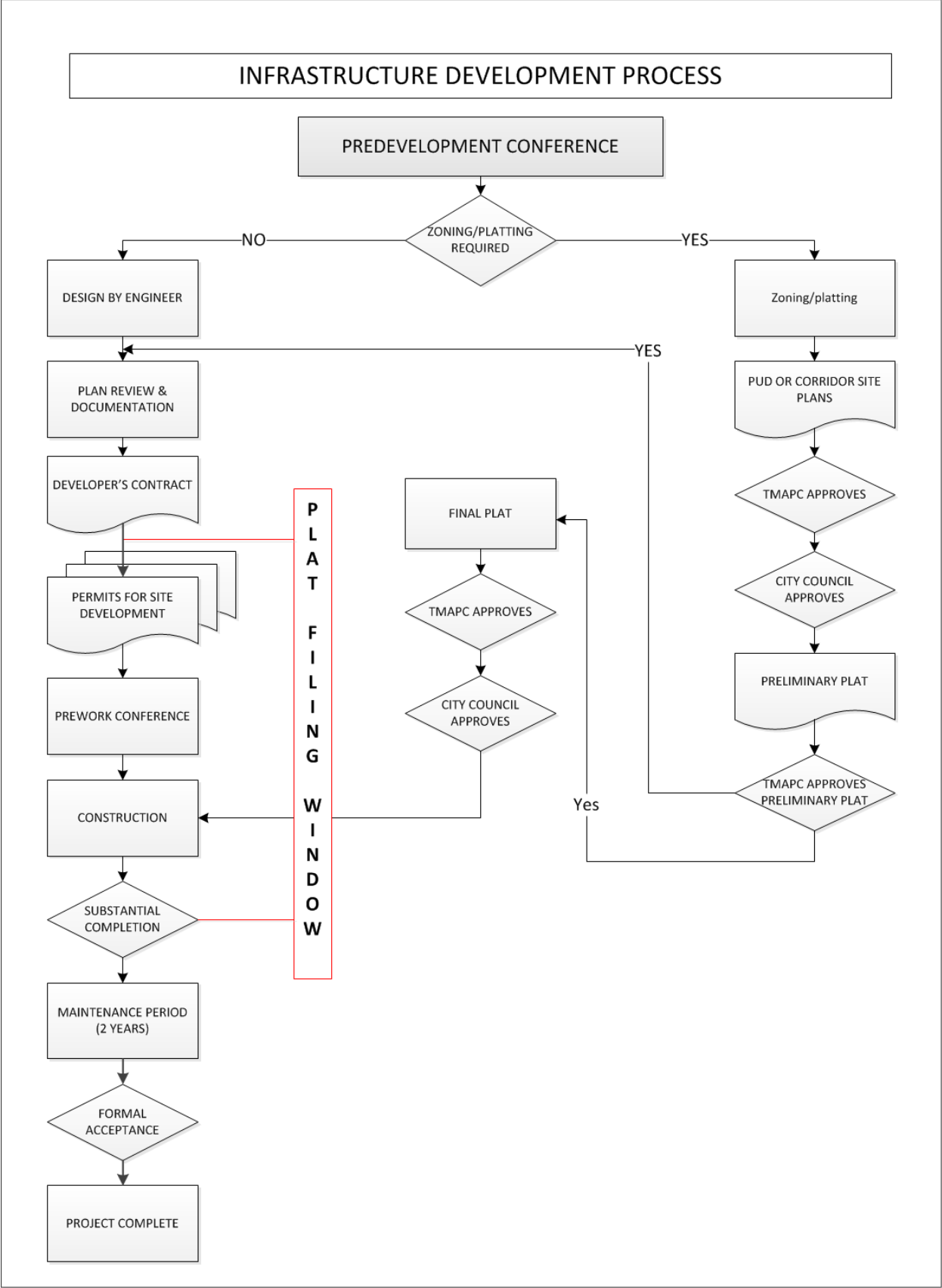
**503.2 Maintenance Period.** The maintenance period begins upon final inspection of the project and is in force for two years. It provides for a two-year warranty that holds the construction Contractor responsible for repair or replacement of any and all infrastructure related to the project. The project is considered complete upon Formal Acceptance.

### **504 Formal Acceptance**

When the City of Tulsa formally accepts a project, the infrastructure legally becomes the property of the City. The Developer may apply for Formal Acceptance when:

- The project has passed final inspection
- Substantial Completion certificates for all major construction permits have been issued
- Record drawings have been submitted

- The plat and all required easements have been filed
- A statement has been filed stating that there are no liens against the project
- And other related items to be determined by management



SIGNIFICANT ACTIVITIES IN THE INFRASTRUCTURE DEVELOPMENT PROCESS

# CITY OF TULSA

## INFRASTRUCTURE DEVELOPMENT PROCESS MANUAL

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### CHAPTER 600

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### CONTRACTS, BONDING, AND INSURANCE

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#### 601 Contracts

**601.1 Annual Contract for Engineering Services.** Every engineering firm desiring to design private development projects within the City of Tulsa that are within the Right-of-Way or area otherwise controlled or will be controlled by the City of Tulsa must enter into an Annual Contract for Engineering Services. The contract is entered into by the City of Tulsa, Tulsa Metropolitan Utility Authority, and the Engineer who expects to be employed by a developer to design infrastructure projects. The Engineer is responsible for preparation of all project plans and specifications and other engineering services during construction of projects started within the year.

The Engineer's Annual Contract is issued once each year allowing the Engineer to conduct business with the City of Tulsa. It is not project specific. The Engineer must provide assurance that they meet the City's qualifications that include Professional Engineer Licensure, professional liability insurance, significant experience doing business with the City of Tulsa or other metropolitan cities, appropriate experience with the types of projects normally planned in the area, and other requirements as determined appropriate. The Engineer agrees to conform to City of Tulsa Standards in the preparation of plans, specifications, and other contract documents as necessary for the proper construction of the project improvements and provide Record Drawings. The Engineer further agrees to provide periodic general construction supervision of the project through the date of Formal Acceptance of the infrastructure by the City. The most up-to-date version of the application can be found at [www.CityofTulsa.org](http://www.CityofTulsa.org) on the Development Services page.

**601.2 Contractor's Annual Contract.** All construction contractors constructing privately financed infrastructure development within the City of Tulsa must enter into an annual contract with the City. The contract requires a new application each year and must be approved by the City of Tulsa. The contract is specific to the kind of work that the Contractor is qualified to undertake, such as water mains, sanitary sewers, storm drainage, streets, and others. The contract also specifies the type of construction permit anticipated, depending on the type and size of work to be completed. The contract is

approved by the City of Tulsa and the Tulsa Metropolitan Utility Authority. The Contractor is required to obtain the appropriate bonding and insurance. Should a Contractor operating pursuant to an IDP Major Construction Permit report to the Director that the Developer has defaulted on payment to the extent that the Contractor has no reasonable assurance of being paid to complete the project, the Director shall verify the facts. Once it is confirmed that no reasonable assurance can be obtained from the Developer that satisfactory payment arrangements will be made with the Contractor, the Contractor, after stabilizing the construction site to prevent erosion, complying with all applicable ODEQ and EPA regulations, and providing adequate public safety measures as required by the Director, may withdraw from the site without breaching the terms of the City's annual contract. Any legal questions remaining between the Developer and the Contractor shall be resolved between them without involving the City. The most up-to-date version of the application can be found at [www.CityofTulsa.org](http://www.CityofTulsa.org) on the Development Services page.

**601.3 Developer's Contract.** The Developer must enter into a contract with the City of Tulsa for each project. The Developer must ensure that they hire a Licensed Professional Engineer under an annual contract with the City of Tulsa. The Developer's contract with the Engineer must include engineering design of the project and engineering oversight through formal acceptance of construction by the City. In addition, the Developer must use a construction contractor that is under annual contract with the City of Tulsa for the duration of the construction. The Developer is responsible for all infrastructure development until Formal Acceptance of the entire project by the City. The City of Tulsa will not issue a Certificate of Occupancy for any building permits until the entire project has been accepted. The Developer must maintain an escrow account with the City to pay for inspections and all lab testing. The Developer is required to appoint a construction coordinator for the duration of the project. The most up-to-date version of the application can be found at [www.CityofTulsa.org](http://www.CityofTulsa.org) on the Development Services page.

**601.4 Signature Authorization.** The person(s) authorized to sign on behalf of individuals or the following-listed entities are identified as follows:

**Corporations:** A legal document may be signed by the corporation's attorney-in-fact, president, vice-president, chairman, or vice-chairman of the board of directors. For a document that has been executed by an attorney-in-fact, see the section titled "Execution of Documents by an Attorney-in-Fact" below.

**Fiduciary:** A court-appointed trustee, receiver, personal representative, guardian, conservator, or other identified fiduciary may be authorized to sign legal documents if the Court Order delegating the authority to the fiduciary provides for such authority to be exercised. A certified copy of the

Court Order should be examined by the City Attorney's Office before accepting any document signed by such fiduciary.

**General Partnership:** A partner in a general partnership is authorized to sign.

**Individuals:** An individual may sign personally. An individual who is acting as an attorney-in-fact of a person, typically identified as the "principal" in the Power of Attorney, may sign on the principal's behalf if a copy of a properly executed Power of Attorney is attached or has been provided, and the Power of Attorney grants the attorney-in-fact the authority to take such action. For a document that has been executed by an attorney-in-fact, see the section titled "Execution of Documents by an Attorney-in-Fact" below.

**Limited Liability Company:** A manager, member/manager, or managing member of a limited liability company is authorized to sign on behalf of a limited liability company. Others specified in the operating agreement or by a resolution of the manager(s) may also sign. If a signatory other than a manager, member/manager, or managing member signs a document, the management provisions of the operating agreement should be reviewed to determine who has management authority.

**Limited Partnership:** The general partner of a limited partnership is authorized to sign.

**Public Trust:** The President or Chairman of the Board of Trustees of a public trust is typically authorized to sign a document on behalf of the trust. However, the trust indenture for that trust must be examined to ensure that the person executing the document has the authority to do so. The document must be attested by the secretary or assistant secretary of the trust with the seal of the trust impressed or stamped on the document.

**Religious Organizations:** Execution of a document on behalf of a religious organization such as a church, synagogue, or mosque, which is formed as a not-for-profit corporation, should be in proper corporate form as set forth above in "Corporations." A religious organization can also be formed as a religious corporation, an unincorporated association, or a religious society. The articles filed with the Oklahoma Secretary of State, the bylaws and other organizational documents should be examined to determine who has the authority to govern the business affairs of the religious organization and execute documents on its behalf.

**School District:** A document to be executed on behalf of a school district should be signed by the President of the Board of Education. The Clerk of the Board of Education should attest a conveyance or grant of an interest in real estate (deeds, easements, etc.). If a document signed by the Superintendent of the school district is received, evidence must be provided showing that the Board of Education approved such delegation of authority.

**Trust:** A trustee of a trust is authorized to sign. If the party who signs is serving as a co-trustee, the trust instrument must be examined to see if a single co-trustee may sign individually or if more than one co-trustee is required. In the alternative, a properly executed and recorded Memorandum of Trust executed by the currently serving trustee(s) may be relied upon which sets forth the name of the trust, the date of creation of the trust, and the identity of the currently serving trustee(s). If a successor trustee is signing a document, written evidence, such as a Memorandum of Trust or Affidavit of Successor Trustee must be provided showing that the initial trustee(s) and all prior-named successor trustees are either deceased, have resigned as trustee, or have declined to serve as trustee.

**Execution of Documents by an Attorney-in-Fact:** If a document is to be executed by an attorney-in-fact of an individual or an entity set forth above, the Power of Attorney must be dated on or prior to the date the document is signed by the attorney-in-fact. With respect to instruments which will be recorded in the County Clerk's Office, the Power of Attorney must be recorded either separately or attached to the instrument being recorded. In each instance, the Power of Attorney will need to be examined by the City Attorney's Office to determine if the Power of Attorney is in proper form, is in compliance with applicable law, was validly executed, and was effective on the date of execution of the instrument by the attorney-in-fact.

**Joinder by Spouses:** For any contract, easement, or conveyance relating to real estate, the individual with an ownership interest in the real property, as well as the spouse of the person with an ownership interest, if married, must sign the contract, easement, or conveyance. If the individual is a single person, that fact should be recited in the document.

## **602 Bonding**

**602.1 Annual Right-of-Way Bond (required).** Contractors doing private work in the City Right-of-Way must obtain an annual Right-of-Way Bond in the form of a performance, payment, and maintenance bond. Right-of-Way bonds are required for the larger projects within the City Right-of-Way or easements that do not require design by a Licensed Professional Engineer. The bond amount depends on whether the Contractor will be working in an arterial street (\$250,000 bond) or collector/residential street (\$100,000 bond).

**602.2 Maintenance Bond (required for IDP Major Construction Permit).** A maintenance bond for the full value of the work ensures that funding will be available for repairs on the project due to material defects, improper installation, or damage caused during construction. The maintenance bond period begins upon approval of the construction of each segment of the project (substantial completion) and extends for 2 years. The bond is the responsibility of the Contractor with dual obligation to the Developer or the City, depending on ownership of the infrastructure. Ownership of the

entire project transfers from the Developer to the City upon Formal Acceptance by the City on the date the acceptance is filed with the City Clerk. For those segments that have not completed the required 2-year maintenance period at the time of acceptance by the City, the maintenance bond obligation transfers from the Developer to the City. Bonds must be in a form acceptable to the City and executed by a surety company authorized to do business in the State of Oklahoma guaranteeing all work and materials incorporated in the improvements by the Contractor.

## **603 Insurance and Indemnity**

**603.1 Engineer Professional Insurance and Indemnity.** Every engineering firm entering into a contract with the City of Tulsa for private development must carry professional liability insurance coverage as required by the Laws of the State of Oklahoma. Certificates showing the Engineer is carrying the required insurance must be furnished to the City with the Contract at the time of execution. Certificates of Professional Liability insurance must be in compliance with TRO Title 35, Chapter 2 § 202.C.1.e.

**603.2 Contractor's Insurance.** The Contractor shall maintain insurance coverage for the period of the annual contract. The Contractor must maintain workers' compensation insurance, public liability insurance, and owner's protective liability insurance. The following coverages shall be required:

- **Workers' Compensation Insurance.** The Contractor shall provide and require the subcontractor to similarly provide workers' compensation insurance for all employees, unless such employees are covered by the protection afforded by the permittee's insurance coverage. TRO Title 35, Chapter 2 § 202.B.3.b(1).
- **Public Liability Insurance.** The Contractor must procure and maintain contractor's public liability insurance in the amounts specified in TRO Title 35, Chapter 2 § 202.B.3.b(2).
- **Owner's Protection Liability Insurance.** The Contractor shall also furnish an owner's protective liability policy in the amounts specified in TRO Title 35, Chapter 2 § 202.B.3.b(3).
- **Insurance Certificates.** The Contractor shall furnish the City an original and duplicate certificate of insurance that shall indicate the types of insurance carried and the amounts of coverage. The Contractor shall also provide the City with two (2) copies of the policy of insurance issued by the Contractor's insurance carrier. TRO Title 35, Chapter 2 § 202.B.3.b(4).
- **Notice of Cancellation.** All insurance policies and certificates shall contain clauses stating that the policies cannot be canceled by the insurer without the insurer providing the City thirty (30) days' prior written notice of cancellation and 10 days'

Notice for Non-Payment. TRO Title 35, Chapter 2 § 202.B.3.b(5).

**CITY OF TULSA**

**INFRASTRUCTURE DEVELOPMENT PROCESS MANUAL**

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**CHAPTER 700**

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**RESERVED**

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# CITY OF TULSA

## INFRASTRUCTURE DEVELOPMENT PROCESS MANUAL

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### CHAPTER 800

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#### EASEMENTS, RIGHTS-OF-WAY & AGREEMENTS

(Including those created by separate instruments)

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##### 801 City of Tulsa Easements

The development of infrastructure in the City of Tulsa may require the establishment of easements to accommodate the public and private utilities, including water, sanitary sewer, stormwater drainage, gas, electric, communications, and others. Easements establish the right of the utility to occupy privately-owned property with certain restrictions on activities within the easement. This chapter discusses various types of easements, the standard location and widths on a typical lot, and the steps to formally establish the easement.

Proposed easements and Rights-of-Way shall be established by either plat or the separate instrument easement process. Platting shall follow the process established by the Tulsa Planning Office. The separate instrument easement process is described herein.

IDP Plans must include all existing and proposed Separate Instrument Easements and Rights-of-Way. Existing Easements and Rights-of-Way must be labeled with their type, width and filed Book and Page or Document numbers. In order to protect the interest and infrastructure of the City of Tulsa, all proposed Easements and Rights-of-Way require a field survey conducted under the supervision of a Land Surveyor licensed by the State of Oklahoma. All Separate Instrument Easements shall produce a Plat of Survey adhering to the Minimum Standards for Land Surveying as adopted by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors. (See figures 8-1 A-D.)

Interior Easements

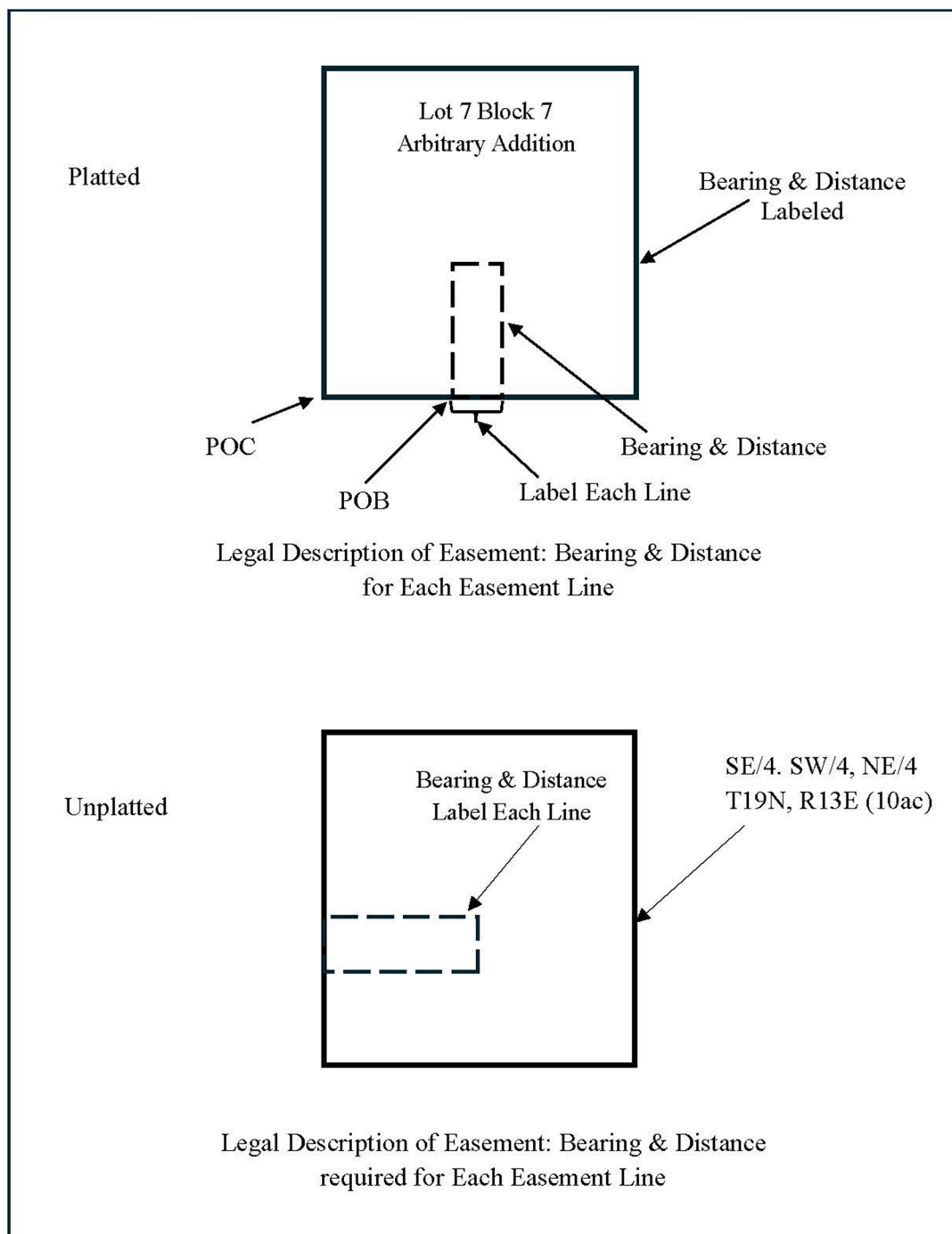


Figure 8-1A  
For Graphical Representation Only

Plat of Survey Example  
Interior Easement

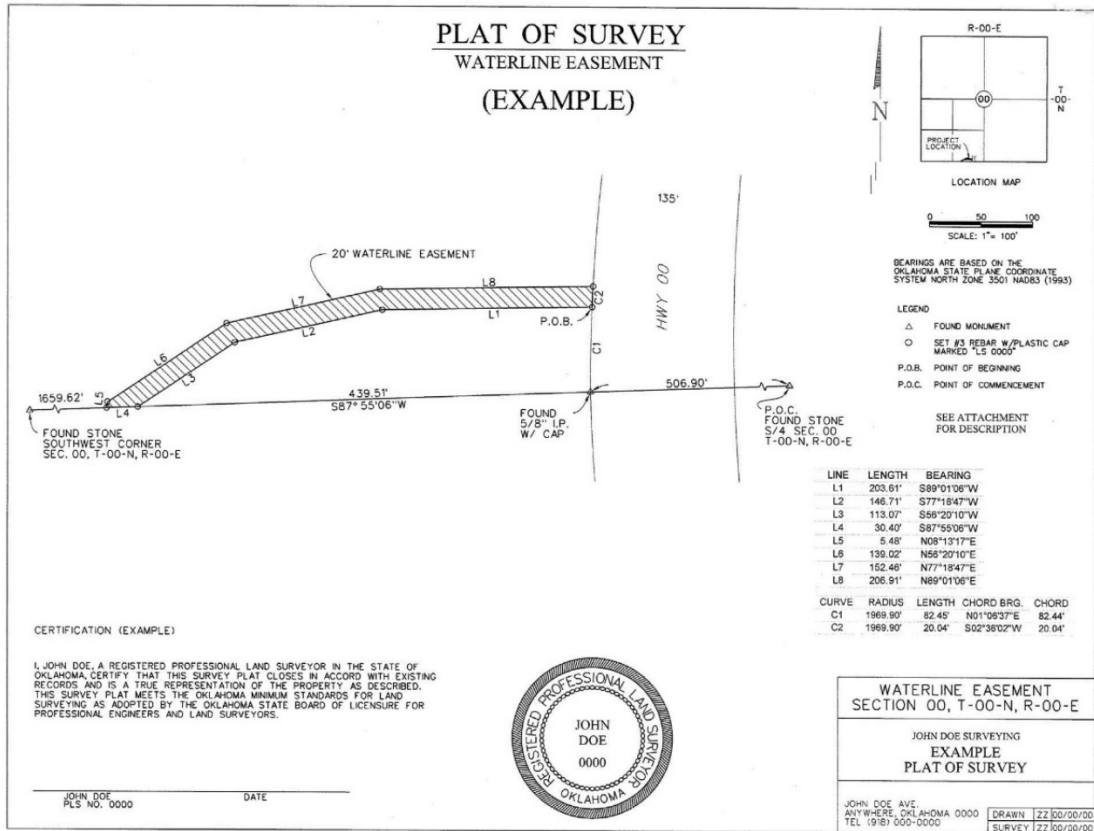


Figure 8-1B  
For Graphical Representation Only

*DESCRIPTION  
(EXAMPLE)*

A 20 foot wide strip of land located in the Southwest Quarter (SW/4) of Section 00, Township 00 North, Range 00 East of the Indian Base and Meridian, according to the U.S. Government Survey thereof, State of Oklahoma. Said 20 foot wide strip of land being more particularly described as follows;

Commencing at the South Quarter Corner of said Section 00; thence S87°55'06"W along the South line of said SW/4 a distance of 506.90 feet to a point on the Westerly Right-of-Way of Oklahoma State Highway 00; thence along said Westerly Right-of-Way on a curve to the right having a radius of 1969.90 feet, an arc distance of 82.45 feet, a chord bearing N01°06'37"E, and a chord distance of 82.44 feet to the Point of Beginning; thence S89°01'06"W a distance of 203.61 feet; thence S77°18'47"W a distance of 146.71 feet; thence S56°20'10"W a distance of 113.07 feet to a point on the South line of said SW/4; thence S56°20'10"W along the South line of said SW/4 a distance of 30.40 feet; thence N08°13'17"E a distance of 5.48 feet; thence N56°20'10"E a distance of 139.20 feet; thence N77°18'47"E a distance of 152.46 feet; thence N89°01'06"E a distance of 209.91 feet to a point on the Westerly Right-of-Way of Oklahoma State Highway 00; thence along said Westerly Right-of-Way on a curve to the left having a radius of 1969.90 feet, an arc distance of 20.04 feet, a chord bearing S02°36'02"W, and a chord distance of 20.04 feet to the Point of Beginning. Said 20 foot wide strip of land contains 0.22 acres, more or less.

Bearings are based on the Oklahoma State Plane Coordinate System North Zone 3501 NAD83 (1993).

I, JOHN DOE, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF OKLAHOMA, CERTIFY THAT THE ATTACHED DESCRIPTION IS A TRUE REPRESENTATION OF THE PROPERTY AS DESCRIBED.

\_\_\_\_\_  
John Doe  
PLS NO. 0000

\_\_\_\_\_  
Date



Figure 8-1B, Cont.

Easements Along Property Perimeter

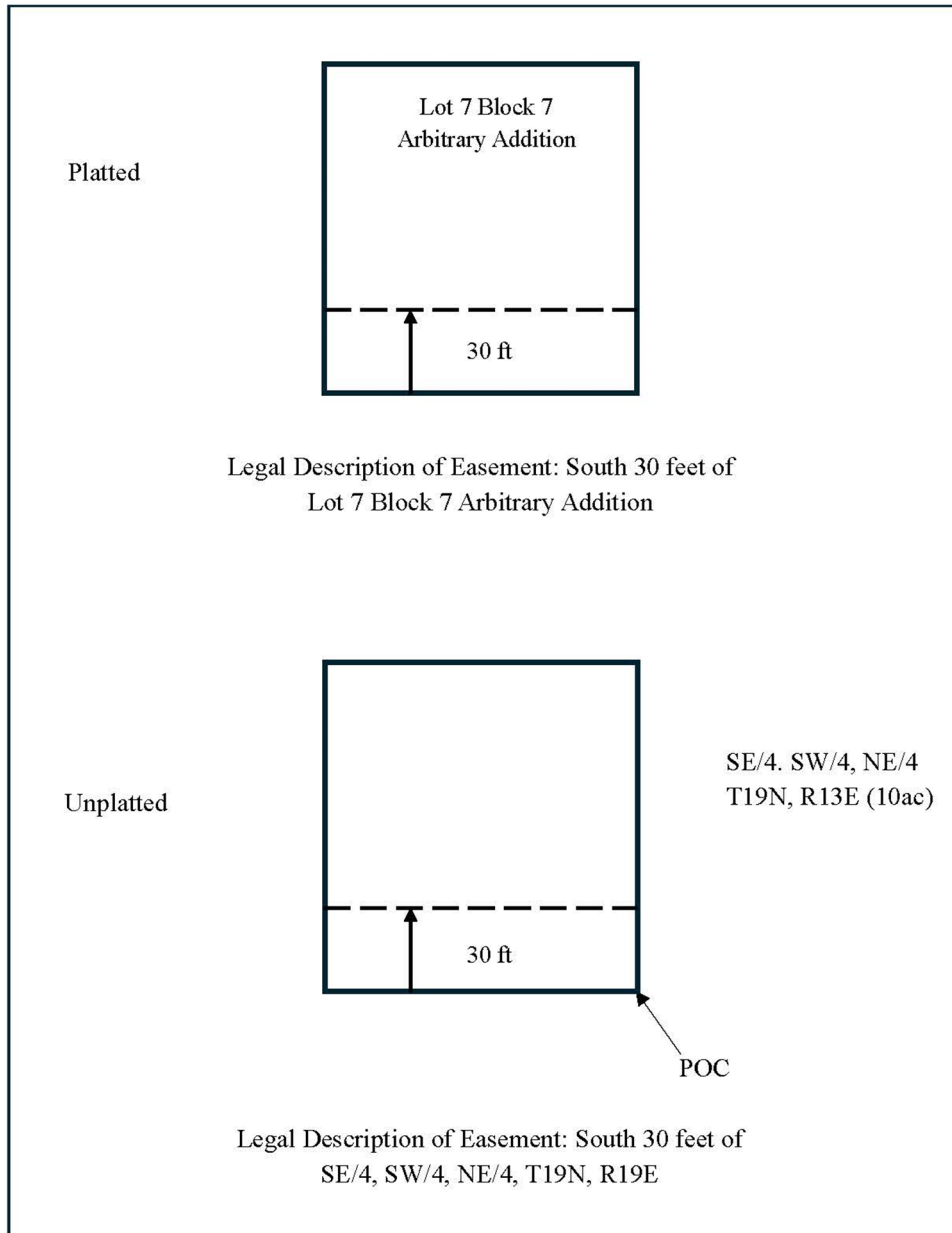


Figure 8-1C  
For Graphical Representation Only

Plat of Survey Example  
Easement along Perimeter

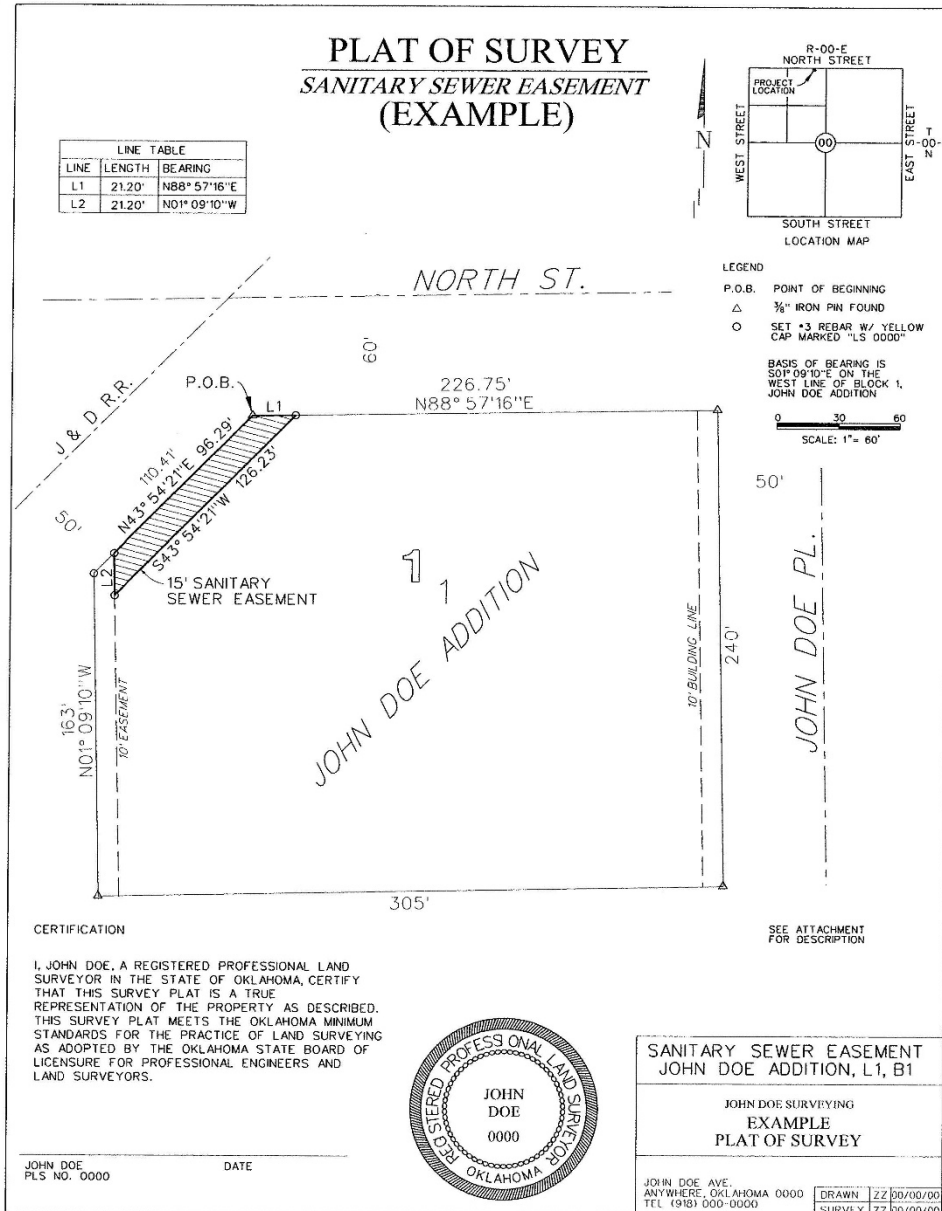


Figure 8-1D  
For Graphical Representation Only

*DESCRIPTION*  
*(EXAMPLE)*

A Fifteen (15) foot strip of land located in Lot 1, Block 1, John Doe Addition, City of Anywhere, State of Oklahoma, said tract being more particularly Described as follows;

Beginning at the Northerly Northwest corner of said Lot 1: thence N88°57'16"E along the North line of said Lot 1 a distance of 21.20 feet; thence S43°54'21"W a distance of 126.23 feet to a point on a platted 10 foot easement; thence N01°09'10"W along said easement a distance of 21.20 feet to a point on the Northwest boundary of said Lot 1; thence N43°54'21"E along said Northwest boundary a distance of 96.29 feet to the Point of Beginning, said tract containing 1,669 square feet, more or less.

I, JOHN DOE, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF OKLAHOMA, CERTIFY THAT THE ATTACHED DESCRIPTION IS A TRUE REPRESENTATION OF THE PROPERTY AS DESCRIBED.

\_\_\_\_\_  
John Doe  
PLS NO. 0000

\_\_\_\_\_  
Date



Figure 8-1D, Cont.

**801.1 Utility Easements.** Easements can include poles, wires, conduits, sanitary sewers, stormwater sewers, water mains, gas, power, communication, and other utility lines. Easement widths shall be determined by the need of the utility that required the easement.

**801.2 Water Main Easements.** Water mains are generally located on the south or east side of right-of-way, 8.0 ft. off the property line, unless otherwise approved. Water mains not in a street right-of-way are centered in a minimum 20.0 ft. restricted water line easement.

**801.3 Sanitary Sewer Easements.** Sanitary sewer should be located in easements such that: (a) It must be at least 4' from the property line; (b) The full depth of manholes must be available on each side of the sewer line. In other words, minimum sanitary sewer easement width = 2x depth.

**801.4 Drainage Easements.** Suitable drainage easements as required by the City standards must be provided on the subdivision plat or provided by separate easement document if the area is not platted. The easement may include stormwater sewers, channels and drainage swales for overland flow, and detention facilities that are above or below ground. Floodwalls, embankments, and other facilities for stormwater management are also included. Storm sewer easements vary according to the size of the pipe and the depth below the ground surface. (Figure 8-2) Drainage Easements fall into the following categories:

- **Storm Sewer** – used primarily for underground pipe systems.
- **Overland Drainage** – used for ditches and swales used to convey stormwater.
- **Drainage** – used for systems that have both an overland and an underground component.
- **Detention** – used for private detention facilities.
- **Compensatory Storage** – used for land designated as compensatory storage when floodplain storage is otherwise reduced.

**STORM SEWER  
MINIMUM EASEMENT  
(WIDTH IN FEET)**

PIPE DIAMETER (INCHES)	TRENCH DEPTH TO PIPE INVERT (FEET)			
	5	10	15	20
18	15	15	20	30
24	15	15	25	35
30	15	15	25	35
36	—	15	25	35
42	—	15	25	35
48	—	15	25	35
54	—	15	25	35
60	—	20	30	35
>60 (1)	—	30	30	35

Easement width is determined on a case-by-case basis  
based on depth, site conditions, and pipe size.

**Figure 8-2**

## 802 Easement Process

**802.1 Establishing an Easement.** Easements can be established either at the time of platting of a property, as an amendment to an existing plat, or by separate instrument on any property. The process for establishing a separate instrument easement within the City of Tulsa is shown below; in addition, see “Required Items for Easements,” Figure 8-3.

- The application is routed within the City of Tulsa.
- The City of Tulsa generates the easement document and returns it to the owner for a notarized signature.
- The signed easement is returned to the City. It is combined with all the other previously submitted documentation and sent through the City process for Mayoral and City Council review.

**802.2 Easement Checklist.** To ensure prompt processing, follow the guidelines presented in Figure 8-3 and the checkpoints listed below.

- Make sure legal descriptions match the Section, Township, and Range.
- Bearings and distances on all lines of the plat.
- Section ties to be on all plats as well as State Plane coordinates on each corner of the exterior of the plat.
- Tie legal descriptions to section lines wherever possible in the legal documents.
- Include basis of bearings on legal and plot plan.
- If a legal description starts in a curve or has non-tangent curves in it, then you will need to provide the initial tangent bearing.
- Provide the following information for all curves:
  - D- Delta
  - R- Radius
  - L- Length of Curve
- Check closure and location of all legal documents before submitting them.
- Provide an exhibit drawing with all documents showing the area in question.
- Legal documents signed by the properly authorized people.
- Ownership Affidavit(s) for entire underlying parcel(s).
- Reference to platted subdivision or “unplatted.”

Here are a few guidelines to follow:

Every person who grants easements to the City must be at least 18 years of age and must sign the easement in front of a notary public. The easement form must clearly state that the individual, corporation, etc., named as the grantor is the owner of the property. In addition, an authorized person must sign the easement form, and the title of the person signing the documents must be shown below the signature unless it is an individual property owner. All signatures must meet the requirements of the Oklahoma Title Examination Standards and will be subject to review and approval by the City of Tulsa Legal Department.

*See City website for additional instructions.*

**802.3 Signature Authorization.** The person(s) authorized to sign easements on behalf of the following entities which are titled to the subject land are identified as follows:

**Corporations:** An easement on land owned by a corporation may be signed by the corporation's attorney-in-fact, president, vice-president, chairman, or vice-chairman of the board of directors of the corporation. In order to accept the signature of an attorney-in-fact, he or she will need to attach a copy of his or her Power of Attorney to prove that the signing person is authorized. The Power of Attorney must be dated the same date as the document being signed by the authorized individual.

**General Partnership:** A partner in a general partnership is authorized to sign.

**Individuals:** An individual may sign personally. An individual who has another's "Power of Attorney" may sign on the principal's behalf if a copy of a properly executed Power of Attorney is attached. The date of the Power of Attorney must be the same as the date of the document being signed by the attorney-in-fact. If the owner is married, his or her spouse must also sign the easement.

**Limited Liability Company:** The manager or managing member of a limited liability company is authorized to sign. Others specified in the operating agreement may sign as well.

**Limited Partnership:** The general partner in a limited partnership is authorized to sign.

**Religious Corporation:** An active Trustee of the board of trustees is authorized to sign. Other officers may be authorized by appropriate corporate papers. If questions exist, the City Attorney's office should be consulted.

**Trust:** A trustee of a trust is authorized to sign. If serving as a co-trustee, the trust instrument must be examined to see if a single co-trustee may sign individually or if more than one co-trustee is required. A Memorandum of Trust is required to be recorded prior to the execution of the easement.

**Other:** A court appointed trustee, receiver, personal representative, guardian, conservator, or other fiduciary may be authorized to sign if the Court Order delegating the authority to the fiduciary provides for such authority to be exercised. A certified copy of the Court Order should be examined by a City Attorney before accepting any document signed by such a fiduciary.

### **803 Closing and Vacating Easements**

Easements may be either closed or vacated depending on the circumstances.

**803.1 Closing an Easement:** All applications for closing easements or public ways in the City of Tulsa must be filed with the appropriate Director on forms specifically for that purpose. See Title 11 TRO §§ 700 et seq. for the procedure to be followed. The application should include a Plat of Survey, legal description, original purpose of the easement, copy of the easement instrument, name of subdivision and plat number if applicable, reason that the easement should be closed, and additional information called for in the ordinance. If the request is approved, the City will retain the absolute right to reopen any closed easement without expense to the City.

**803.2 Vacating an Easement:** Actions to vacate an easement are filed in District Court following procedures outlined in Title 11 O.S. §§ 42-101 et seq. and Tulsa's Amended Charter, Article VIII Section 14. Title to the subject property will be clarified in the Court Decree. Tulsa will first pass an ordinance closing the easement before a court action can be filed to vacate the easement and to foreclose the City's absolute right to reopen it. Often, the Court Decree will reserve an easement to the City or to a utility company for existing infrastructure located within the easement.

### **804 Existing Utilities Without Recorded Easements**

There are areas within the City of Tulsa where utilities are located without an accompanying recorded easement. Many of the older locations of the city include water and sewer lines that were placed before easement policies were established. Every effort is made by the City to locate such utility lines early in the planning phase and before construction begins. However, final responsibility for locating utility lines on property to be developed rests with the owner of the property. When utilities are discovered during construction, all parties involved in the construction must stop work and meet with the City to determine the best option to solve the

problem. Whether or not a recorded easement is found, the utility will be given the same consideration as if there were a recorded easement in place.

### **805 Construction Over Easements**

The construction of any improvement over a utility easement is not normally allowed without a properly executed agreement on behalf of the City. The applicant must contact the City to start the process of completing an Agreement to Construct in Utility Easement. In general, construction of buildings or structures over easements is not allowed because they interfere with the City's ability to perform maintenance on the utility line. In addition, maintenance of the line could cause damage to the building or structure which might be considered a liability to the City. Exceptions are defined in Title 11 TRO § 700.

### **806 License Agreements**

Private use or placement of any structure in any Public Way such as a street or other thoroughfare owned by the City and open for public use requires a License Agreement with the City of Tulsa. Typical License Agreements include landscaping, signs, fences, and other beneficial uses. The activity must show that it creates no adverse impacts, provides public benefit, provides aesthetic value, is safe, and does not obstruct public use of the Right-of-Way. Applications for a License Agreement must be filed with the appropriate Director on forms available from the City. The applicant must provide the following:

- The owner(s) of record of the contiguous property adjoining the public way or publicly owned land.
- A plot, plan or other representative sketch or drawing depicting the proposed improvements, together with construction specifications (when applicable).
- A plat of survey depicting the distances, bearings, and points showing the location and area to be covered by the Agreement.
- A legal description of that portion of the public way to be covered by the Agreement.
- The purpose for which the public way is required for use by the applicant.
- Such additional information may be determined by the Director to be necessary for evaluating the application.

**The License Agreement must be submitted for consideration to the City Council and Mayor. If it is approved, it is filed and recorded in the land records office of the County Clerk. For more details on obtaining a License Agreement, call Engineering Services at 918-596-9649.**

**REQUIRED ITEMS FOR EASEMENTS**

**ALL PAGES MUST BE LETTER SIZE (8.5"X11.0")**

1. An Ownership Affidavit from an Abstract Company of letter from an Attorney stating who owns the property.
2. A letter stating who has the right to sign and their title (i.e., Owner, Owner and Spouse, President, etc.).
3. A Plan of Survey exhibit (type font must be 12 pt.).
4. A mathematical closure form ensuring that the plat boundaries close.
5. A signed and sealed legal description by a Surveyor (type font must be 12 pt.) and a Certification Statement. The Certification Statement should be as follows:

Example

“I, John Smith, of Smith and Associates, Inc., certify that the attached legal description closes in accord with existing records, is a true representation of the easement/dedication as described, and meets the minimum technical standards for land surveying of the State of Oklahoma.”

\_\_\_\_\_  
Date

\_\_\_\_\_  
By: John Smith

RPLS No. ??????, State of Oklahoma

Smith and Associates, Inc.

Figure 8-3

# CITY OF TULSA

## INFRASTRUCTURE DEVELOPMENT PROCESS MANUAL

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### CHAPTER 900

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#### IDP REVIEW PROCESS AND RECORD DRAWINGS

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##### 901 Review Process

The process starts before plans are submitted with a recommended Pre-Development Conference attended by all participants in the plan review, including the Fire Marshal, MTTA, and Tulsa Planning Office. After the Pre-Development Conference, the first design review begins upon submittal of detailed plans. If the plans require modification or clarification, the Engineer is issued a Letter of Deficiency (LOD). Once the Engineer responds and revises the plans as necessary, the process repeats with the initiation of the second design review. After the third design review, if an additional LOD is issued, the Engineer and the Developer are required to meet with the City of Tulsa staff to review the drawings in an effort to resolve any outstanding issues. The process is limited to four reviews, after which the Engineer is required to resubmit as a new project. Each review cycle costs time and money and delays the start of construction of the project. Fewer reviews may be an indication of the Engineer's proficiency, attention to detail, knowledge of City requirements, and reliability to produce quality plans. Unless the project is exceptionally large or complex, the need for four reviews may indicate the Engineer has not achieved the level of competency expected by the City of Tulsa and additional reviews would be costly and time-consuming.

##### 902 Electronic Plan Submittal and Review

The City of Tulsa Development Services has implemented an electronic content management (ECM) system to better manage documents. The implementation of ECM includes the electronic submittal and review of plans and provides for more efficient and accurate IDP processing. Each submittal must have an appropriate application form as well as all required documents including but not limited to:

- All documents to be submitted digitally through the Self-Service Portal.
- Application to submit IDP Plans
- IDP Checklist (Completed)
- Plans (100% signed, sealed and ready for construction)
- Stormwater Pollution Prevention Plan (SP3) if area to be developed is over 1 acre.
- Drainage/ Detention/ Flood Plain Report if necessary

- Engineers Report Form (ODEQ) for Water & Sewer
- Traffic Impact Analysis as required
- Plan review fee (includes three reviews):
  - \$800 administrative fee (less \$400 if a Pre-Development Conference was held)
  - \$350 per sheet of reviewed plans
- Minutes from Pre-Development Conference if held
- Developer's Contract and Application

### **903 Record Drawings**

Permanent hard-copy, Mylar, and electronic (PDF) record drawings that conform to Spec. 334 are required after construction and are currently archived in the City's Engineering Services Department. Record Drawings must include this note: "These Record Drawings reflect the As-Built Drawings (per COT Spec. 334) supplied by and prepared by the Contractor on xx/xx/202x."

### **904 Record Drainage Report**

A hard copy and electronic (PDF) copy of the approved drainage report shall be submitted upon approval of the report.

# CITY OF TULSA

## INFRASTRUCTURE DEVELOPMENT MANUAL

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### CHAPTER 1000

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### INFRASTRUCTURE APPEALS PROCESS

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#### 1001 Appeals

There are several types of appeals in the permitting process. Issues related to the infrastructure development process and design standards must be appealed to the Infrastructure Development Advisory Board (IDAB). Stormwater management appeals are through the Stormwater Drainage and Hazard Mitigation Advisory Board (SDHMAB).

#### 1002 Infrastructure Development Advisory Board

The Infrastructure Development Advisory Board (IDAB) assists the City of Tulsa in all aspects of the infrastructure development process except stormwater policies. The IDAB is established and supported by the Development Services Division and advises the appropriate Director on policies, standards, ordinances, and codes that relate to infrastructure development within the City. An important responsibility of this Board is to serve as a review alternative for all parties involved in the planning, design, and construction of the infrastructure in support of subdivisions, business parks, and other development. The IDAB does not have the authority to grant variances and resolve disputes between individuals and the City of Tulsa. The IDAB advises the Director and makes recommendations on specific situations regarding infrastructure development. The Board also has the responsibility to review and make recommendations to the Director of Engineering Services on all standards. The Director makes the final decision.

#### 1003 Appeals and Variance Process

Appeals related to any aspect of the infrastructure development process may be granted as long as it can be shown that they will not cause detriment to the public good, safety, or welfare. Any appeal for a variance from established engineering standards must not be contrary to the spirit, purposes, and intent of the standards whereby reason of unique and exceptional physical circumstance or condition or a particular property, the literal enforcement of the requirements of the standard would result in an unreasonable hardship. Applications for a variance from City policies must be made by filing a written request with the Development Services Division. Appeals may also be emailed to [IDPCoordinator@cityoftulsa.org](mailto:IDPCoordinator@cityoftulsa.org). All requests for appeals must go through the Development Services Division who will determine which City of Tulsa Board is

the appropriate venue for the appeal. Appeals that are assigned to the Infrastructure Development Advisory Board will be processed accordingly. The written request must meet the following requirements:

- The variance must be the minimum necessary to afford relief.
- The variance must show (1) good and sufficient cause, (2) that failure to grant the variance would result in exceptional hardship to the applicant, (3) and that granting the variance would not result in additional threats to public safety, or extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public, nor conflict with existing local laws or ordinances.
- The appeal process for Infrastructure Development is outlined in Title 35, § 804 which is available online at [www.cityoftulsa.org](http://www.cityoftulsa.org). The process is also shown in Figure 10-1. It must be submitted within 20 days of the written decision that is being appealed. Figure 10-2 shows the process for SDHMAB.

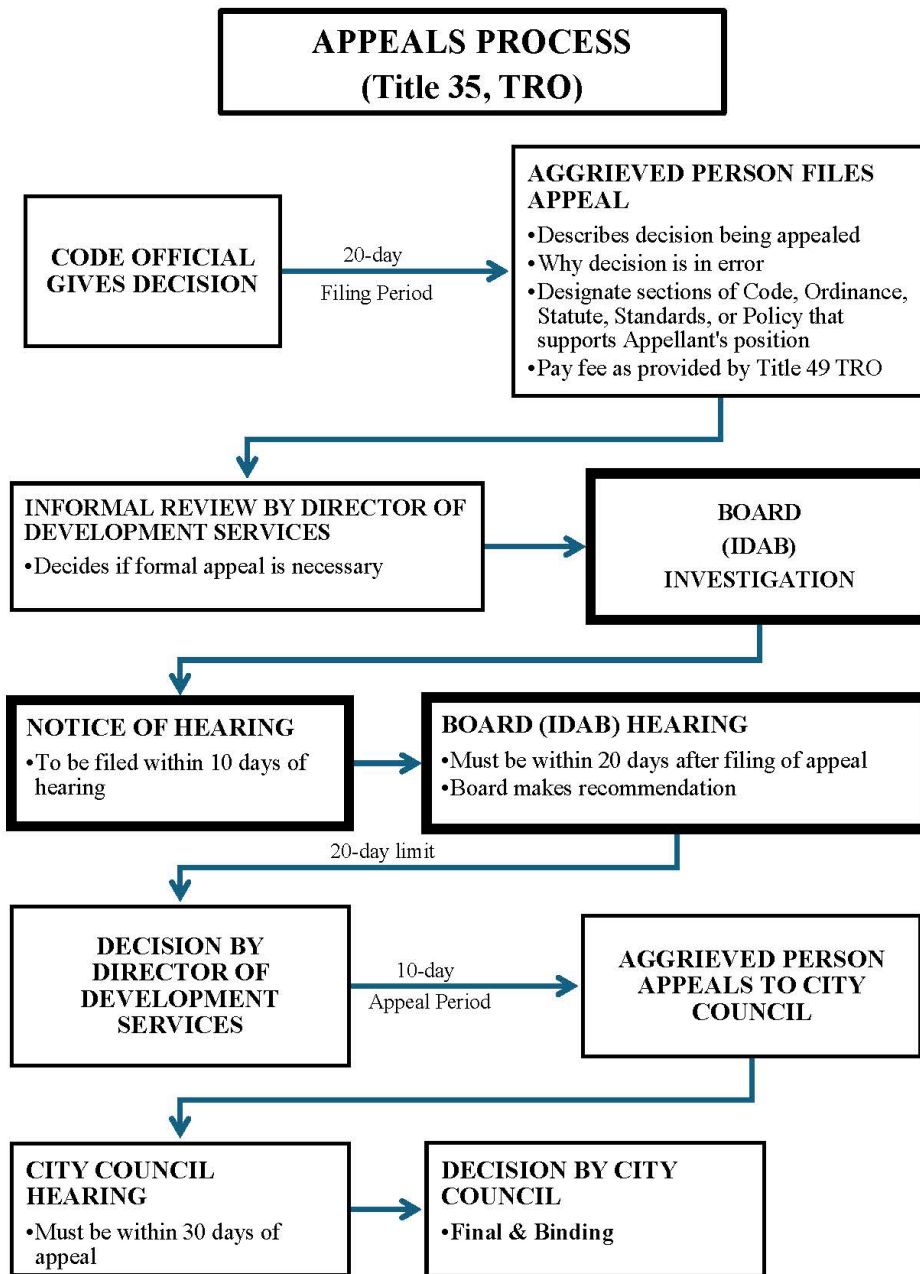


Figure 10-1

**APPEALS PROCESS  
(Title 11A, TRO)**

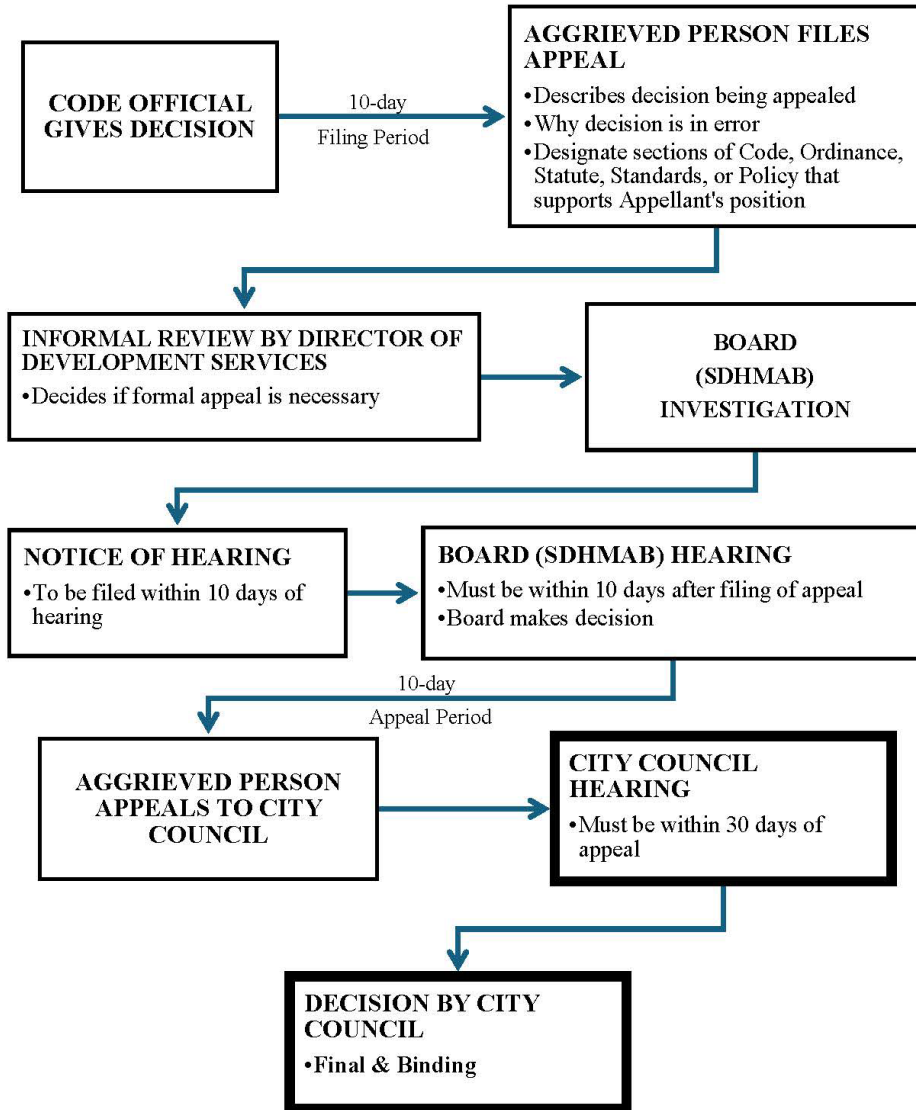


Figure 10-2

**APPENDIX A**  
**COORDINATION ENTITIES**

### **Federal Emergency Management Agency (FEMA)**

FEMA is responsible for the implementation of the National Flood Insurance Program of which the City of Tulsa is a participating community. FEMA contracts with the ISO to review each participating community to determine their level of implementing their floodplain management program and gives them a numerical rating. Those communities that have the best ratings receive significant reductions in their flood insurance premiums.

### **Indian Nations**

Due to their unique status with the Federal Government, the Indian Nations in Oklahoma (Creek, Cherokee, and Osage in the City of Tulsa) are recognized as Sovereign Nations. The City of Tulsa has no authority to permit the Sovereign Nation's development activity, however the City may regulate all connections to the public system.

### **Indian Nations Council of Governments (INCOG)**

INCOG is a voluntary association of local governments serving Creek, Osage, Tulsa, Rogers, and Wagoner counties. INCOG provides staffing to the Tulsa Metropolitan Area Planning Commission for the development and administration of the Tulsa County zoning code. INCOG also employs professional planning staff for the Tulsa County Board of Adjustment. INCOG planning services are limited to the unincorporated areas of Tulsa County.

### **Oklahoma Department of Environmental Quality (ODEQ)**

ODEQ is the permitting authority for the majority of wastewater discharges within the State of Oklahoma under the authority of the Oklahoma Pollutant Discharge Elimination System Act. In that regard, ODEQ requires the submittal of Stormwater Pollution Prevention Plans (SP3) for all projects that disturb a surface area of one acre or more. The City of Tulsa has been delegated approval authority for SP3s. ODEQ is also the regulatory agency for onsite wastewater disposal systems.

### **Oklahoma State Department of Health (OSDH)**

The OSDH administers the public health statutes ensuring a safe water supply, food service, immunizations, and other aspects of community health. All water and sewer systems, including individual wastewater disposal systems, in the City of Tulsa must be constructed in compliance with applicable OSDH standards or the more stringent standards of the City.

### **Oklahoma Department of Transportation (ODOT)**

ODOT sets design standards for all State of Oklahoma highways. The City of Tulsa utilizes ODOT standards on City streets where appropriate. The City coordinates the design of all streets that join State highways. Any development that encroached on ODOT Right-of-Way must have permission from ODOT.

### **Oklahoma Turnpike Authority (OTA)**

OTA sets design standards for all State of Oklahoma turnpikes. The City of Tulsa utilizes OTA standards on City streets where appropriate. The City coordinates the design of all streets that join State turnpikes. Any development encroaching OTA Right-of-Way must have permission from OTA.

### **Oklahoma Water Resources Board (OWRB)**

The OWRB effectively and efficiently manages, protects, and improves the water resources of the state and plans for Oklahoma's long-range water needs in a responsive, innovative, and professional manner.

### **State Historic Preservation Office (SHPO)**

The SHPO identifies, evaluates, and nominates properties for listing on the National Register of Historic Places. The National Register is a catalogue of buildings, sites, structures, districts, and objects significant in our past. The SHPO is also responsible for implementing Section 106 of the National Historic Preservation Act which requires federal agencies to consider the effects of their undertakings on properties listed in or eligible for the National Register of Historic Places.

### **Tulsa Health Department**

The Tulsa Health Department enforces the public health and sanitation ordinances of the City of Tulsa, issues permits for health-related activities, issues permits to construct, repair, or install septic tank systems. The Tulsa Health Department also administers all aspects of public health including immunizations, testing, and screening, health related education, environmental health issues, safe drinking water, sanitation, and others.

### **Tulsa Metropolitan Area Planning Commission (TMAPC)**

The TMAPC is responsible for ensuring orderly development in both the City of Tulsa and Tulsa County. Administration of the Zoning Code, review of subdivision regulations, establishment of building lines, setback requirements, and long-range planning, are just a few of TMAPC's responsibilities. TMAPC makes recommendations on all rezoning cases. The recommendations are forwarded to either the City Council or the County Commission, depending on jurisdiction, for final action. TMAPC also exercises the power and authority to review, approve, and disapprove plats for the subdivision of land pursuant to the powers and jurisdiction vested through Title 19, Oklahoma Statutes, 863.9.

### **Tulsa Metropolitan Utility Authority (TMUA)**

The Tulsa Metropolitan Utility Authority is a public trust organization created by city charter. TMUA's primary responsibilities are to manage, construct, and maintain Tulsa's water works and sanitary sewer systems, and to fix rates for water and sewer services rendered within its boundaries.

### **Tulsa, Osage, Wagoner, Creek, and Rogers Counties**

Interface with the City of Tulsa in numerous areas including water and sewer systems, streets, storm drains, and others.

### **Tulsa Planning Office (City of Tulsa)**

The Tulsa Planning Office leads both the long-range and current planning efforts for the City of Tulsa including the development of comprehensive plans, management of the City of Tulsa zoning code, and staffing for the Tulsa Metropolitan Area Planning Commission (TMAPC), City of Tulsa Board of Adjustment, and the City of Tulsa Preservation Commission. The Tulsa Planning Office provides planning services for properties located within the City of Tulsa.

### **Tulsa-West Tulsa Levee Districts No. 12 & 13**

A branch of Tulsa County government established with the sole purpose of providing for the maintenance of the Tulsa-West Tulsa Levee system constructed by the Federal Government in the 1950's. The levee system is 33 miles long on both sides of the Arkansas River from Sand Springs to Jenks. The levee districts have the authority to assess property owners to pay for annual maintenance of the levees.

### **US Army Corps of Engineers (USACE)**

This Federal agency is responsible for implementing Section 404 of the Federal Water Pollution Control Act Amendments, 1972. This is the wetland statute that governs the use of lands that meet the Federal definition of a wetland. The Corps is also responsible for implementation of Section 10 for dredge and fill of navigable streams. The flow of water in the Arkansas River at Tulsa is regulated by releases from Keystone Dam upstream, which is a Corps of Engineers project.

### **US Environmental Protection Agency (EPA)**

EPA implements air and water quality standards in all communities thereby restricting the use of Federal funding in those communities that rate poorly in such standards as ozone in the air and pollutants in area streams. EPA also sets standards for drinking water at the tap. The National Environmental Policy Act, which requires Environmental Impact Statements and other actions for projects funded with Federal appropriations is also monitored and enforced by the EPA.

### **US Fish and Wildlife Service (USFWS)**

The USFWS is responsible for implementation of the Endangered Species Act which has authority over any property that is utilized by any species on the Endangered Species list and has jurisdiction over the environmental impacts of any activity funded with Federal money. The USFWS also has the responsibility for enforcing Federal laws regulating the Environmental Corridor along the Arkansas River. The Environmental Corridor is a mile-wide corridor along each bank of the Arkansas River through Tulsa that is protected to preserve the wildlife habitat

and scenic aesthetic values of the river. The USFWS has regulatory authority for all proposed activity within this border.

**APPENDIX B**  
**GUIDING LEGAL AUTHORITY**

## **General**

The City of Tulsa's legal authority to conduct business started with its official Charter granted by the Governor of the new State of Oklahoma in 1907. The Charter has subsequently been amended several times. The City has also adopted other legal instruments that govern how the City conducts all aspects of development. Construction within the city limits of Tulsa is legally guided by Codes and Ordinances.

## **Codes**

Codes are generally those guidelines that have been accepted nationally and internationally as the proven method and design to accomplish a specific task. The International Code Council establishes updates and publishes all codes. Codes ensure uniformity of standards around the international community. The codes that are utilized by the City of Tulsa include:

- International Building Code (IBC)
- International Existing Building Code (IEBC)
- International Residential Code (IRC)
- International Fire Code (IFC)
- International Mechanical Code (IMC)
- International Plumbing Code (IPC)
- National Electric Code (NEC)

Please see the City of Tulsa website for the latest codes that have been adopted by the City.

**Zoning Codes.** Zoning Codes for the City are established by the Indian Nations Council of Governments (INCOG) and codified in Tulsa City Ordinance, Title 42, Zoning and Property Restrictions. The codes determine the classification of each individual property within the City limits. Changes in Zoning Code classifications must be brought before INCOG for processing.

**Americans with Disabilities Act.** Accessibility for the disabled in all projects and development in the City of Tulsa shall be provided in compliance with the prevailing International Building Code and the referenced standards for accessibility. All projects must comply with Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines (July 23, 2004). The City of Tulsa will enforce the American National Standards Institute (ANSI) standards as adopted by the IBC codes.

## **Ordinances**

The City of Tulsa Ordinances are the specific legal authority for all aspects of government business. Ordinances are approved by the Mayor and the City Council, thereby becoming law.

The above-mentioned International Codes that are applicable to the City are adopted as law through Ordinances that adopt a specific Code. Other Ordinances that are passed by the City Council address other specific issues or needs required for the City to conduct its business. The Ordinances can be found on the City's website. The primary Ordinances that relate to the permitting of construction projects are as follows:

- Title 5-----Boards, Commissions & Committees
- Title 11-----Public Works Department
- Title 11A---Stormwater Drainage
- Title 11C---Waterworks and Sewerage
- Title 14-----Fire Prevention Code
- Title 17-----Health Regulations
- Title 18-----Insurance & Bonds
- Title 35-----Infrastructure Development
- Title 42-----Zoning and Property Restrictions
- Title 49-----Administrative Permit and License Fees
- Title 51-----Building Code
- Title 52-----Electrical Code
- Title 56-----Plumbing Code
- Title 59-----Mechanical Code

### **Policies**

As changes occur in processes, procedures, or standards that impact the way the City of Tulsa does business, policy statements are issued. Policy Statements are issued by the appropriate Director and inform the public and City employees of the change so that they may be incorporated into the applicable business area. A current listing of policy statements can be found on the City of Tulsa website at [www.cityoftulsa.org](http://www.cityoftulsa.org).