



Urban Design Permit Appeal of Decision

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STAFF USE ONLY	
Permit No.:	_____
Received:	_____

1. Program Type

Select program(s): Parklet Sidewalk Café Tables & Chairs

2. Contact Information

Applicant Name: _____

Applicant Title (in relation to business): _____

Phone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

3. Business Information

Legal Business Name: _____

Common Name (Doing Business As): _____

Business Phone: _____

Business Address: _____

City: _____ State: _____ ZIP: _____

Estimated Installation Date (if applicable): _____

4. Explanation for Request to Appeal

Explain your reason(s) for appealing the previously determined decision here.

An appeal of an Urban Design Permit decision may be made to City Council by resubmitting the decision letter with the appeal form filled out. *This request should be submitted in writing on this form within 10 calendar days of the original permit decision.* The request must include the denied application that is to be appealed, the specific objection to the original Tulsa Planning Office decision, and the specific actions being proposed by the applicant that could change the permit decision.

While the City recognizes the potential for Urban Design Permit projects to enhance the public realm, the grant of a permit is a privilege and not a right. All permits are wholly of a temporary nature and can be revoked by the City of Tulsa at any time. Further, the City will, and by law must, retain the right to deny, restrict, or revoke this privilege in any instance where the public benefit of said permit is in doubt. Permit holders must comply with the terms and conditions of the permit, and must keep the site clean, safe for users, and clear of obstructions. In the event that a site does not meet the terms and conditions of the permit, the City of Tulsa may issue a Notice of Violation or may revoke the permit.

An encroachment placed upon or maintained within the public right of way or a public easement contrary to the terms of the Urban Design Permit program shall constitute a public nuisance. Businesses that have encroached upon a public right of way or public easement shall remove the violation or incur a fine. The encroachment shall not return to the public right of way or public easement until the issue has been completely resolved either by appeal, amendment, or re-permitting.

The City of Tulsa will strive to give adequate notice when possible to permit holders (typically 30-days) in the event that the site must be removed from the right-of-way for an event, construction, or for any other reason. In an emergency, the City of Tulsa may immediately clear the project site to preserve public health and safety. If this should occur, the City of Tulsa will not be responsible for damages, including revenue losses.

A new permit is required if a business is sold. A permit amendment is needed if site conditions will change. If an Amendment Form was not submitted prior to making modifications, and/or the modifications are not in compliance with Urban Design Permit program regulations or the original approved permit application, the permit will be revoked.

STAFF USE ONLY		Yes	No	
Hearing Date: _____ (City Council)	Application Attached: <input type="radio"/>	<input type="radio"/>	Date Application Completed: _____	
	Objections Listed: <input type="radio"/>	<input type="radio"/>	Date Application Denied: _____	