

Tulsa Metropolitan Area Planning Commission



175 East 2nd St, Suite 480 - Tulsa, OK 74103 – (918) 596-7526 – tulsaplanning.org Submit applications to planning@cityoftulsa.org

Staff Use	
<input type="checkbox"/> Zoning <input type="checkbox"/> MPD <input type="checkbox"/> CO Plan <input type="checkbox"/> PUD <input type="checkbox"/> Major Amendment <input type="checkbox"/> Special Area Overlay <input type="checkbox"/> Optional Development Plan	
Received By: _____	Date Filed: _____
TMAPC Date: _____	Case Number: _____
Related Case #: _____	
Neighborhood Associations: _____	Council District: _____

Subject Property Information

Address or Descriptive Location: _____ Tract Size: ± _____

Legal Description (also email to: planning@cityoftulsa.org) _____

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: _____

Information About Your Proposal

Present Zoning: _____ Proposed Zoning: _____

Present Use: _____ Proposed Use: _____

Dev. Area Affected: _____ Land Use Plan Designation: _____

Nature of Proposal or Amendment: _____

Is proposal a significant deviation from the Comprehensive Plan? Y N Related CPA Case # _____

Required Submittals

- Email legal descriptions to planning@cityoftulsa.org
- Applicable exhibits
- Disclosures & Agreements (see following pages)
- Application Fees – An application is not considered complete until all fees are paid.

Application Fees (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.

Base Application Fee		\$
Additional Fee (i.e. Optional Development Plan)		\$
Newspaper Publication	\$	
Signs	\$130 × = \$	
Mailing	\$45 + \$ = \$	
Receipt Number:	Total Amount Due	\$

Disposition (staff use only)

TMAPC Recommendation	Council Action
Date/Vote	Date/Vote
	Ordinance/Resolution No.
Plat Name	Plat Waiver <input type="checkbox"/> Y <input type="checkbox"/> N

Platting/Subdivision Conformance Review Requirement

For the purposes of providing a proper arrangement of streets and assuring the adequacy of open spaces for traffic, utilities, and access of emergency vehicles, commensurate with the intensification of land use customarily incident to a change of zoning, a platting requirement or subdivision conformance review is established as follows:

For any land which has been rezoned to a zoning classification other than AG upon application of a private party or for any land which has been granted a special exception by the Board of Adjustment to permit those uses expressly stated in Section 70.080-B.1.b of the City of Tulsa Zoning Code, no building permit or zoning clearance permit shall be issued until that portion of the tract on which the permit is sought has been included within a subdivision plat or replat, or a subdivision conformance review 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.

I hereby certify that I have read and understand the above requirements and that I will plat, replat or comply with standards set by the subdivision conformance review for the subject property.

Applicant's Signature Date

Authorization to Obtain Names and Mailing Addresses of Owners of Property Within 300 Feet or Extended Until a Minimum of 15 Property Owners are Notified

I authorize City of Tulsa staff to obtain property owners' names and addresses as required for application number _____. I understand that City staff will use the Tulsa and Surrounding County Assessor's computer database to ascertain the names and addresses of the property owners. That database may not reflect recent ownership changes.

For valuable consideration duly received and acknowledged, I hereby release and forever discharge the City of Tulsa, its agents and successors from any actual or potential cause of action, suit or proceeding brought by me, my agents or assigns, based on the names and addresses obtained by City staff as required in this application.

Applicant's Signature Date

Neighbor Communications

- 1. Neighbor communications are encouraged by the board of adjustment, planning commission and city council to help:
 - 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

ODP, MPD, CO, PUD Applications

For any project where a development plan is provided, whether required or optional, the applicant must provide a complete statement of intent.

The statement shall be included in the submittal packet and must provide specific answers to the following concepts.

- 1) Identify why the proposed development cannot be implemented with any of the other applicable zoning regulations.
- 2) Provide specific information outlining how the development plan will result in a project that is consistent with the City's adopted comprehensive plans that affect the site. This may include the Tulsa Comprehensive Plan, small area plans, sector plans, special studies or other documents that help guide future development in the City of Tulsa.
- 3) Include details identifying how the development plan will provide a greater public benefit than could be achieved using conventional zoning regulations.

Please attach your statement of intent separately and include any illustrations or text to support your request. Please sign below to indicate that you understand and have read this.

Applicant's Signature

Date

Special Area Overlay Applications

For applications requesting a Special Area (SA) Overlay, the applicant must provide a statement of intent as part of the submittal packet.

The statement must provide responses to the following items:

- 1) Identify the desired outcomes of the proposed Overlay that cannot be achieved through other zoning tools.
- 2) Describe how the proposed overlay meets at least one of the purposes, as stated in Section 20.030-B.1.
 - a. Protects unique development, building or land use patterns in residential, commercial or mixed-use areas when such patterns are not adequately addressed by applicable zoning regulations;
 - b. Promote reinvestment and redevelopment in residential, commercial or mixed-use areas where change is desired and when existing zoning regulations hinder achievement of the desired change; or
 - c. Help implement neighborhood plans or planning studies.

Staff may require additional information to support your request prior to final draft of the Overlay.

Please attach your statement of intent separately and include any illustrations or text to support your request.

Applicant's Signature

Date

Tulsa Metropolitan Area Planning Commission (TMAPC) Case Number: _____

Date: Wednesday, _____ **1:00 p.m.**

Tulsa City Council Room, 2nd Level, One Technology Center, 175 East 2nd Street

A person knowledgeable of the application and the property must attend the meeting to represent the application. Site Plans and development proposals should be submitted at the time of application. Photos or renderings may be presented at the hearing.

Platting Requirements

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.

If your application is approved, you will need additional permits.

Contact the City of Tulsa Permit Center at (918) 596-9456.

Tulsa Metropolitan Area Planning Commission

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Tulsa, Oklahoma 74103
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