



September 29, 2009

Home Builders Association of Greater Tulsa
11545 E 43rd Street
Tulsa OK 74146-4202

Dear Homebuilder:

I have discussed drainage and erosion problems, especially for infill sites, with your organization, homeowners, the City's legal office and City Councilors. I believe it is time to publish guidance related to residential permitting processes regarding drainage and erosion control. This guidance is in addition to the International Residential Code R401.3. This guidance is effective October 15, 2009.

The following requirements are to be used in the planning, design, and construction of new homes, additions to existing homes, outbuildings, swimming pools, and other significant activities that could change the drainage patterns and characteristics of property that could impact neighboring properties:

- All residential properties must accept and convey drainage without causing damage to adjoining properties. Flow coming from off-site onto the property cannot be blocked. Flow from off-site must be conveyed so that it does not cause damage to neighbors. Any additional flow originating on the property must be collected and conveyed to the street using low impact development, if possible, or other approved drainage conveyance facility.
- All new houses must have roof drainage directed to the street or other approved conveyance (exceptions will be made on a case-by-case basis).
- All home builders must prepare and submit a preliminary survey of the site showing an established bench mark or assumed elevation at a known beginning point. Minimum elevations required are the property corners, finished floor of building, and others as needed. Existing topography maps (from INCOG, subdivision plans, or other sources) should be used, if available.
- All existing drainage pipes and drainage features must be shown on the house plans.
- Existing and proposed flow conditions must be shown on the house plans.

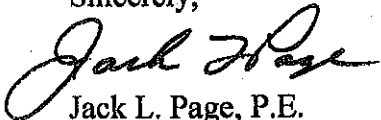
- A drainage drawing must be prepared showing the flow on the property prior to construction. A separate drainage drawing must be prepared showing spot elevations and directional water flow arrows, including off-site incoming and outgoing flow for the site after the construction has been completed. Both the present and final plans must be submitted with the residential permit application. See enclosures for examples of the minimum that will be required.
- Storage buildings must have the same drainage documentation as houses if they require a permit.

Every residential building permit and earth change permit must have an erosion control plan. The plan must be approved prior to installation. Construction, including any fill on the site, cannot be started until the approved plan is in place and inspected by the City. Guidance on the Placement of Erosion Control Inspection (PEC) process is under development. It will be furnished by Shannon Benge, Manager of Inspection Services in the near future. The erosion control measures must continue to be functional and provide the required level of protection throughout the duration of construction.

If you desire to bring fill to a residential site prior to receiving a Residential Building Permit, then you must obtain an Earth Change permit. Drainage and erosion control plans must be submitted in the same detail as outlined above.

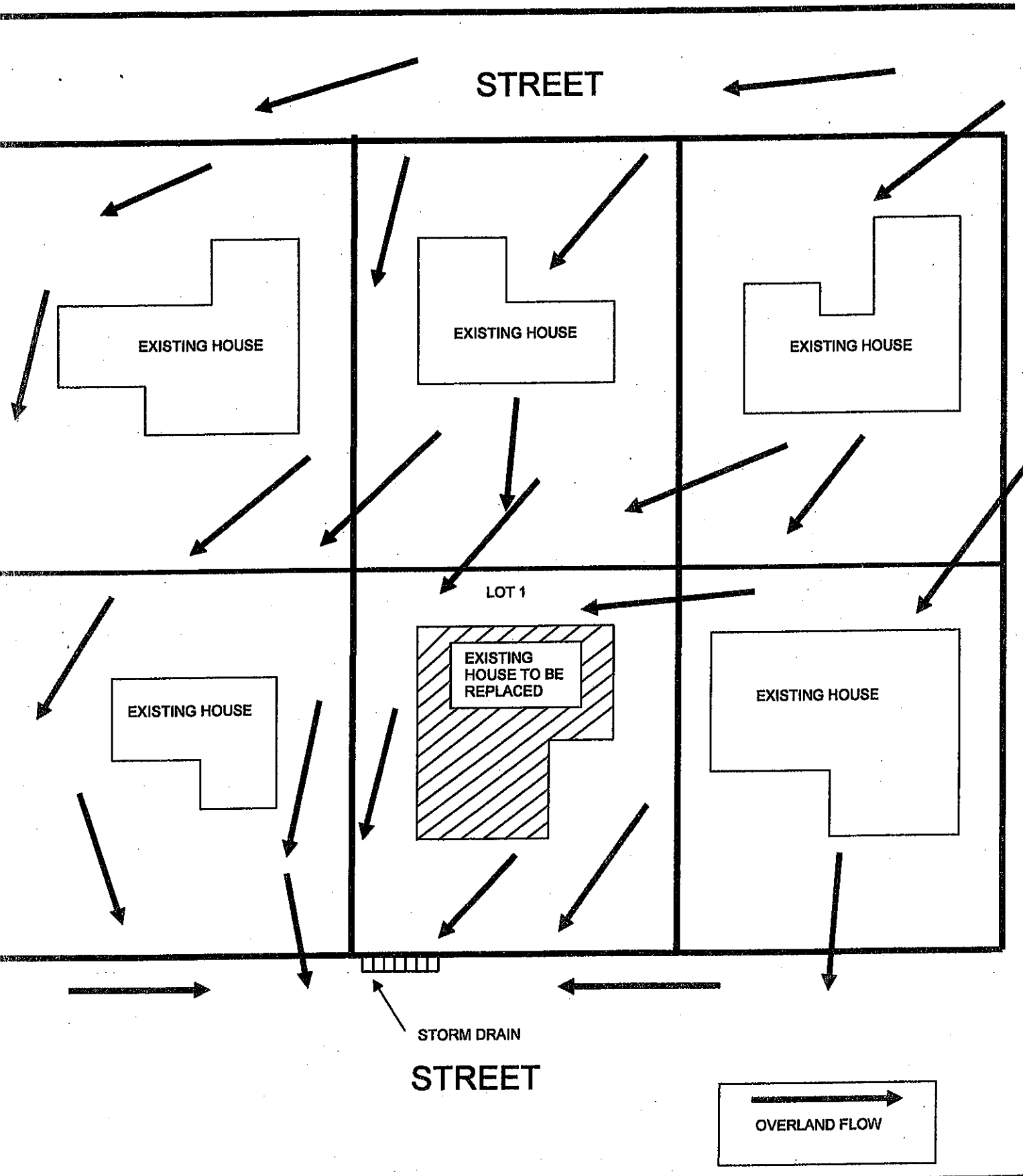
The above requirements will ensure that Tulsa's neighborhoods continue to develop and prosper with minimum drainage and erosion problems. If you have any questions, please contact Mr. Harold Tohlen at 596-7344.

Sincerely,

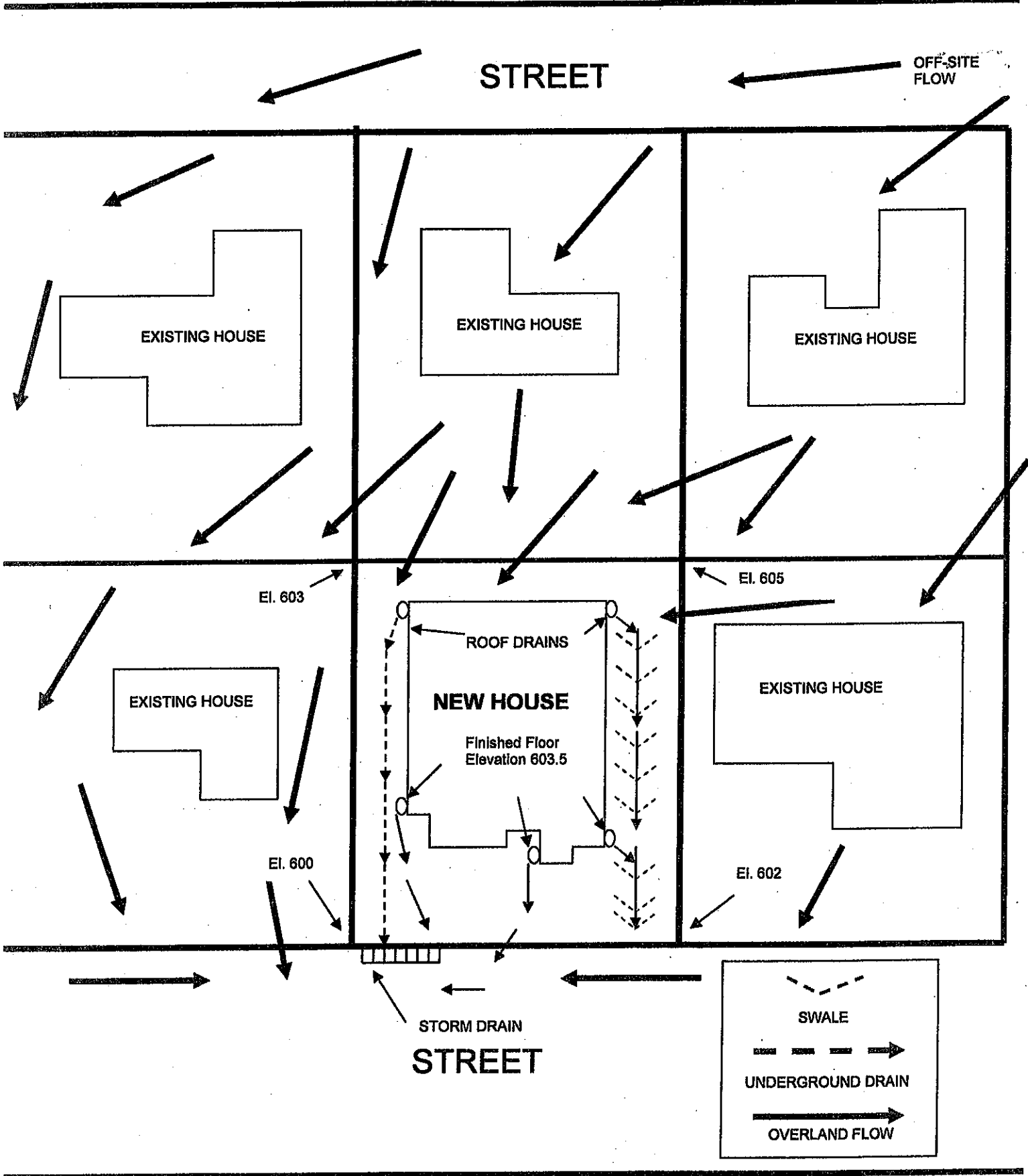


Jack L. Page, P.E.
Development Services Director

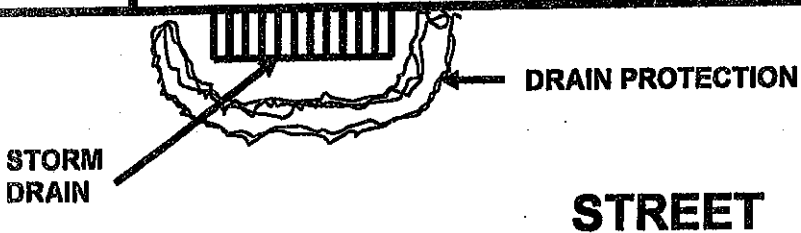
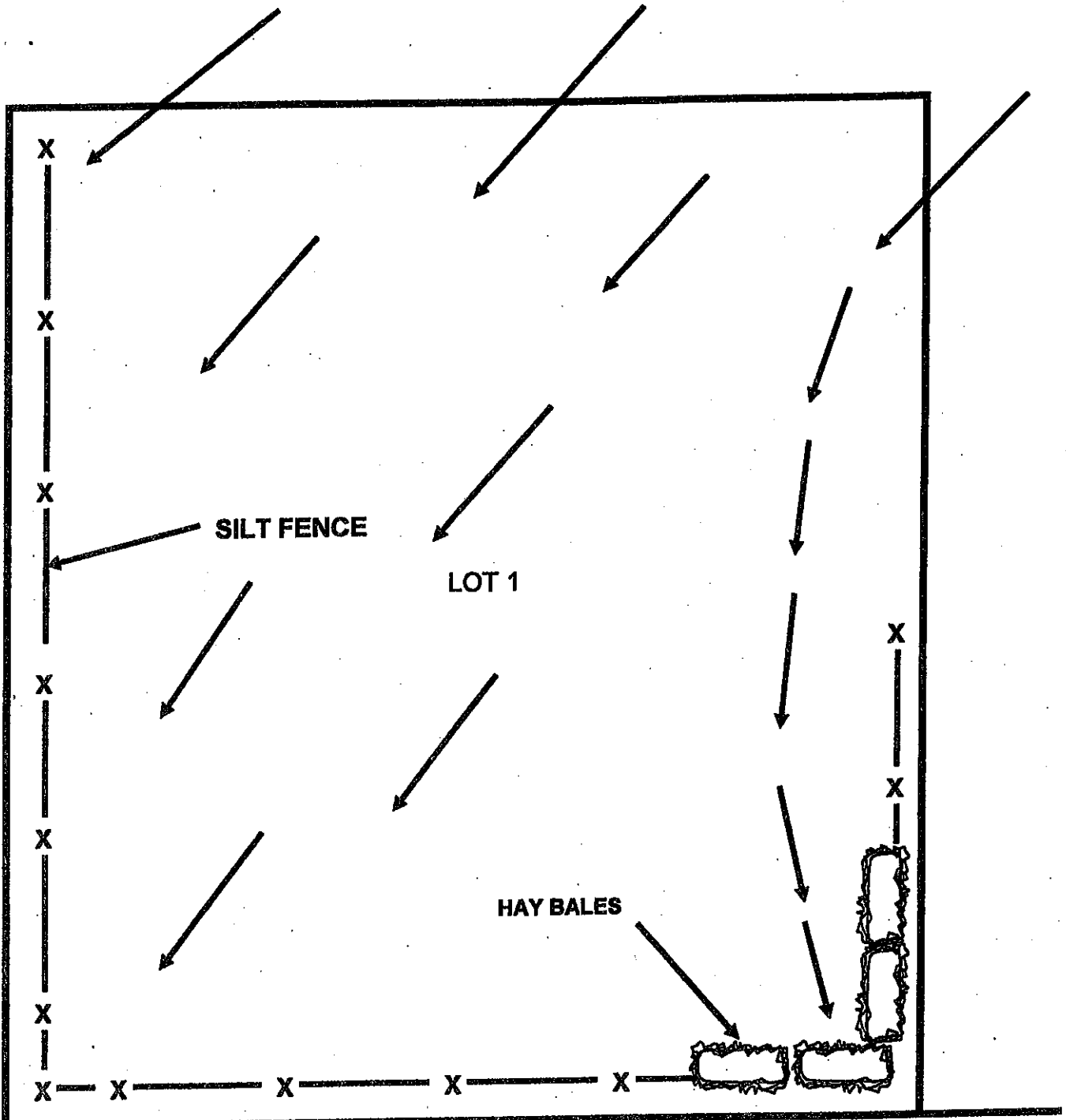
3 enclosures



CURRENT DRAINAGE PATHS



POST CONSTRUCTION DRAINAGE PATHS
 (for example only)



STREET

**EROSION CONTROL MEASURES
RESIDENTIAL**