Comprehensive Plan Amendment Application Instructions

Land Use/Areas of Stability & Growth Map Amendments
If development proposals are not consistent with the Comprehensive Plan Map(s) and are determined a significant deviation from the Comprehensive Plan, a Comprehensive Plan Amendment application must run concurrently with the development application(s) (Zoning, PUD, Corridor Development Plan, or PUD Major Amendments only).

1. Fill out Comprehensive Plan Amendment Application, located at: tulsaplanning.org/resources/forms-applications
2. Provide a map identifying the subject area of the proposed amendment.
3. Provide a written justification for the amendment that addresses:
   - How conditions of the subject area and its surrounding properties have changed.
   - How those changes have impacted the subject area to warrant the proposed amendment.
   - How the proposed change will enhance the surrounding area and the City of Tulsa.
4. Submit Application and additional items to the TMAPC staff at INCOG.
5. TMAPC staff will schedule a proposed map amendment for TMAPC hearing concurrent with the development proposal.

Comprehensive Plan Policy (text) Amendments
Applications for Comprehensive Plan Policy Amendments (amendments to the Comprehensive Plan not necessarily generated by a Zoning, PUD, Corridor Development Plan, or PUD Major Amendment proposal) must be submitted in the following manner.

1. Fill out Comprehensive Plan Amendment Application, located at: tulsaplanning.org/resources/forms-applications
2. Include a detailed description of the amendment request (include Comprehensive Plan Section and Page numbers, specific word changes, etc.).
3. Provide a written justification for the amendment that demonstrates that each requested change is warranted.
4. Provide a description of how the proposed change will enhance the City of Tulsa.
5. Submit Application and additional items to the TMAPC staff at INCOG.
6. INCOG reviews application and produces a staff report to present to the TMAPC within 30 days of receipt of the application for their consideration to initiate the proposed amendment.
7. If TMAPC decides to initiate the requested amendment, a recommended timeline for the proposal will be created and submitted to the TMAPC at the next scheduled meeting.
COMPREHENSIVE PLAN AMENDMENT

APPLICATION INFORMATION

RECEIVED BY:_____ DATE FILED:_________ PRC DATE:_________ TMAPC DATE:_________ CASE NUMBER: CPA-________

RELATED Z/PUD/CO CASE #:________________ TMAPC DATE:_________ TMAPC/COUNCIL ACTION:________________

NEIGHBORHOOD ASSOCIATIONS (WHEN APPLICABLE):________________

SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION:________________ TRACT SIZE:____________

PRESENT ZONING:________________ PRESENT USE:________________ T-R-S _______ CD:____

APPLICANT INFORMATION

NAME
ADDRESS
CITY, ST, ZIP
DAYTIME PHONE
EMAIL

I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE & DATE:

APPLICATION FEES (Make checks payable to INCOG)

BASE APPLICATION FEE $250.00
NEWSPAPER PUBLICATION $75.00
300' PROPERTY OWNERS MAIL & POSTAGE ( ) $45 + $ = $
**Do not charge with concurrent zoning application

RECEIPT NUMBER: TOTAL AMOUNT DUE: $

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

DISPOSITION

TMAPC ACTION: CITY COUNCIL ACTION:
DATE/VOTE:
RESOLUTION NO.:
**LAND USE MAP AMENDMENTS**

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<th>CURRENT LAND USE DESIGNATION</th>
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[ ] MAP IDENTIFYING THE SUBJECT AREA(S)

[ ] WRITTEN JUSTIFICATION FOR THE AMENDMENT(S), including:
- How conditions of the subject area and its surrounding properties have changed.
- How those changes have impacted the subject area to warrant the proposed amendment.
- How the proposed change will enhance the surrounding area and the City of Tulsa.

**GROWTH AND STABILITY MAP AMENDMENTS**

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**COMPREHENSIVE PLAN POLICY (TEXT) AMENDMENTS**

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[ ] DETAILED DESCRIPTION OF AMENDMENT

[ ] JUSTIFICATION FOR THE AMENDMENT DEMONSTRATES THAT A CHANGE IS WARRANTED

[ ] DESCRIPTION OF HOW PROPOSED AMENDMENT WILL ENHANCE THE CITY OF TULSA

**MEETING LOCATIONS**

Tulsa Metropolitan Area Planning Commission (TMAPC) meeting: Wednesday, 1:30 p.m.
Tulsa City Council Room, 2nd Level, One Technology Center, 175 East 2nd Street

Planning Review Committee (PRC): Thursday, Immediately after the 1:30 p.m. TAC meeting
Large Conference Room, 8th Floor, INCOG, 2 West 2nd Street