

## Comprehensive Plan Amendment Application Instructions

### Land Use/Areas of Stability & Growth Map Amendments

If development proposals are not consistent with the Comprehensive Plan Map(s) and are determined a significant deviation from the Comprehensive Plan, a Comprehensive Plan Amendment application must run concurrently with the development application(s) (Zoning, PUD, Corridor Development Plan, or PUD Major Amendments only).

1. Fill out Comprehensive Plan Amendment Application, located at: [tulsaplanning.org/resources/forms-applications](http://tulsaplanning.org/resources/forms-applications)
2. Provide a map identifying the subject area of the proposed amendment.
3. Provide a written justification for the amendment that addresses:
  - How conditions of the subject area and its surrounding properties have changed.
  - How those changes have impacted the subject area to warrant the proposed amendment.
  - How the proposed change will enhance the surrounding area and the City of Tulsa.
4. Submit Application and additional items to the TMAPC staff at INCOG.
5. TMAPC staff will schedule a proposed map amendment for TMAPC hearing concurrent with the development proposal.

### Comprehensive Plan Policy (text) Amendments

Applications for Comprehensive Plan Policy Amendments (amendments to the Comprehensive Plan not necessarily generated by a Zoning, PUD, Corridor Development Plan, or PUD Major Amendment proposal) must be submitted in the following manner.

1. Fill out Comprehensive Plan Amendment Application, located at: [tulsaplanning.org/resources/forms-applications](http://tulsaplanning.org/resources/forms-applications)
2. Include a detailed description of the amendment request (include Comprehensive Plan Section and Page numbers, specific word changes, etc.).
3. Provide a written justification for the amendment that demonstrates that each requested change is warranted.
4. Provide a description of how the proposed change will enhance the City of Tulsa.
5. Submit Application and additional items to the TMAPC staff at INCOG.
6. INCOG reviews application and produces a staff report to present to the TMAPC within 30 days of receipt of the application for their consideration to initiate the proposed amendment.
7. If TMAPC decides to initiate the requested amendment, a recommended timeline for the proposal will be created and submitted to the TMAPC at the next scheduled meeting.

**TULSA METROPOLITAN AREA PLANNING COMMISSION**

INCOG - 2 West 2nd Street, Suite 800 - Tulsa, Oklahoma 74103 - (918) 584-7526 - FAX (918) 583-1024

tulsaplanning.org

**COMPREHENSIVE PLAN AMENDMENT**

LAND USE MAP    STABILITY/GROWTH MAP    PLAN POLICY (TEXT)

**APPLICATION INFORMATION**

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ PRC DATE: \_\_\_\_\_ TMAPC DATE: \_\_\_\_\_ CASE NUMBER: **CPA-** \_\_\_\_\_

RELATED Z/PUD/CO CASE #: \_\_\_\_\_ TMAPC DATE: \_\_\_\_\_ TMAPC/COUNCIL ACTION: \_\_\_\_\_

NEIGHBORHOOD ASSOCIATIONS (WHEN APPLICABLE): \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_ TRACT SIZE: \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_ PRESENT USE: \_\_\_\_\_ T-R-S \_\_\_\_\_ CD: \_\_\_\_\_

<b>APPLICANT INFORMATION</b>	<b>PROPERTY OWNER INFORMATION</b>
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL

I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE & DATE:

DOES OWNER CONSENT TO THIS APPLICATION?  Y  N   WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

**APPLICATION FEES** (Make checks payable to INCOG)

BASE APPLICATION FEE		\$250.00
NEWSPAPER PUBLICATION		\$75.00
300' PROPERTY OWNERS MAIL & POSTAGE (   ) **Do <b>not</b> charge with concurrent zoning application	\$45 + \$   =	\$
RECEIPT NUMBER:	<b>TOTAL AMOUNT DUE:</b>	<b>\$</b>

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

**DISPOSITION**

<b>TMAPC ACTION:</b>	<b>CITY COUNCIL ACTION:</b>
	DATE/VOTE:
DATE/VOTE:	<b>RESOLUTION NO.:</b>

**LAND USE MAP AMENDMENTS**

CURRENT ZONING DESIGNATION	CURRENT LAND USE DESIGNATION	PROPOSED LAND USE DESIGNATION

MAP IDENTIFYING THE SUBJECT AREA(S)

WRITTEN JUSTIFICATION FOR THE AMENDMENT(S), including:

- How conditions of the subject area and its surrounding properties have changed.
- How those changes have impacted the subject area to warrant the proposed amendment.
- How the proposed change will enhance the surrounding area and the City of Tulsa.

**GROWTH AND STABILITY MAP AMENDMENTS**

CURRENT ZONING DESIGNATION	CURRENT G&S DESIGNATION	PROPOSED G&S DESIGNATION

MAP IDENTIFYING THE SUBJECT AREA(S)

WRITTEN JUSTIFICATION FOR THE AMENDMENT(S), including:

- How conditions of the subject area and its surrounding properties have changed.
- How those changes have impacted the subject area to warrant the proposed amendment.
- How the proposed change will enhance the surrounding area and the City of Tulsa.

**COMPREHENSIVE PLAN POLICY (TEXT) AMENDMENTS**

PLAN SECTION(S): \_\_\_\_\_ PLAN PAGE(S): \_\_\_\_\_ PARAGRAPH(S): \_\_\_\_\_

DETAILED DESCRIPTION OF AMENDMENT

JUSTIFICATION FOR THE AMENDMENT DEMONSTRATES THAT A CHANGE IS WARRANTED

DESCRIPTION OF HOW PROPOSED AMENDMENT WILL ENHANCE THE CITY OF TULSA

**MEETING LOCATIONS**

**Tulsa Metropolitan Area Planning Commission (TMAPC) meeting: Wednesday, 1:30 p.m.  
Tulsa City Council Room, 2nd Level, One Technology Center, 175 East 2nd Street**

**Planning Review Committee (PRC): Thursday, Immediately after the 1:30 p.m. TAC meeting  
Large Conference Room, 8th Floor, INCOG, 2 West 2nd Street**