CITY OF TULSA PLANNING COMMISSION

Read This Before You Apply

Thank you for your interest in submitting a **subdivision application**. The following information will guide you through the application process from start to finish. Visit tulsaplanning.org/apply for more details and a full list of requirements. **We highly encourage you to work with our planning team prior to submitting an application.** If you have any questions or want to set up a pre-submittal meeting, please email planning@cityoftulsa.org or call 918.596.7526. **We also strongly encourage you to communicate your plans with surrounding neighbors before applying.** This provides a chance to identify and work through potential issues before the initiation of formal mailed notification and public hearings.

Types of Requests

Subdivision Plats & Minor Plats
A plat is a legal map or document that visually represents how a parcel of land is divided into lots, blocks, streets, and other features and includes dedications of public rights-of-way and easements for public infrastructure.

Accelerated Release of Building Permits
These applications are a request to the planning commission to authorize the release of building permits prior to the filing of a required subdivision plat. A preliminary plat must be approved and required infrastructure must be financially guaranteed before a request for accelerated release may be considered.

Subdivision & Development Regulations Conformance Review
Properties that have been rezoned or have received a special exception for specified uses in Section 70.070 of the Tulsa Zoning Code may elect to apply for a Subdivision & Development Regulations Conformance review rather than submitting a new subdivision plat.

Lot Splits & Lot Line Adjustments
These actions reconfigure the boundary lines between existing parcels of land to change the shape or size of properties. Lot Splits create new parcels; Lot Line Adjustments do not.

Exempt Land Divisions
A land division that is exempt from the standard subdivision and lot split procedural requirements under state statute.

Change of Access
Revisions to access points on filed subdivision plats.

Modification of Subdivision & Development Regulations
Relief from strict compliance with the design and improvement regulations of Article 5 of the Subdivision & Development Regulations. Hardships or practical difficulty related to topographical or other exceptional conditions must be demonstrated.

Process Overview

Once you've talked to your neighbors about your plans and worked to resolve any concerns, set up a pre-submittal meeting with a planner, and then submit your complete application (including required fees). The planner will review the application and assign a case number. Each application has a slightly different process, as outlined below.

For preliminary plats, minor plats, and accelerated release requests, our office will complete all required public notification about the project and hearing, which will include a mailed notice to adjacent property owners. Prior to a planning commission hearing, these items are reviewed by the Technical Advisory Committee (TAC). At the hearing, your case will be read, and you or your representative may be called to the podium to speak about your request. Commissioners may ask you questions and then hear from anyone interested in the case. The commission will then deliberate and may approve, approve with conditions, deny, or continue the application to a later hearing date.

Subdivision & Development Regulations Conformance Review applications are reviewed by the Technical Advisory Committee (TAC). These do not require a public hearing and can be approved administratively unless modifications to the Subdivision & Development Regulations are requested that do require a hearing.

Lot Splits, **Lot Line Adjustments**, **and Exempt Land Divisions** rarely go to public hearing. Some Lot Splits and Lot Line Adjustments may require notification to adjacent property owners if a modification of the Subdivision & Development Regulations is necessary. The total process for these application types typically takes less than 30 days.

Change of Access requests require approval by the City Traffic Engineer. Once approved by traffic engineering, planning staff can administratively approve the changes.

Fees

An application is not considered complete until all fees are paid. Visit tulsaplanning.org/apply for a full list of fees.

City of Tulsa Planning Commission

Submit applications to planning@cityoftulsa.org

Case No: _____

Related Case(s): _____

Property & Request Information

☐ Preliminary Plat ☐ Final Plat ☐ Minor Plat ☐ Plat Extension ☐ Subreg. Conformance ☐ Subreg. Modification

☐ Lot Split ☐ Lot Line Adjustment ☐ Exempt Land Division ☐ Accelerated Release ☐ Change of Access

Address or Descriptive Location: _____ Tract Size: ± _____ acres

Legal Description:

Current Zoning: _____ Proposed Zoning: _____

Current Use: _____ Proposed Use: _____

Current Land Use Designation: _____ Proposed Land Use Designation: _____

Proposed Plat Name: _____ Proposed Lots: _____ Proposed Blocks: _____

Request Details:

Utility Providers

Water: _____ Sewer: _____ Electricity: _____ Gas: _____

Phone: _____ Cable: _____ Internet: _____

Applicant Information

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

Property Owner Information

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

Does the property owner consent to this application? ☐ Y ☐ N

What is the applicant's relationship to the property owner? _____

Required Submittals

- **Legal Description of the Property** – Email to planning@cityoftulsa.org.
- **Fees** – An application is not complete until all fees are paid. View fees at tulsaplanning.org/apply.
- **Applicable exhibits** – View requirements at tulsaplanning.org/apply
- **Disclosures & Agreements** (see the following pages)

Fees (staff use only)

No refunds will be issued after notification has been given. Make checks payable to City of Tulsa.

Total Due: $_____

Date Paid: _____

Applicant Signature

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

Signature: _____ Date: _____

Staff Use

Received By: _____ Date Filed: _____ PC Date: _____ TAC Date: _____ Council District: _____

Associations: _____

Planning Commission Action: _____

Action/Vote: _____ Date: _____

Council Action: _____

Action/Vote: _____ Date: _____

Platting Requirement for Lot Splits and Lot Line Adjustments

I understand that no lot split or lot line adjustment application may be approved by the land use administrator or the planning commission if approval of the application would result in the creation of five or more lots from the parent tract, as calculated cumulatively for the five-year period immediately preceding the submittal date of the application for lot-split/adjustment.

I understand that land divisions that result in the creation of five or more lots from a parent tract, calculated as described in the foregoing sentence, are subject to a platting requirement.

I understand that if during the evaluation of an application, planning staff learns that approving the application would result in five or more lots, staff will withdraw the application. Fees paid for such an application will be refunded at the sole discretion of the land use administrator.

Applicant's Signature _____ Date _____

Zoning Conformity Requirement for Lot Splits and Lot Line Adjustments

I understand that no application may be approved by the land use administrator or the planning commission if approval of the application would result in a lot that does not comply with the zoning code.

I understand that if during the evaluation of an application, staff learns that approving the application would result in a lot that does not comply with the zoning code, staff will withdraw the application, and I will be advised to seek relief from the Board of Adjustment. Fees paid for such an application will be refunded at the sole discretion of the land use administrator.

Applicant's Signature _____ Date _____

Plat Required for Permits

I understand that for any land which has been rezoned upon application of a private party, no building permit or zoning clearance permit may be issued until that portion of the tract on which the permit is sought has been included within a subdivision plat or replat, as the case may be, submitted to and approved by the Planning Commission, and filed of record in the office of the County Clerk where the property is situated, provided that the Planning Commission, pursuant to their exclusive jurisdiction over subdivision plats, may waive the platting requirement upon a determination that the above stated purposes have been achieved by previous platting or could not be achieved by a plat or replat.

Applicant's Signature _____ Date _____

Accelerated Release Requirements

I understand that the following criteria must be met prior to authorization for an Accelerated Release of a Building Permit (Section 10-110.6, Subdivision & Development Regulations):

- The subject building permit is for a lot or parcel that is not required to be platted by Oklahoma statutes;
- All required rights-of-way and easements have been dedicated or the planning commission has determined that circumstances related to the subject property reasonably preclude the future use or improvement of the area for which dedication would be required; and
- All required improvements are in place or have been secured with a financial guarantee in accordance with Section 5-180, Subdivision & Development Regulations.

Applicant's Signature _____ Date _____

Exempt Land Division Acknowledgement

I understand that the exempt land division determination procedures are intended to result in written documentation that a proposed land division is exempt from the subdivision and lot split procedures of Article 10 of the Subdivision and Development Regulations.

I understand that while exempt land divisions are exempt from subdivision and lot split procedural requirements, they are not exempt from compliance with applicable zoning or building regulations, or from compliance with other applicable provisions of the Subdivision and Development Regulation.

Applicant's Signature _____ Date _____

Neighbor Communications

1. **Communicating plans with neighboring residents as early as possible is critical to the success of a project.** Early, open, and respectful dialogue is helpful to:
   a. educate applicants and neighbors about one another's interests;
   b. resolve issues in a manner that respects those interests; and
   c. identify unresolved issues before initiation of formal public hearings.

2. **Applicants are encouraged to submit a summary of their neighbor communication activities at or before the first required public hearing.** The recommended content of such summaries is as follows:
   a. Efforts to notify neighbors about the proposal (how and when notification occurred, and who was notified);
   b. How information about the proposal was shared with neighbors (mailings, workshops, meetings, open houses, fliers, door-to-door handouts, etc.);
   c. Who was involved in the discussions;
   d. Suggestions and concerns raised by neighbors; and
   e. What specific changes (if any) were considered and/or made as a result of the neighbor communications.

_____ _____

Applicant's Signature Date