

# City of Tulsa Board of Adjustment

175 East 2nd St, Suite 480 - Tulsa, OK 74103 - (918) 596-7526 - tulsaplanning.org



Submit applications to [planning@cityoftulsa.org](mailto:planning@cityoftulsa.org)

## Staff Use

**Administrative Adjustment**

Received By: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Council District: \_\_\_\_\_ Case Number: AA- \_\_\_\_\_

## Subject Property Information

Address or Descriptive Location: \_\_\_\_\_ Tract Size: ± \_\_\_\_\_

Legal Description (also email to: [planning@cityoftulsa.org](mailto:planning@cityoftulsa.org)) \_\_\_\_\_

Present Use: \_\_\_\_\_ Present Zoning: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Does the property owner consent to this application?  Y  N

What is the applicant's relationship to the property owner? \_\_\_\_\_

*I, the undersigned applicant, certify that the information on this application and in the required submittals is true and correct.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Property Owner Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Action(s) Requested

List the specific actions you're requesting, along with sections of the zoning code that apply to each action. A site plan is required to illustrate your request, and an elevation may be required.

## Required Submittals

- Site Plan and Elevation (see pp.3-4)
- Letter of Deficiency, Mailing Release, Neighbor Communications, and Standards and Review Criteria (see pp.2-3)
- Application Fees – An application is not considered complete until all fees are paid.

## Application Fee (Make checks payable to City of Tulsa) (staff use only)

*Application fees in whole or part will not be refunded after notification has been given.*

Receipt Number: _____	<b>Total Amount Due</b> \$ 345.00
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## Disposition (staff use only)

Land Use Administrator Action: \_\_\_\_\_

Date: \_\_\_\_\_

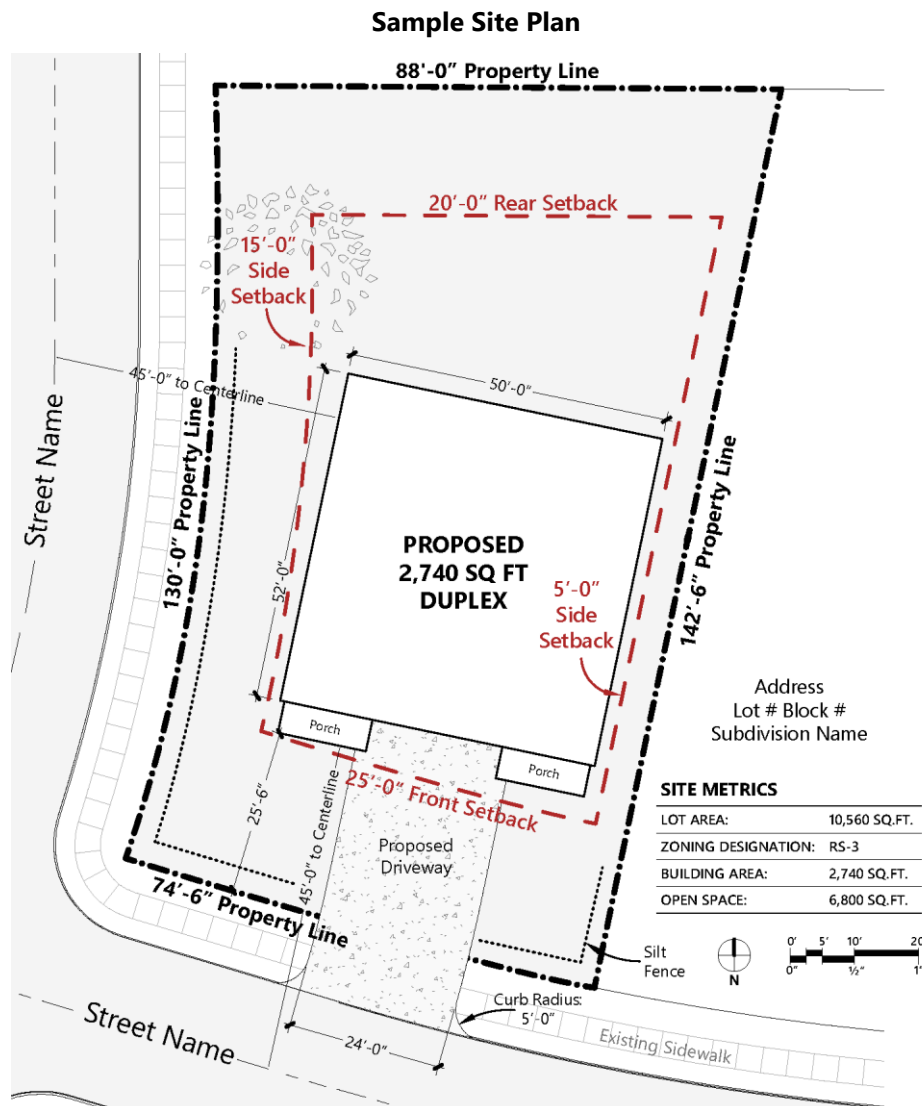


## Site Plan Requirements

Applications for administrative adjustments require a detailed site plan. Please email a digital copy (PDF preferred) to [planning@cityoftulsa.org](mailto:planning@cityoftulsa.org). Site plans should be a minimum of 8.5"×11" and a maximum of 11"×17", and should be scaled to show accurate dimensions. Site plans should clearly illustrate all *required* dimensions along with the *proposed* dimensions. Elevations may be required. See next page for details.

### Required Site Plan Elements

- All lot dimensions
- Building (or improvement) footprint, number of floors, and gross floor area of all floors of existing and any proposed building (measured to outside of exterior walls)
  - Include any gas pump islands, drive-through lanes, and canopies
- Distance of any building (or improvement) from relevant property lines
- Minimum building setback line(s)
- Abutting public/private streets to centerline
- Location and dimensions of all parking areas
- Dimensions of parking aisles and parking stalls
- Curb cuts and driveways (existing and proposed), including access from abutting properties
- All sidewalks (required along all abutting public streets)
- All existing accessory buildings and structures and their floor area
- Location and size of proposed ground signs
- All trash enclosures
- North arrow
- Location and height of any existing or proposed fences
- All easements (existing or proposed) by type and dimension



# Elevation Requirements

Elevations may be required to illustrate the nature of the request. Elevations must show views of all building walls and include dimensions of all walls, roofline, and any architectural feature(s) that extend above the roofline. Please email a digital copy (PDF preferred) to [planning@cityoftulsa.org](mailto:planning@cityoftulsa.org). Elevations should be a minimum of 8.5" x 11" and a maximum of 11" x 17", and should be scaled to show accurate dimensions.

## Sample Elevation

