



Neighborhood Toolkit



CITY OF
Tulsa
A New Kind of Energy.



TULSA
PLANNING OFFICE

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“A sense of community—the bond between residents—is what makes a place work. When neighbors begin to create meaningful relationships, they can accomplish great things *together*.”

—Jeff Siegler, *Revitalize or Die*

Toolkit Overview

The entire City of Tulsa benefits when our neighborhoods are vibrant, connected, safe, and strong. This Neighborhood Toolkit was created to support residents who want to work together to strengthen their neighborhoods in a variety of ways.

The Toolkit offers information on how to organize your neighborhood, launch projects, celebrate with neighborhood events, access resources, and more. This document will be updated occasionally to include additional projects.

Projects fall into one or more of the following categories:

- Beautification
- Community
- Environmental
- Housing
- Preservation
- Safety
- Transportation

Some of the projects in the Toolkit are designed to improve individual households, but many work best when neighbors come together and collaborate on an issue.

Each project page includes a description of the project and its importance, specific steps to complete the project, and a list of resources where you can find more information, more detailed steps, templates, etc.

Goals

We hope this Toolkit will become a valuable resource for all Tulsa residents, one that helps us accomplish goals outlined in our Comprehensive Plan or one of our many Small Area Plans.

Visit tulsaplanning.org/resources/plans to see if your neighborhood falls within the boundaries of a Small Area Plan, and if so, which projects in this guide can help turn those plans into reality.

We keep track of the progress on each of the recommendations and goals within Small Area Plans, and you can view the latest status reports at tulsaplanning.org/implementation.

Completed a Project? Want to Suggest a New Project? Let us know!

When you or your neighborhood complete a project in this guide, or if you have ideas for new projects we should include, we want to hear about it. Send us stories, pictures, questions, and suggestions so we can celebrate your accomplishments. Send an email to Daniel Jeffries at djeffries@incog.org, send us a message or tag us at facebook.com/tulsaplanning, or visit tulsaplanning.org.

Resources for Commercial Districts

The Tulsa Planning Office also has programs for commercial/business districts, including the Destination Districts program and a Commercial Toolkit similar to this guide. Visit tulsaplanning.org for more information.



A landscaped island in Terwilliger Heights maintained by the neighborhood association.

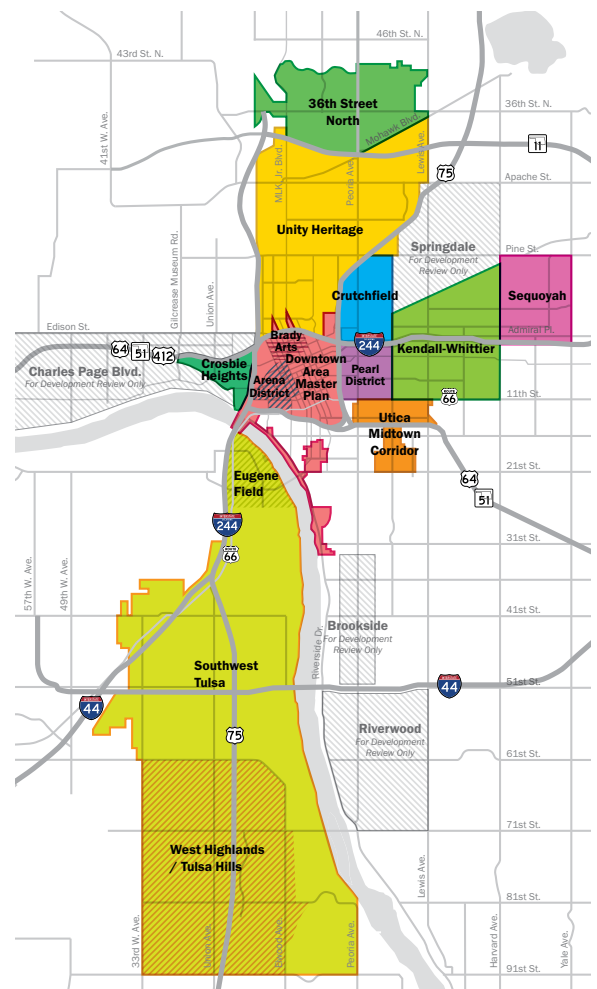


Figure 1 – Map of active Small Area Plans



Projects



“Cities have the capability of providing something for everybody, only because, and only when, they are created *by* everybody.”

– Jane Jacobs, *The Death and Life of Great American Cities*



Create a Neighborhood Association



Description

Registering a Neighborhood Association is an important step to connect with many city resources, and more importantly, can help your neighbors build connections with each other. Unlike Homeowners Associations, joining a Neighborhood Association is voluntary, and anyone living in its boundaries can join, whether they rent or own. Some neighborhood associations have a minimal membership fee to cover activities, and some do not.

Registering with the City allows your neighborhood to participate in a number of City programs, including neighborhood dumpster days, the neighborhood identity sign program, assistance with block parties, occasional neighborhood leader training sessions, and more.

While the process to become a recognized Neighborhood Association is fairly straightforward, it does come with some responsibilities. City staff is happy to talk you through this to make sure this is the right step for you.

What is the difference between a Neighborhood Association and a Homeowner's Association?

A **Homeowner's Association** (HOA) is created by a developer when a subdivision is being planned. Membership is mandatory for all homeowners in the subdivision, and annual membership dues are typically required to pay for the maintenance of common areas and amenities. HOAs have specific rules known as covenants that all homeowners are required to follow, and if the rules are not observed, the association may levy fines, fees, and liens against the property. HOAs act as a hyper-local form of government.

In contrast, a **Neighborhood Association** is a voluntary organization open to anyone living within a certain neighborhood or area, whether homeowners or renters. Neighborhood Associations may ask for small membership dues, but many do not. This type of association does not have any legal authority to levy liens or fees, or to compel residents to follow covenants.

Both types of associations provide opportunities for neighbors to meet, collaborate on projects to improve the neighborhood, share ideas and concerns, and have fun.

Components of an Effective Association

- Leadership and Defined Roles
- Inclusion of all residents
- Volunteers
- Clear Goals
- Public Input and Structured Meetings
- Partnerships with local businesses and organizations
- Funding – See page 23.

Resources

The City's Working in Neighborhoods department has Neighborhood Liaisons that can walk you through the process of registering your new association. They can also help with other neighborhood programs, including the neighborhood dumpster program, block parties, and more.

Neighborhood Liaisons

Joel Hensley
jhensley@cityoftulsa.org
918.576.5634

Alisia Myers
amyers@cityoftulsa.org
918.596.9336

General Contact

918-596-1292
neighborhoods@cityoftulsa.org

Website

cityoftulsa.org/government/departments/working-in-neighborhoods/neighborhoods/

Map of Registered Neighborhoods

<https://maps.cityoftulsa.org/neighbors/>

Tips for Effective Meetings

nacok.org/association-tools/effective-meetings/

The Neighborhood Alliance of Central Oklahoma offers helpful tips for running effective meetings and making them meaningful and interesting.

Free Email Newsletter Tools

These tools make it much easier to manage your association's emails and subscribers, and track their effectiveness.

Mailchimp: mailchimp.com

Hubspot: hubspot.com/products/marketing/email

Sender: sender.net

SendPulse: sendpulse.com

Benchmark: benchmarkemail.com

Steps

1. Meet your neighbors. Gather contacts and make connections. Discuss with your neighbors to get consensus that you want to form a recognized Neighborhood Association, and develop some common goals.
2. Decide on a name and boundaries for your association, and who will serve as leaders or representatives for the group. View the City's map of registered neighborhoods to see if any surrounding neighborhoods have already organized and established boundaries.
3. Apply for recognition with the City. See Neighborhood Liaison contact information to the left.

4. Hold regular meetings that your neighbors can participate in.

Before the first meeting, organizers should establish some ground rules for the group. Common rules include: acting for the benefit of the whole association, being respectful and welcoming, tracking meeting attendance and contact information, and accepting decisions when they aren't the same as your own. Keep in mind that the people attending meetings and serving on boards are volunteering their time to improve the neighborhood.

The best neighborhood meetings include a well-known meeting location (schools and libraries often host), an agenda to keep everyone on topic, and an opportunity for neighbors to share concerns, advice, and ideas. It's also a good idea to start a group or page on Facebook or another social media platform so your neighbors can connect digitally and you can share meeting notices and other information easily.

Invite Speakers. You can invite your city councilor, speakers from City departments, or organizations like Crime Stoppers, the Metropolitan Environmental Trust, or the Tulsa County Master Gardeners.

5. Once you're organized, you can tackle projects together, including:
 - neighborhood clean-up (p. 9)
 - block parties (p. 8)
 - design a neighborhood sign (p. 7)
 - start a neighborhood tool library (p. 13)
 - start an Alert Neighbors program (p. 14)
 - plant and care for trees (p. 17)
 - plant a rain garden (p. 19)
 - host fundraisers for these projects (p. 23)
6. Make sure you update contact information for your Association any time your group's leadership changes so your group continues to receive information, assistance, and opportunities from the City.

Potential Speakers

Your City Councilor

tulsacouncil.org or 918.596.1990

Tulsa Police Department

tulsapolice.org/content/public-education.aspx

The Tulsa Police Department offers safety presentations to community and school groups.

Tulsa Fire Department

Life and Fire Safety Presentation — Fire officials can cover many different life and fire safety topics: Fire prevention in the home or workplace, injury prevention, child passenger safety, disaster evacuation, etc. Call 918.596.9420 to request.

Touch a Truck — School or community event organizers may request an appearance by firefighters and a fire truck. Personnel will talk with your group about the job and the trucks they use. Visits generally will be a maximum of two hours. To request: Visit cityoftulsa.org/government/departments/fire/request-a-truck-or-station-tour/

Streets & Stormwater Department

stormwaterquality@cityoftulsa.org

918.591.4325

Programs include a variety of hands-on activities and topics that highlight the importance of healthy local streams. Presentations can be customized to fit your group's educational needs.

Code Enforcement

A code enforcement officer will attend your neighborhood meeting and answer questions about code violations. Contact the Neighborhood Liaisons (opposite page) to schedule.

Crime Stoppers

tulsacrimestoppers.org

918.585.5209

Neighborhoods and groups can request presentations on a number of topics, including fraud prevention, Alert Neighbors, Alert Businesses, senior safety, personal safety, holiday safety, distracted driving, active shooter, and more.

Metropolitan Environmental Trust (M.e.t.)

metrecycle.com

918.584.0584

The M.e.t. has experienced speakers that are able to entertain anyone from five years old and up about environmental issues including recycling and composting.

Tulsa County Master Gardeners

tulsamastergardeners.org

A master gardener will attend your meeting and present for 30-45 minutes on a topic of your choice (see website for options).

Animal Welfare

cityoftulsa.org/government/departments/working-in-neighborhoods/animal-welfare

918.596.8000

Staff will visit your meeting (with a dog or cat if desired) to discuss spay/neuter education and the homeless animal problem in Tulsa, and offer ways to help make Tulsa a place where every dog, cat, and domestic animal finds a loving, permanent home.

Develop a Neighborhood Identity Sign



Description

Neighborhood signs are a great way to mark the entrances to your neighborhood in a way that celebrates its character and unique identity. These signs often represent historical or significant features of the area. Neighborhood Associations are free to develop their own designs for the signs, which are subject to the approval by the Arts Commission. Once made, the City will install the signs on the backs of stop signs in approved locations.

Steps

1. Organize and formally register as a Neighborhood Association with the City of Tulsa (see page 5). Only registered Associations are eligible.
2. Submit a written proposal with a map of proposed sign locations to Traffic Operations, which will review and tentatively approve locations.
3. Develop a proposed design for your sign with support of your community and that follows the following design guidelines:
 - Signs will be a 22-inch circle. Artwork must fit within the circle but the design does not need to be circular. Allow for two 3/8-inch holes 18 inches apart for mounting. A template is available at tulsaplanning.org.
 - These color combinations shall not be used because they could be mistaken for official traffic signs: Red text on a white background; White text on a red background; Black text on a yellow background; Black text on an orange background
4. Submit your design to the Tulsa Planning Office to be added to the Arts Commission agenda.
5. Present your design at the Arts Commission meeting. The Commission may offer suggestions or request changes to the design.
6. After approval, find a sign manufacturer to make your signs according to the city's specifications.
7. Deliver your completed signs to the City of Tulsa.
8. The city's Streets & Stormwater division will install your signs in the approved locations.

Replacement Signs

Replacement signs must be provided by the Neighborhood Association. It is suggested that at least 15 percent more signs be purchased on the initial order in order to avoid costly reruns.

Vandalized or damaged signs will normally be removed by city personnel and disposed of as scrap signs. These signs can be returned to the neighborhood association if arrangements are made.

Resources

The City's Working in Neighborhoods department has Neighborhood Liaisons that can walk you through the process of developing your neighborhood sign.

Neighborhood Liaisons

Joel Hensley
jhensley@cityoftulsa.org
918.576.5634

Alisia Myers
amyers@cityoftulsa.org
918.596.9336

General Contact

918-596-1292
neighborhoods@cityoftulsa.org

Website

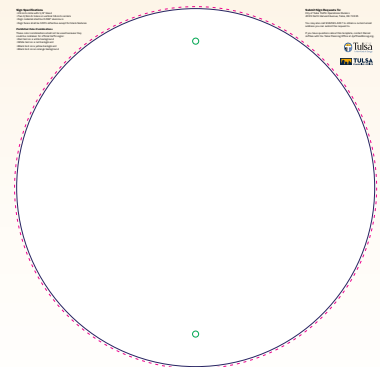
cityoftulsa.org/government/departments/working-in-neighborhoods/neighborhoods/neighborhood-sign-guide/

Map of Registered Neighborhoods

<https://maps.cityoftulsa.org/neighbors/>

Blank Sign Template

tulsaplanning.org/implementation



Traffic Operations Contact

Kurt Kraft, City Traffic Engineer
918.596.9744
4015 N. Harvard Ave.
Tulsa, OK 74115

Tulsa Planning Office Contact

Arts & Culture Program
918.584.7526
tulsaplanning.org

Throw a Block Party



Photo courtesy Tulsa Area United Way

Description

Block parties are a great way to get to know your neighbors, and the City encourages associations to organize these events. A block party is an outdoor public party organized by the residents of a city block or neighborhood, and it gives neighbors a chance to get to know one another face-to-face.

Whether raising money for neighborhood projects, celebrating something special, or simply wanting to get to know everyone in your area a little better, neighborhood events can bring communities closer together.

When you register your block party on the City's website, you can request visits from the police and fire departments.

If you plan to use any part of a public street for the party, you must use safety barricades. A list of barricade companies will be emailed to you after you register online.

For information or assistance, contact the Neighborhood Liaisons listed in the resource box to the right.

Steps

1. Organize and formally register as a Neighborhood Association with the City of Tulsa (see page 5).
2. Discuss the idea with your neighbors and form a group that will lead the party planning. Pick a theme, and make or buy decorations.
 - Block party activities include: pool parties, face painting, baking or barbecue competitions, outdoor movie night, a bike parade, live music, porch festivals, bean bag toss, dancing, family games, picnicking, potluck, bake sale, eating contest, basketball, baseball, tennis, or pickle ball tournaments, water balloon fights, a putting contest, and completing a home project for a neighbor in need.
3. Get consensus on a good date for the party. Make sure you check the weather forecast in advance, and come up with a backup plan/date in case of inclement weather.
4. Register the block party with the City through the online form (see address at right) at least two weeks prior to the event.
5. Promote the event through your Neighborhood Association meetings, Facebook page, Nextdoor, etc. You can also send paper invitations and fliers, and mail them or deliver by hand. If people are bringing food, make sure to organize who will bring which dishes and get contact info.
6. Secure appropriate barricades if using any part of the street. The city will provide you with a list of vendors when your block party request is approved.
7. Set up, host your party, and clean up at the agreed-upon times.

Resources

The City's Working in Neighborhoods department has Neighborhood Liaisons that can walk you through the process of registering your block party. They can also help with other neighborhood programs, including the neighborhood dumpster program, establishing neighborhood associations, and more.

Neighborhood Liaisons

Joel Hensley
jhensley@cityoftulsa.org
918.576.5634

Alisia Myers
amymers@cityoftulsa.org
918.596.9336

General Contact

918-596-1292
neighborhoods@cityoftulsa.org

Online Registration

cityoftulsa.org/government/departments/working-in-neighborhoods/neighborhoods/block-party-registration/

Map of Registered Neighborhoods

<https://maps.cityoftulsa.org/neighbors/>

Porchfest

Porchfests are small concerts held on front porches. Porchfests bring local musicians and neighborhoods together to celebrate, helping create a sense of community.

Volunteers and other organizations normally facilitate the event by selecting appropriate dates, acquiring musicians, and publicizing the event. Local residents volunteer their porches as a way to support the local music scene and interact with their neighbors. Events can last from a few hours to most of the day.

Organize a Neighborhood Cleanup



Description

Organizing a neighborhood cleanup can help bring neighbors closer together while improving their neighborhood. The City of Tulsa and the Tulsa Authority for the Recovery of Energy (TARE) offer a Neighborhood Dumpster Program, which provides a 30-yard dumpster for free to registered neighborhood associations. Additional supplies may also be available.

Neighborhood cleanups could also involve clearing sidewalks, mowing, trimming and edging, pulling weeds, re-painting or staining a fence, removing litter or graffiti, or planting flowers or trees. It could also mean helping a neighbor in need by building a wheelchair ramp or making home repairs.

Steps

1. Talk to your neighbors to decide which projects need to be completed, and agree on three possible dates to host your projects.
2. Request a dumpster online.
3. Recruit volunteers for specific projects. Try to find at least one expert you can pair inexperienced volunteers with. A spreadsheet may help keep everyone's responsibilities in order, and if your group is large enough, you may need captains in charge of specific elements of your projects.
4. Gather supplies. Your project may require brooms, weed trimmers, lawn mowers, shovels, gloves, paint brushes, litter pickers, trash bags, or other items. If your group is spread over a large area, it would be wise to recruit someone with a large vehicle to haul filled trash bags or other items back to the dumpster (or to the Green Waste Facility) throughout the day. Free supplies may be available through Keep Oklahoma Beautiful's programs (next page).
5. Publicize the cleanup on your neighborhood Facebook page, Nextdoor group, newsletter, and at neighborhood meetings.
6. Get to Work! Make sure everyone stays hydrated, and that you have sunscreen, bug spray, and appropriate clothing (close-toed shoes, hats, etc.). If your work will take several hours, ask for volunteers to supply food or snacks to keep everyone fueled up.
7. Make sure your neighbors know what they can and cannot put into the dumpster. This includes: limbs and other tree debris, grass clippings, Freon-bearing appliances, car parts or tires, air conditioners, roofing materials, and whole buildings, sheds, or garages. See website for details.
8. Contact the City for pickup when your dumpster is full.
9. Take photos of your projects and share them with us at facebook.com/tulsaplanning or email us at djeffries@incog.org.

Resources

The City's Working in Neighborhoods department has Neighborhood Liaisons that can help registered Associations obtain a dumpster for cleanup efforts.

Neighborhood Liaisons

Joel Hensley
jhsensley@cityoftulsa.org
918.576.5634

Alisia Myers
amyers@cityoftulsa.org
918.596.9336

General Contact

918-596-1292
neighborhoods@cityoftulsa.org

Request a Dumpster Online

cityoftulsa.org/government/departments/working-in-neighborhoods/neighborhoods/dumpster-program/

Map of Registered Neighborhoods

<https://maps.cityoftulsa.org/neighbors/>

Fresh Paint Days Program

Groups may apply to receive free paint and a stipend to improve community buildings. Visit keepoklahomabeautiful.com for info.

Great American Cleanup

Registered participants receive free supplies for their event. Visit keepoklahomabeautiful.com.

Adopt a Stream

stormwaterquality@cityoftulsa.org
918.591.4325

You can help clean up our local creeks and streams. Approved groups perform two stream cleanups a year and remove trash from their designated streams along the banks and vegetation areas.

Adopt a Spot

Your group can volunteer to clean and beautify a park, median, or right-of-way. Contact the Neighborhood Liaisons above for more info.

City of Tulsa Waste Services

Bulky Waste

For large, bulky items like furniture and appliances, residents can call Bulky Waste at 918.596.9777 to arrange for pickup. Cost: \$10 per eight cubic yards

Household Pollutant Collection Facility

918.591.4325

cityoftulsa.org/hpcf

This facility accepts many items not allowed in regular trash pickup, including lawn chemicals, paints, fluorescent lights, and more. View the full list of accepted items online or by calling 918.591.4325.

Dead Animal Removal

Dead animal collection from the street or curb can be arranged by calling 918.596.9777.

Green Waste Drop-Off

2100 N. 145th E. Ave.

7:30 a.m. to 5 p.m. daily, except City holidays.

The City of Tulsa offers free yard waste drop-off. Residents may dispose of grass, leaves, brush and tree limbs. A current drivers license with a Tulsa address or a City of Tulsa utility bill are required. Wood chips are available for free, as well.

Recycling

The City of Tulsa offers curbside recycling for many items on regular trash days. In addition, the **Metropolitan Environmental Trust** (M.e.t.) operates free drop-off recycling centers throughout the metro area, including three in Tulsa.

Many of these locations accept items not collected in your blue curbside recycling bin, including plastic bags, motor oil, cooking oil, antifreeze, batteries, electronic waste, and eyeglasses. Visit metrecycle.com for a full list of items accepted at each location, and hours.

Tulsa Locations:

- **Central Tulsa**
3495 S. Sheridan Rd., just north of the railroad tracks
- **Downtown Tulsa**
1101 S. Cincinnati Ave.
- **East Tulsa**
2160 S. Garnett Rd., at Plaza Santa Cecilia

The M.e.t. also offers a lend-a-bin program, composting education and composting bin sales, and volunteer opportunities. Visit metrecycle.com or call **918.584.0584** for more information.

Keep Oklahoma Beautiful Programs

keepoklahomabeautiful.com

Great American Cleanup — An annual, nationwide project. Keep Oklahoma Beautiful coordinates cleanup activities in Oklahoma. Registered participants receive free supplies for their event. Don't miss this opportunity to spruce up your community next spring! Everything kicks off on March 1 and ends May 31.

Fresh Paint Days — A program designed to encourage volunteers to seek out unsightly community structures and renovate them with the creative use of resources. Willing volunteers make use of donated paint and a stipend for supplies to transform their building with the application of fresh paint, a little creativity, and a lot of elbow grease!

Lend-a-Bin — Keep Oklahoma Beautiful has recycling bins available for your use. Neighborhood cleanups, conferences, and festivals are just a few ideas on how your organization can use these bins. Bins must be picked up at KOB's offices in Oklahoma City. Tulsa-area residents can also borrow bins from the M.e.t. (see left).

Environmental Excellence Competition — Each year, Keep Oklahoma Beautiful calls for nominations for environmental awards in a number of categories. The prestigious awards are presented at an Awards Recognition Banquet each November.

Litter Education — Provides educational opportunities for students through creative projects. Each program is developed to teach students about the harmful effects of littering and the importance of reducing, reusing, and recycling.

Workshops — KOB staff, community leaders, volunteers and experienced organizational directors provide useful knowledge and expertise at these workshops.

Disposing of Latex Paint

Once it's fully dried, latex paint is non-hazardous and can be disposed of in your normal trash receptacle. Be sure to thoroughly read the paint label to understand if your paint is latex or oil-based. Oil-based paints must be disposed of at the Household Pollutant Collection Facility (see left).

To dispose of latex paint at home, simply remove the lid in a well-ventilated area and let the paint solidify. Depending on the amount of paint, this may take several days to weeks. You can also add cat litter to help speed the drying process. Once the paint is solidified and there is no liquid left in the container, it can be disposed of in your normal trash.

If you have any questions about this process or the City of Tulsa's Household Pollutant Collection Facility, call 918.591.4325 or visit cityoftulsa.org/hpcf.

Report Code Violations



Description

There are many types of code violations. Some common violations are described on the following page. For a full list of categories, visit **Tulsa311.com**. Please bear in mind the differences between personal opinions and code violations. In order for a code violation to exist, it must be defined by a Tulsa City Ordinance.

For example, if your neighbors paint their home a color you dislike, it is not a code violation. It may be in violation of a covenant, but is not a code violation. Neighborhood Inspectors do not enforce covenants; those are dealt with by Homeowners Associations.

It's usually best to try to talk to your neighbor about a potential code violation before reporting it to the City.

Common Code Violations

Yard/Lot Maintenance Standards — Every property owner/resident is responsible for maintaining their lot and yard, including any tree or plant material in any right-of-way abutting the property. Grass ground cover cannot exceed 12 inches in height, except for produce for human consumption grown in a tended and cultivated garden. Weeds, poison ivy, poison oak, or poison sumac must be removed. Vegetation and trees must be trimmed so as not to impair vision or obstruct the travel of motorists.

Trash, Junk and Debris — Materials including auto parts, appliances, furniture, building materials, tires, paper, cardboard, plastics, tree trimmings, and limbs are not allowed to be stored in your yard. The City provides services to help dispose of some items. Please contact Bulky Waste Pickup at 918.596.9511 for assistance with larger items.

Inoperable Motor Vehicles — Inoperable motor vehicles must be stored in a fully enclosed structure. A vehicle must appear to be operable and capable of being legally operated. Signs of inoperable vehicles are flat tires or missing parts. These vehicles cannot be used for storage or be stored in the yard, street or driveway. See Section 45.140 of the Zoning Code.

Parking — Parking on residential lots is permitted only on a legal driveway or in a garage. A driveway or parking area must be made with approved all-weather surface material (asphalt or concrete) to meet city standards. In certain zoning situations, there are limits to the amount of yard area that can be used for a driveway or parking. Check with the Tulsa Planning Office at 918.584.7526 for more information about legally recognized parking areas.

Note: Vehicles parked in the street must be operable and may not remain parked in the same space for an extended time. Please note the closest address, the color, model, and tag number of vehicles when reporting a street parking violation. These violations are handled by the Tulsa Police Department.

Resources

Tulsa City Ordinances

library.municode.com/ok/tulsa/

Tulsa Zoning Code

tulsaplanning.org/resources/plans

Reporting

- Online: visit tulsa311.com
- Download the Tulsa311 mobile app
- Dial 3-1-1

Check Status

Tulsa311.com

- After logging in, click 'My Requests'
- Click on a specific case to see details

Mobile App

- Tap on 'My Reports', then select a specific case to see details

Online Self Service Portal

tulsaok.tylertech.com/EnerGov4934/SelfService#/

- Click on "Search Inspections"
- Change the Search box to "Code Case"
- Enter the address you are searching and hit enter
- Results will show all cases on the property since 2018

Contact Working in Neighborhoods

Call 918-596-1292 or send an email to neighborhoods@cityoftulsa.org

Contact the Permit Center

Visit cityoftulsa.org/permitting or call 918.596.9456.

Contact the Tulsa Planning Office

Visit tulsaplanning.org or call 918.584.7526.

Common Code Violations, continued

Outdoor Storage — Generally, any equipment, materials, or furnishings that would ordinarily not be used outdoors may not be stored outdoors. For example, you may not keep indoor furniture, household appliances or auto parts outside. You may store building materials outside if they are neatly stacked. You may store firewood, grills, lawn furniture, hoses, tools, play equipment for children, or a lawn-mower outside.

Vacant, Unsecured Structures — Property owners are responsible for securing all structures and components including windows, doors, or other openings. An owner may need to board up a vacant structure if a break-in or fire occurs. These structures are a very real problem for neighborhoods. They have become a target for vandals, criminal activities, and a general nuisance for adjacent properties.

Illegal Business — Some home occupations are permitted by right, and others are permitted only by special exception. Most businesses are not allowed to operate in residential areas. Examples of illegal businesses would include auto repair and ongoing sales. For more information, you can refer to Section 45.100 of the Zoning Code, or call the Tulsa Planning Office at 918.584.7526.

Commercial and Recreational Vehicles — These vehicles may not be parked in a residential area unless they are within a fully enclosed structure. It is illegal to park any vehicle not customary to residential use (such as box vans, dump trucks, semitrailers, etc.) on a residential lot. Recreational vehicles have specific conditions for parking in residential neighborhoods. Please contact the Neighborhood Investigations office by calling 3-1-1, or see Sections 45.130 and 45.150 of the Zoning Code to review these requirements.

Illegal Fencing, Screening, Walls — Fencing in a front yard may not exceed 4 feet in height, and side and backyard fencing may not exceed 8 feet. Permits are required for any fence more than 7 feet tall, and for retaining walls.

Tulsa Planning Office staff can discuss the allowed heights for fencing. Screening fences are generally required between residential and commercial/industrial areas. For more information, contact the Tulsa Planning Office at 918.584.7526 or visit tulsaplanning.org.

Dead or Damaged Trees — Dead trees or trees damaged to the extent that a limb, the entire tree, or part could fall and pose a hazard to the public are a violation, and must be removed by the property owner. See page 17 for tips on pruning trees.

How to Report a Violation

Dial 3-1-1

1. Call 3-1-1 to file your complaint. Be prepared to give a physical address, your name (will be kept confidential), and a description of the problem.

Visit Tulsa311.com

1. If this is your first visit, click 'Register' to create an account.
2. Once logged in, click 'Services' to file a new complaint.
3. Select the category that best fits the problem you're reporting, and enter the requested information, including the address and a description of the problem. Be specific.
4. When you're finished, click 'Submit'.

Use the Mobile App

1. Download the Tulsa311 app from your mobile app store.
2. Log in or create an account if this is your first visit.
3. To submit a new complaint, click 'File a Report'.
4. Select the category that best fits the problem you're reporting.

Note: the mobile app does not include all of the categories listed on Tulsa311.com. If your category is not included, select 'Other' and provide a detailed description.

5. Enter the requested information, including the address and a description of the problem. Be specific. The app also allows users to upload a photo of the problem.
6. When you're finished, tap 'Submit'.

What Happens Next

The case will be assigned to an inspector, who will visit the property. If a violation is found at the time of inspection, a written notice will be given to the property owner, who will have 10 days to correct the violation. Immediate interventions can be made if the violation poses a health and safety risk.

What do I do if I've received a Notice of Violation Letter?

The notice includes the name and phone number of the City of Tulsa Neighborhood Inspector assigned to your case. You may also call 3-1-1 to be directed to Working In Neighborhoods.

Establish a Neighborhood Tool Library



Description

Chances are, you've bought tools for a specific home project that you haven't needed much since then. Whether it's an extension ladder, a circular saw, or a specific drill bit, it's likely that you have tools your neighbors could use once in a while, and vice versa.

Before you buy more tools and equipment for your next project, consider borrowing from and sharing tools with your neighbors, or pooling your money to purchase equipment together. Tool sharing can save you money and free up valuable storage space. Your tool-share can be informal—sharing tools with just a couple of neighbors—or more structured, creating a neighborhood tool “library” people can join.

Small-Scale Tool Sharing

To start sharing tools with your neighborhood, begin by talking to the neighbors closest to you. Mention some of the tools you have that you are willing to lend, and ask what they might have. Build a spreadsheet that includes a tool/equipment inventory, contact information, and expectations or rules.

Neighborhood Tool Libraries

Setting up a larger borrowing group with more neighbors can be more complicated, but not in every case. If your neighborhood has a Facebook page, other online group, or an email list, you can simply post a call for tools/equipment as needed and encourage others to do the same.

You could also use the group or email list to invite people to contribute to a shared spreadsheet (Google Sheets is a useful collaborative tool). Have participants list things they're willing to lend, along with their contact information. Use the spreadsheet to also set any expectations for borrowing, including timely returns and caring for the things borrowed.

Basic Steps

1. Talk to your neighbors and recruit them to join the tool-share. Use your neighborhood's communications tools to spread the word, whether that's Facebook, Nextdoor, an email list, or association meetings.
2. Take an inventory of everyone's tools, as well as a wish list of needed items. Set up a way of tracking and checking out tools (e.g. Google Sheets), and establish basic rules.
3. Check with your neighbors before you purchase new tools or equipment. Neighbors may be willing to share the cost of shared items.
4. Label or mark all of your tools with your name and contact information. It may be helpful to keep track of the serial numbers of your larger items.
5. Consider where the items will be stored. The simplest way is for everyone to store their shared tools at their homes, but there may be a communal space where the tools can be stored. Some neighbors may be short on space, so look for volunteers with extra storage room.
6. Look for community partners who may donate tools to your group.
7. Be flexible, and help your neighbors even more by sharing your skills.

Resources

Share Starter

sharestarter.org

Share Starter has plenty of resources available for folks looking to establish more complex lending library, but their online resources would benefit a group of any size. Resources include sample documents, a knowledge base, and user forums.

View a comprehensive packet of information, frequently asked questions, and more at sharestarter.org/tools/.

Freecycle

freecycle.org

Freecycle is a worldwide network of people who are giving and getting things for free in their own towns and neighborhoods. It's all about reuse and keeping useful things out of landfills. Each local group is moderated by local volunteers, and membership is free.

National Tool Library Google Group

groups.google.com/forum/#!forum/toollibrary

This group was set up by tool library organizers to provide a nationwide forum where those interested in founding tool libraries could get their questions answered.

Online Lending Platforms

These online platforms allow you to easily manage a lending library.

myTurn: myturn.com/lending-libraries/

Near Me: near-me.com

ShareTribe: sharetribe.com

Start an Alert Neighbors Program



Description

It is important to feel safe in your own home and neighborhood, which is why many neighborhoods and apartment communities throughout the greater Tulsa area participate in the Alert Neighbors program.

The Alert Neighbors program teaches residents how to secure their homes, how to be safer in their homes and on the street, and what to look for and how to report suspicious activities. In addition, the sense of community formed by the program frequently serves as a catalyst for neighborhoods to thrive and invest in additional positive outcomes.

Steps

1. Get to know your neighbors. In order to understand whether something is suspicious, you first need to get to know your neighbors and pay attention to what activities are normal for your block or neighborhood. Learn your neighbors' names and share your contact information. When you are familiar with regular visitors, strangers in the neighborhood are easy to spot. Understanding your neighbors' habits, and being able to recognize the cars they drive, what kinds of pets they have, and whether they have any medical conditions will help neighbors build connections with each other while keeping your Alert Neighbors group effective.
2. Choose a responsible person or group with the time and dedication to coordinate the program to serve as a Coordinator. Coordinators will establish a regular meeting schedule (at least once a year), coordinate and motivate Block Captains, establish communications lists (email/phone tree, Facebook page, Nextdoor group, etc.), and perform other duties. The Coordinator also organizes training for the group.
3. Set up a Block Captain Network. Block Captains usually manage the contacts within a single block or apartment building. They welcome new neighbors, providing materials on the program and encouraging participation. Block Captains also organize, maintain, and manage contact structures in order to collect and disburse vital information.
4. Set up a solid participant base. Residents are the eyes and ears of the neighborhood. Once trained, engaged, and managed, this group can help increase the overall safety of the neighborhood.
5. Be alert. Once you are more familiar with your neighbors and your neighborhood, you'll be able to spot suspicious activities more easily. Pay attention to details so you can make an accurate report to law enforcement officials, if necessary.
6. When you are going to be out of town, let your neighbors know so they can keep a watchful eye over your house. Ask a friend or neighbor to regularly check your mail, and don't forget about lawn maintenance. Putting interior lights on timers is another way to make it look like the home is occupied when you're away.

Resources

Tulsa Crime Stoppers

tulsacrimestoppers.org
918.585.5209

Tulsa Crime Stoppers offers education about crime prevention, including the Alert Neighbors program.

Neighborhoods and groups can also request presentations on a number of topics, including fraud prevention, Alert Neighbors, Alert Businesses, senior safety, personal safety, holiday safety, workplace violence prevention, distracted driving, active shooter, and more.

To request a presentation, visit tulsacrimestoppers.org/prevention-programs/alert-neighbors-3/.

Tulsa Police Department

The Tulsa Police Department offers safety presentations to community and school groups. Requests received for programs within the City of Tulsa and with more than three weeks' notice are given priority.

cityoftulsa.org/apps/TPDProgramRequest/ProgramRequest.aspx

Online Communication

Many neighborhoods have established groups or pages on Facebook, Nextdoor, Ring, and other social networking sites. These sites provide effective ways for neighbors to communicate with each other. If your neighborhood or apartment community is not online, talk to your association or neighbors about setting up a page or group.

Emergencies

Always call 9-1-1 in case of an emergency.

"The trust of a city street is formed over time from many, many little public sidewalk contacts... Most of it is ostensibly trivial but the sum is not trivial at all."

—Jane Jacobs

Prepare for an Emergency



Description

Oklahoma is no stranger to natural disasters and other emergency situations. We are prone to floods, fires, high winds, tornadoes, hail, earthquakes, ice storms, and snow storms. Each one of those affects neighborhoods differently, but similar preparations can help neighbors be ready to take on whatever the weather may send our way.

Steps

1. Talk about it.

Discuss with your household what types of emergencies you may face in your location. Identify the different risks and what precautions you may want to take for each one.

2. Make a Plan.

Determine what to do and where to go in case of emergency or evacuation. This will include locations in and around your home, in your neighborhood, and outside of your neighborhood. These meeting locations, your actions, and your emergency kit will vary depending on the type of emergency—fire, tornado, flood, earthquake—so make sure you know what to do in each situation.

Refer to ready.gov or the **Ready Oklahoma** website for information on what to do in case of fire, flood, tornado, and other emergencies.

In this time when our smart phones remember everything for us, ensure that everyone remembers each other's phone numbers, and make a household communications plan.

3. Pack your Kit.

In a safe and convenient space, gather things you and your family will need to get through an emergency.

Make sure to include: a portable radio and flashlight, with extra batteries for each; a First Aid kit and how-to guide; a supply of prescription medications and copies of your prescription; some cash and a credit card; matches - waterproof or in a waterproof container; cell phone chargers, cords, and external power supplies; moist towelettes and bags for personal hygiene; and a whistle to signal for help.

You should also include a 3-day supply of food and water for each person and pet you expect to be with you. Consider including clothing or blankets to provide warmth, materials to make a barrier against airborne contaminants, maps of where you may need to go, and any other items specific to your situation, like a spare pair of glasses, diapers and formula, hearing aid batteries, etc. Consult the resources to the right to see if there are any other items you should include in your kit.

Consider creating a smaller kit to keep in your car or at work.

4. Maintain and Manage.

Keep your supplies up to date by regularly swapping out food, water, and any other items that may expire. Revisit your plans each year with your household so all members are familiar and comfortable with what to do.

Resources

Disaster Resilience Network

disasterresiliencenetwork.org

Disaster Resilience Network is a local non-profit that offers tips for preparing for disasters, including how to talk to children about disaster situations.

American Red Cross

redcross.org/get-help/how-to-prepare-for-emergencies.html

The Red Cross offers classes, training, online information, and mobile apps that are designed to help you navigate emergency situations.

Ready Oklahoma and Ready.gov

ok.gov/homeland/Ready_Oklahoma
ready.gov/plan

Both sites offer preparedness tips, printable plan templates, and other helpful information in English and Spanish.

Sooner Safe - Storm Shelter Rebates

soonersafe.ok.gov

The State of Oklahoma offers a lottery program for rebates on storm shelters. Winners receive a voucher that covers 75% of the cost of installing a shelter, up to \$2,000.

FORTIFIED Home & Roof Programs

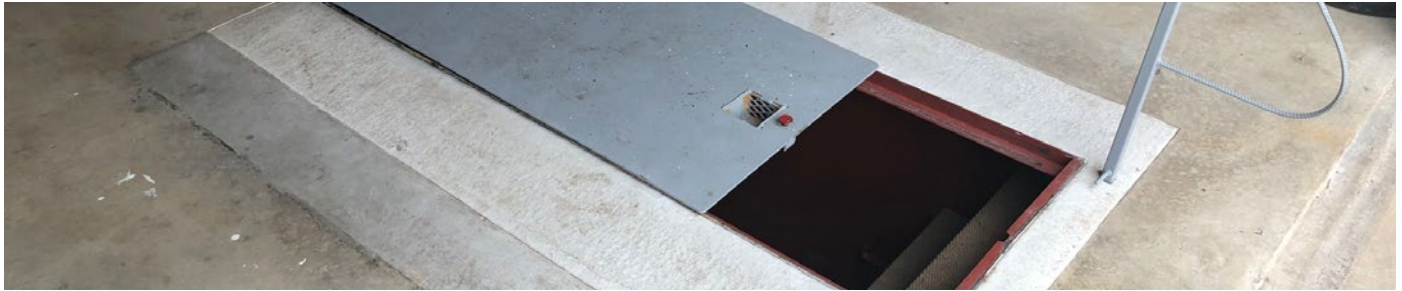
disasterresiliencenetwork.org/fortified

FORTIFIED is a building method that goes beyond required building codes to strengthen buildings against high winds and hail. Homeowners in Oklahoma can receive significant discounts on insurance for re-roofing or building to this standard.

Severe Weather Mobile Apps

Download mobile apps that provide access to local weather and news updates in case you lose power or are away from your home. Many local news stations have mobile apps where you can receive emergency alerts and watch or listen to live weather updates.

Install a Storm Shelter



Description

Tornadoes are a fact of life in Oklahoma, and though tornadoes typically occur in the spring and summer months, they can occur at any time of year. Having easy access to a storm shelter or safe room is the best way to keep yourself and your family safe. Shelters and safe rooms built to FEMA guidelines are likely to withstand extreme winds without failing.

Storm shelter costs vary depending on a number of factors, including the size and type you select. Generally, you can expect to pay from \$2,500 to \$8,000 or more. The State of Oklahoma's Sooner Safe program (see right) offers a 75% rebate of up to \$2,000 toward the purchase and installation of a shelter. This lottery program requires compliance with FEMA guidelines for construction and installation.

If you need financing, many local credit unions offer storm shelter loans to members, and the FHA offers safe room financing. Homeowners who receive a disaster assistance loan from the Small Business Administration (SBA) to repair or rebuild a damaged or destroyed home may use some of the loan proceeds to construct a safe room. The SBA can also increase the approved disaster loan by up to 20 percent to cover the cost of adding a safe room.

It is a good idea to register your storm shelter with the City of Tulsa to help first responders locate your shelter when responding to a severe storm.

Steps

1. Assess your needs for a shelter. Consider how large it needs to be in order to accommodate members of your household, pets, an emergency kit (see page 15), and any other supplies. Be sure to check the height, width, and depth. Shelters should have a minimum of 3 square feet per person.
2. Decide which type of shelter is best for you. There are multiple types of shelters available, including indoor above-ground concrete or steel safe rooms, underground garage shelters, and outdoor, in-ground storm shelters with either a flat or sloped top. When considering the type of shelter you need, factor in accessibility, as in-ground shelters require the ability to move up and down stairs. Choosing the best shelter for you depends on your specific needs, conditions, and budget.
3. Find a reputable, trustworthy company to install your shelter. Make sure the shelter you purchase is built and installed according to FEMA 320, FEMA 321, and ICC-500, and that the company is fully insured. Safe rooms built to FEMA guidelines are able to withstand winds of an EF-5 tornado, and occupants have a very high probability of being protected from injury. You should also check reviews and references from past customers.
4. Register your new storm shelter or safe room with the City of Tulsa to help first responders find you in case of a disaster.

Resources

Sooner Safe - Storm Shelter Rebates soonersafe.ok.gov

The State of Oklahoma offers a lottery program for rebates on storm shelters. Winners receive a voucher that covers 75% of the cost of installing a shelter, up to \$2,000. The shelter and installation must comply with FEMA 320, FEMA 361, and ICC 500.

National Storm Shelter Association <http://nssa.cc>

City of Tulsa Storm Shelter Registration

cityoftulsa.org/residents/public-safety/storm-shelter-registration/

FORTIFIED Home & Roof Programs disasterresiliencenetwork.org/fortified

FORTIFIED is a building method that goes beyond required building codes to strengthen buildings against high winds and hail. Homeowners in Oklahoma can receive significant discounts on insurance for re-roofing or building to this standard.

Tribal Rebate Programs

Most tribal nations in Oklahoma offer assistance for their homeowner tribal members who want to install a storm shelter. Contact your tribe's housing authority and ask about storm shelter assistance.

Plant and Care for Trees



Description

The right tree in the right place can be a great addition to your home and neighborhood. Trees provide shade, keeping you and your home cool in the summer. They also add beauty and curb appeal, and can raise your home's resale value while improving air quality and absorbing large amounts of stormwater.

Steps

1. Determine where you want to plant your tree. Consult city ordinances and the Zoning Code to ensure the site you select meets all necessary requirements and doesn't endanger any utilities or other infrastructure.
2. Select the type of tree you would like to plant. See the box to the right for lists of trees that generally do well in our climate. You can also consult a horticulture expert at a local nursery for specific guidance on the right tree for you.
3. Do some research on your tree. Different types of trees need different types of soil and nutrients as well as maintenance needs. Identify the best conditions for your tree and make sure the tree won't interfere with overhead utilities, buildings, or other structures when it reaches maturity.
4. Plant your tree according to best practices for your species.
5. Take care of your tree. You will likely need to water it for some time so that the roots can become well established. Seasonal pruning may be needed to ensure the tree develops in a healthy way. It will all depend on the species of tree you select and your planting location.

Proper Planting Location

Always consider the size the tree will reach at maturity when considering where to plant one, but especially when there is a building or overhead utilities nearby. If you want to plant within the Right-of-Way (typically the first 12 feet behind the street curb), you will need to apply for a Right-of-Way clearance permit and a License Agreement from the City of Tulsa.

Call 1-800-522-6543 or 8-1-1, or visit okie811.org to identify any underground utilities while planning on where to plant your new tree.

Trees should be planted away from overhead utilities so when they mature, they don't interfere with the lines. Make sure the tree is far enough away from your home's foundation, sidewalks, water supply lines, sewer lines, gas lines, that spreading roots won't cause damage. When selecting a tree, take its root system into consideration.

Use tools like the iTree Design Tool to help find the best locations for trees at your home and see how large they can become at maturity.

When to Plant

Trees should be planted during the dormant season—in the fall after leaf drop or in early spring before budbreak—when weather conditions are cool and allow plants to establish roots in the new location before rain and heat stimulate new top growth. Healthy balled and burlapped or container trees, can be planted throughout the growing season if given appropriate care.

Resources

Okie811

Call 8-1-1 or 1-800-522-6543, or visit okie811.org before digging a hole for your new trees. Utility workers will mark the location of any underground utilities so you know where you can dig safely.

Tree Selection & Planting

Trees for Tulsa

tulsamastergardeners.org/lawn-garden-help/trees-and-shrubs.html

Approved & Prohibited Tree Species

tulsaplanning.org/resources/plans

Oklahoma Proven Trees

oklahomaproven.org/plant-profiles-by-category/trees

Look Before You Leaf

psoklahoma.com/info/treeTrimming/Look.aspx

Missouri Botanical Garden Plant Finder

missouribotanicalgarden.org/plantfinder/plantfindersearch.aspx

ISA Tree Planting Guide

treesaregood.org/treeowner/plantingatree

Find a Certified Arborist

treesaregood.org/findanarborist
tcia.org

Information for Tree Owners

Learn about choosing and planting the right tree, managing tree hazards and risks, plant health care, planting and pruning trees, and more. treesaregood.org/treeowner.

Tulsa's Urban Forest Master Plan

upwithtrees.org/about-trees/master-plan/

PSO Forestry Infoline

Call 1-877-367-6815

iTree Design Tool

design.itreetools.org

This free web-based tool allows you to find the best locations for trees around your home, estimate canopy growth, and more.

Selecting a Tree

Choosing the right tree species to plant is one of the most important decisions you'll make. Tree species require different levels of care, locations and soil types, grow at different rates, and can vary dramatically in size. No single tree species is suitable for every site or for all landscaping purposes. The wrong tree in the wrong location can result in clogged sewers, cracked foundations and sidewalks, and even power outages as trees grow into nearby electric lines.

You can find information on tree species you're interested in at the links in the orange box to the left. The Missouri Botanical Garden Plant Finder provides ample information about thousands of varieties of plants and trees.

Problematic Trees

Avoid buying the fastest growing or cheapest tree you can find. Fast-growing trees are usually weak-wooded and are easily damaged during storms. These trees are hazardous if near homes or power lines, and they will require repeated pruning. In addition, they are often prone to surface roots and insect and disease problems. Avoid these trees:

Ailanthus (Tree of Heaven), Ash, Bradford Pear, Cottonwood, Elderberry, Lombardy Poplar, Mimosa, Russian Olive, Silver Maple, White Mulberry, White Poplar

The Oklahoma Forestry Service sells tree and shrub seedlings that are well-suited to Oklahoma's climate. They accept orders each October, and seedlings are shipped January-March. For more information, call the State Nursery at 405-288-2385, email frc@oda.state.ok.us, or visit forestry.ok.gov/order-seedlings.

Planting a Tree

PSO's *Look Before You Leaf* guide and the ISA *Trees Are Good* website (see opposite page) are excellent resources for planting and caring for trees.

Up With Trees Programs

upwithtrees.org or 918.610.8733

Citizen Forester Program — A 4-class training on how to plan, plant, preserve, and promote Tulsa's urban forest. After completing the class, graduates will be asked to invest 15 hours of volunteer work annually.

Tree School (K-12) — A youth education program designed to utilize trees as a cross-curricular learning tool. The goal of the program is to engage students through tree curriculum and hands on tree planting and care based on the needs of the school.

Tree Topics Classes — Up With Trees hosts classes every other month on many different tree topics. These classes are open to the general public and are only \$10!

Tree Walks — April-October, Up With Trees hosts Tree Walks led by a local tree specialist or arborist. Free.

Seedling Giveaway — Community donations allow Up With Trees to distribute tree seedlings for free.

Proper Pruning

All trees will need pruned, and it's important that they are pruned correctly. Improper pruning can leave your trees susceptible to disease, rot, pests, weakened branches that break easily, and premature death. It can also be dangerous, as these weakened trees could drop large limbs and branches on your home, or onto the sidewalk or street.

PSO's *Look Before You Leaf* guide provides information on how you can correctly prune your own tree, and questions to ask if you need to hire a tree care professional.

Hiring a Tree Trimmer or Arborist

We strongly recommend that you hire arborists with professional certifications from the International Society of Arboriculture (ISA) or the Tree Care Industry Association (TCIA). Such membership demonstrates a willingness on the part of the arborist to stay up-to-date on the latest techniques and information. Visit treesaregood.org or tcia.org to search for an arborist.

A reputable, trained arborist will not perform any work detrimental to a tree's health, including tree topping (also prohibited by City ordinance) and lion-tailing. These techniques are considered malpractice, because they lead to the deformation of trees, destroying their branch structure and inviting disease, and ultimately leading to the premature death of trees and possible damage and injuries.

Other considerations from PSO's *Look Before You Leaf* guide:

- It's a good idea to get opinions from at least three tree care companies.
- Ask about the company's pruning techniques. If they say they "flush-cut" or suggest "topping" or "hat-racking" your tree, don't hire them.
- Make sure the company has liability and worker's compensation insurance. Call the insurance company to see if the policy is current. If damage occurs to your or your neighbor's property, or someone is injured, you are responsible if they don't have insurance.
- Ask for local references and verify the quality of work.
- Be wary of anyone going door-to-door offering to do tree work. Most reputable tree companies have plenty of work without knocking on doors.
- Don't be rushed by bargains; never hire someone who insists on being paid before the work is complete.

PSO Forestry Program

If you are concerned about trees on your property that are close to overhead utilities, call PSO's Forestry Infoline at 1-877-367-6815. If needed, they will send a forester to you to determine if trimming or removal is best. If the best option is to remove the tree, PSO often provide vouchers you can use to receive a discount on the purchase of replacement trees and shrubs at participating local nurseries.

Install Rain Barrels



Description

A rain barrel is a basin that attaches to the gutter on your home to catch rainwater that falls onto your roof. You can use the water to wash your car, top off your swimming pool and, most commonly, to water your garden or lawn.

Using rain water is better for your plants and yard than treated water (it is free of salts, minerals and treatment chemicals, is slightly acidic, and contains nitrates), and collecting rainwater prevents runoff from polluting our water systems or contributing to flood events. Rain barrels can save up to 1,300 gallons of water during a growing season.

Steps

1. Decide on the location for your barrel. It's easiest to place the barrel at the site of an existing gutter downspout.
2. Prep the base. A full rain barrel can weigh more than 400 pounds, so ensure a solid stable base is available. Place blocks as necessary to level and stabilize the location. You may also want to elevate the barrel as the water outflow will be gravity fed, and spigots are typically at the bottom. Some retailers sell stands/pedestals specifically for rain barrels.
3. Install the barrel according to its instructions, making sure the spigot/drain points away from your house. You will likely need to modify the guttering to feed into the barrel.
4. Wait for rain and enjoy the water savings!
5. Clean the rain barrel at the end of each summer to make sure the water inside stays clean. Drain the barrel and use a long-handled brush to scrub it inside and out. While you're at it, check for cracks, and make sure your gutters are clean, too.
6. Winter Maintenance: Disconnect your rain barrel in winter months so it doesn't fill up with water that freezes and cracks the barrel. Drain remaining water into the garden, then open the spigot so that any additional water will drain out.

Buying Tips

Make sure your rain barrel includes a screen on the top to keep out mosquitoes and other bugs, and a hose connection. The lid should be able to stay firmly in place. Exposing rainwater to sunlight and open air will encourage algae growth.

Occasionally, the City of Tulsa partners with a business to offer discounted rain barrels and/or conversion kits. Follow the City of Tulsa on Facebook (facebook.com/cityoftulsa) or Twitter (twitter.com/cityoftulsa) for future program announcements, or visit upcycle-products.com/tulsaok.html.

Resources

Helpful Rain Barrel Tips

stormworkspgh.com/rain-barrels/rb-tips

Rain Barrel Parts and Supplies

store.rainbrothers.com

City of Tulsa Rain Barrel Info Sheet

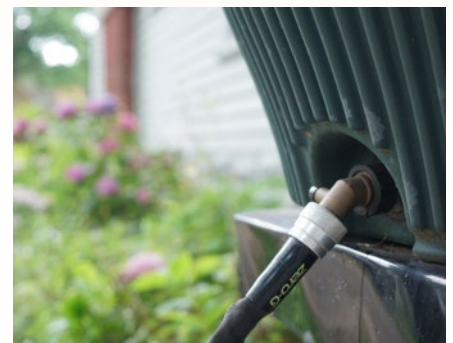
cityoftulsa.org/media/3317/rain-barrel-sheet.pdf

City of Tulsa Rain Barrel Instructions

cityoftulsa.org/media/3318/rain-barrel-instructions.pdf

City of Tulsa Discount Program

upcycle-products.com/tulsaok.html



Plant a Rain Garden



Description

Rain gardens not only add beauty to your yard, but they also provide significant value by reducing rainwater runoff, alleviating flooding, and improving water quality. In fact, rain gardens can absorb 30% more rainwater than a regular lawn, and are more cost-effective than traditional systems of pipes and drains to treat the same amount of stormwater. Plus, they help improve the health of our streams and rivers by filtering the stormwater.

Unlike conventional gardens that typically sit even with or slightly higher than ground level, rain gardens are situated lower than their surrounding areas and serve as a basin for capturing, holding and filtering rainwater from patios, sidewalks, driveways, roofs, and surrounding lawns.

The size and shape of a rain garden can be tailored to fit with the rest of your landscaping. These gardens can also serve as habitats for birds, butterflies, and other wildlife. While there will be some pooling of water during or after heavy rains, they typically look just like another part of landscaping.

Steps

1. Determine the best location for your rain garden. This should be a low area of your yard where water flows naturally. Avoid areas with underground utilities or under existing trees, place it at least 10 feet away from any buildings, and make sure your soil can absorb enough water (see right). Call Okie811 or 1-800-522-6543, or visit okie811.org to locate underground utilities before digging.
2. Calculate the size of the rain garden to meet your runoff needs. Consider all the hard surfaces like roofs, patios, sidewalks, and driveways that will send water to the garden. Add up the square footage of these areas and multiply by 5-10%. For example, the roof on a 1,200 sq ft house multiplied by 0.05 = 60 square feet, or an area 6 feet by 10 feet. If only half of the roof will lead water to your rain garden, take that into account.
3. Mark the outlines of the rain garden. These can take any shape you want. Dig out the depression for the garden, usually 6-8" deep.
4. Select your plants. There are many plants and flowers that work in a rain garden (see link at right). Pick ones that complement your landscape style and color palette. Plant the most drought tolerant plants near the edge of your rain garden, and the most water hardy plants in the bottom of the basin.
5. Water and maintain the garden. You will likely need to weed and water the garden as it gets established. Once the plants are off and growing, you may only need to water in cases of extreme drought. Keep a good layer of mulch in place, and your rain garden should be a very low maintenance portion of your landscaping. You can also attach rain barrels to your home's gutters to reduce runoff, and use the collected rainwater to water your garden and lawn (see opposite).

Resources

Okie811

Call 8-1-1 or 1-800-522-6543, or visit okie811.org before digging the basin of your garden. They will come to your house and mark the location of any underground utilities so you know where you can dig safely.

Soil Testing

One important rule for picking a site for a rain garden is there must be a positive soil infiltration rate. A slow rate means the soil will not have the ability to absorb water and will result in water standing in the rain garden for long periods.

Calculate your Infiltration Rate

1. Clear out a small area where the future rain garden will be located.
2. Dig an 8-inch deep hole. Fill the hole with water and let it completely percolate into the soil. This pre-wets the soil in the hole area.
3. Fill the hole with water again. Measure how much time it takes the water to completely drain into the soil.
4. Calculation: the infiltration rate = 8 inches divided by the number of hours it took the water to drain.

Rain gardens need a rate of at least 0.5 inches per hour. If the soil drains slower than that, look for another location or amend the soil.

The **Tulsa County OSU Extension Office** can also troubleshoot and analyze your soil. Call 918-746-3701 or visit tulsamastergardeners.org/diagnostic-center.html.

Plant Selection & More Information

OSU Rain Garden Fact Sheet

extension.okstate.edu/fact-sheets/sustainable-landscapes-designing-a-rain-garden-for-residential-property.html

Local Examples of Rain Gardens

cityoftulsa.org/lid

Request Mixed-Use Zoning Along BRT Route



Description

If you own property within a half-mile of an enhanced BRT station recommended for mixed-use zoning in the BRT Land Use Framework, you may be eligible for a free re-zoning to a Mixed-Use Zoning District. Re-zoning applications typically cost around \$2,000. This program is set to expire December 31, 2021.

Mixed-use zoning (MX) allows a mixture of residential, office, and retail uses within the same building or property, which can help make it easier to walk, bike, or drive to things you need near your home, like grocery stores, pharmacies, restaurants, and stores. This is the way cities were traditionally built for thousands of years.

Applying mixed-use zoning to your property can help protect the future of your neighborhood by ensuring predictable and accessible developments that can make the neighborhood more desirable.

Steps

1. View the map at tulsaplanning.org/forms/Mixed-Use-Incentive-Maps.pdf to see if your property is in a Mixed-Use zoning incentive location.
2. Reach out to Dwayne Wilkerson in the Tulsa Planning Office to discuss your proposal and if you are ready to move forward, complete the application.
3. Submit the application along with an accurate legal description to esubmit@incog.org.
4. Staff will contact you to continue the process and confirm the date for you to go before Tulsa Metropolitan Planning Commission (TMAPC). You may also submit your application in person at 2 W. 2nd St, 8th Floor.
5. As your case is being prepared, property owners within 300 feet of your property will be notified so they can attend the public meeting and have a voice. A sign will also be posted on your property so passersby will be notified of the meeting. Finally, staff will prepare a case report with a recommendation for approval or denial of your request.
6. On the day of the TMAPC meeting, staff will present the case to commissioners. The public will be allowed to give comments, and TMAPC may have questions for you about your property. Finally, commissioners will recommend approval or denial for the case to move on to City Council.
7. If it is recommended for approval and goes before the City Council, you will be contacted once a date will be set for your case to go before City Council.

Resources

BRT Land Use Framework

tulsaplanning.org/plans-programs/completed-projects/peoria-brt-land-use-framework/

Map of Eligible Properties

tulsaplanning.org/forms/Mixed-Use-Incentive-Maps.pdf

Mixed-Use Rezoning Incentive Program

tulsaplanning.org/news/mixed-use-program-extended/

Tulsa Planning Office Contact

Dwayne Wilkerson
dwilkerson@incog.org
918.579.9475

Submit Applications

Email completed application and legal description of the property to:
esubmit@incog.org

Fundraising



Description

Many projects can be done at little no cost, especially if your neighbors are handy and have extra supplies laying around, but sometimes, projects will require fundraising activities, donated supplies, or extra volunteer labor to become a reality. Work with your Neighborhood Association to come up with fundraising ideas that would: be engaging, interesting, and relevant a large percentage of your neighbors: keep costs low so more funds go to your project; fits the time and work commitments of your volunteers; and has a chance to bring neighbors closer together.

Organizing a Fundraiser

1. Once your Association has selected a project, recruit volunteers for a fundraising team. Create a list of tasks, brainstorm different fundraising events/methods (see right for some examples), and have your team members sign up for specific roles, preferably ones that are related to the volunteers' skills.
2. Establish goals and make a plan. When setting a fundraising goal, be sure to consider the kinds of expenses you will have to complete your ultimate project and to conduct the fundraising. It's often helpful to set target dates as a motivator, and it's a good idea to write down your goals. Make them specific, but be realistic about possible constraints. Also consider how many people in your neighborhood need to participate, and create a plan for how to get as many participants as you can.
3. Create a timeline. Start with the date of your event or end of your project in mind and work backwards. Come up with clear deadlines of when things will need to get done to stay on track.
4. Focus. Keep the focus of every meeting and conversation on why you are trying to raise money, and be open to different ideas on how to get there. By keeping the focus on what you want to achieve, you can avoid group disputes that detract from the mission.
5. Work together, celebrate together. Make sure everyone knows that their hard work is appreciated, and make sure you celebrate your successes together. If you have a celebration, grand reveal, or ribbon-cutting ceremony, make sure to invite everyone who has contributed time, money, services, or merchandise to make it happen. If it's a formal event, recognize the more significant donors and offer them a chance to say a few words.
6. Say thanks. Remember to send thank-you notes to volunteers, donors, businesses, and anyone who helps your group achieve its goals. "Thank you" goes a long way, and gives you an opportunity to tell or show them what was accomplished with their contributions. This simple gesture also improves the chances they will donate toward future projects.

Resources

Home Depot Community Impact Grants
corporate.homedepot.com/foundation/communityimpactgrants

Grant awards up to \$5,000 are available to 501(c)(3) designated organizations and tax-exempt public service agencies.

Bank of America Grants
about.bankofamerica.com/en-us/what-guides-us/find-grants-sponsorships.html

Target Grants & Donation Requests
<https://corporate.target.com/corporate-responsibility/philanthropy>

Contact your local Target store for donation requests.

Walmart Grants
walmart.org/how-we-give/local-community-grants

The Walmart Foundation provides local community grants of \$250 to \$5,000. Apply online or visit your local store.

Costco Warehouse Donations
costco.com/charitable-giving.html

Corporate Matching Grants
Many employers will match donations given by their employees to registered non-profit organizations. Check with your employer to see if they offer a matching program.

Fresh Paint Days Program
Community groups receive free paint and a stipend to improve buildings. Visit keepoklahomabeautiful.com for info.

Great American Cleanup
Registered participants receive free supplies for their event. Visit keepoklahomabeautiful.com.

Fundraising Ideas

- Organize a neighborhood sale or auction. The sale could be themed (a book sale, bake sale, or craft sales), a collective yard sale on the same day, or even listing more valuable items on websites like eBay or Facebook Marketplace.
- Ask for donations from nearby businesses. If you receive donated merchandise (for instance, a Hasty Bake grill) or services (like dog grooming), you can auction it, offer it as a prize, or if your Association is a registered tax-exempt entity, include it in a raffle. If you receive enough donations, you can package them together into a themed basket for an auction or raffle.
- Eat out for a cause. Ask a local restaurant to donate a small percentage of their sales for a certain day or week. It's a fairly easy way to collect money for your cause while supporting a local business. Make sure to spread the word to your neighbors and friends
If your group is very organized, you can also arrange for a restaurant "crawl" wherein participants pay a flat fee to sample food and drinks from a variety of restaurants. This takes much more coordination between volunteers and multiple restaurants, but can create a fun environment and raise more money.
- Create a neighborhood cookbook. Collect your neighbors' favorite recipes, have a graphic designer or layout-savvy neighbor compile them into a book, and sell the cookbook back to your neighbors. You could even sell digital copies.
- Put your neighbors' skills up for auction. Whether it's house painting, yard work, construction, house cleaning, or dog grooming, your neighbors would likely volunteer their time to raise money for neighborhood projects. Ask for volunteers to list their skills, and have people bid on the services.
- Host a progressive/walking dinner in which each course of a meal takes place at a different house in your neighborhood. Ask your neighborhood's best cooks to volunteer and host a portion of the dinner. You can charge by the course or for the entire dinner experience.
- Organize a neighborhood concert, talent show, or movie night. Look for a place to hold the event, like a neighborhood park, school auditorium, or community center. Sell tickets to the event, and offer refreshments, food, or desserts for sale.
- Host a porch decorating, gardening, or holiday decorating competition. Charge a small entrance fee for competitors, and allow neighbors to vote for their favorites by using each dollar as a vote.
- Organize a neighborhood walk/run/fitness challenge. Bringing neighbors together to exercise is a great way to build a sense of community, improve health, and you can turn it into a fundraiser for neighborhood projects. Charge an entrance fee and set aside a small amount to be awarded to the winner. Keep the remainder of the funds for your projects.
- Organize a holiday home tour or parade of homes. Recruit people who want to show off their holiday decorations or homes, pick a date, and provide a map of participating homes to attendees. You can also sell light refreshments or provide entertainment at each home.

Permits

cityoftulsa.org/developmentbusiness/special-events

If you plan to use any part of a public street for the party, you must use safety barricades.

You may need to apply for a special event permit. Keep in mind, special event permit applications must be submitted at least 90 days in advance. Visit the above website for details, fees, and instructions.

Tulsa Parks - Rentals, Reservations, and Special Events

cityoftulsa.org/government/departments/park-and-recreation/rentals-reservations-special-events/

Block Parties

For information on how to host a block party, turn to page 8, or contact the City's Working in Neighborhoods Department.

Working in Neighborhoods

918-596-1292

neighborhoods@cityoftulsa.org

