



Read This Before You Apply

Thank you for your interest in submitting an application to the Tulsa Metropolitan Area Planning Commission for a property within the City of Tulsa. The following will provide general information to get started on your project and 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.

For questions regarding any of the information listed in this application, or to set up a pre-submittal meeting, please contact us at planning@cityoftulsa.org or give us a call at 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

Rezoning

This changes a property's zoning designation, which regulates how a property may be used, the types of structures allowed, and more.

Optional Development Plan (ODP)

ODPs illustrate a property owner's general plan for the type, amount, and character of development proposed, and must meet the minimum requirements of the base zoning district.

Master Planned Development (MPD)

MPDs are intended to result in development that provides greater public benefits than could be achieved through conventional zoning.

Corridor District (CO)

These are intended for high-intensity, connected, multi-use development along high-capacity thoroughfares.

Site, Landscape, and Sign Plan Review

Planning staff review these plans to ensure they meet intent and requirements of the zoning code.

Amendments and Revisions

Any change that represents a departure from an approved development plan (MPD, CO, ODP, PUD), site plan, landscape plan, or sign plan.

Comprehensive Plan Land Use Map Amendment (CPA)

Changes to a property's land use plan designation.

Special Area (SA) Overlay

Overlays are intended to modify or supplement the base zoning district's regulations when necessary to address special situations or accomplish specific city goals. Refer to Chapter 20 of the [zoning code](#) for more information.

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 and a hearing date.

Our office will complete all required public notification about the project and hearing, which may include any or the following, depending on the type of request: mailed notices to property owners within 300 feet, newspaper notice, and posted signs on the property.

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 in favor of or opposed to the request. The Planning Commission will then deliberate and either make a recommendation to the Tulsa City Council or continue the case to a future meeting.

The Tulsa City Council process begins upon submission of a required fee to the City Council. This fee is not included in the rezoning application to the Planning Commission.

The case will be presented at a City Council committee meeting by Planning Office staff. Afterward, it will be heard at two regular City Council meetings, signed by the mayor, and published in the newspaper.

The total application process takes at least 90 days.

Fees

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



Tulsa Metropolitan Area Planning Commission

Submit applications to planning@cityoftulsa.org

Case No: _____

Related Case: _____

Property & Request Information

- Rezoning
 MPD
 CO
 ODP
 SA
 Major Amendment
 Minor Amendment
 Site Plan
 Landscape Plan
 Sign Plan
 AC
 Minor Revision
 CPA

Address or Descriptive Location: _____

Legal Description: _____ Tract Size: ± _____ acres

Current Zoning: _____ Proposed Zoning: _____

Current Use: _____ Proposed Use: _____

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

Request Details:

Applicant 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? _____

Property Owner Information

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

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: _____ TMAPC Date: _____ Council District: _____

Associations: _____

TMAPC Action: _____

Action/Vote: _____ Date: _____

Action/Vote: _____ Date: _____

Resolution: _____ Date: _____

Council Action: _____

Action/Vote: _____ Date: _____

Action/Vote: _____ Date: _____

Ordinance: _____ Date: _____

**Platting / Subdivision
Conformance Review**

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 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.2.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

Mailing Authorization

I authorize City of Tulsa staff to obtain property owners' names and addresses as required for this application. I understand that City staff will use county assessor data to ascertain the names and addresses of the property owners and that this data 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. 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

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

SA 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 the 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