**MINOR AMENDMENT**

**CASE TYPE**

[ ] MPD  [ ] CO  [ ] PUD  [ ] ODP

**APPLICATION INFORMATION**

RECEIVED BY: _______ DATE FILED: ____________ TMAPC DATE: ____________ CASE NUMBER:

NEIGHBORHOOD ASSOCIATIONS: __________________________ Related Case No.: ____________

FINAL PLAT HAS BEEN RECORDED OR PLAT WAIVER APPROVED - [ ] N  [ ] Y – PLAT NUMBER________ WAIVER DATE: ____________

**SUBJECT PROPERTY INFORMATION**

ADDRESS OR DESCRIPTIVE LOCATION: __________________________

LEGAL DESCRIPTION: (email to planning@cityoftulsa.org) ________________________________________________________________________________

PRESENT USE: __________________________ T-R-S: ________ CD: ________ CCD: ____________

**INFORMATION ABOUT YOUR PROPOSAL**

DEVELOPMENT AREAS AFFECTED (If applicable): ____________ DESCRIPTION OF PROPOSAL: ________________________________________________________________________________

**APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>NAME</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>CITY, ST, ZIP</td>
<td>CITY, ST, ZIP</td>
</tr>
<tr>
<td>DAYTIME PHONE</td>
<td>DAYTIME PHONE</td>
</tr>
<tr>
<td>EMAIL</td>
<td>EMAIL</td>
</tr>
</tbody>
</table>

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 City of Tulsa)

<table>
<thead>
<tr>
<th>Base Minor Amendment Fee</th>
<th>$250 Residential / $500 Non Residential for 1st amendment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Additional Amendments</th>
<th>$100 x _______</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>300’ Property Owners Mailing &amp; Postage</th>
<th>No. owners ______ $45 + $ = NOTICE SUBTOTAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RECEIPT NUMBER:</th>
<th>TOTAL AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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

**DISPOSITION**

STAFF RECOMMENDATION / ACTION: ________________________________________________________________________________ DATE: _______  

TMAPC ACTION: (APPLICABLE ON MINOR AMENDMENT REQUESTS ONLY, OR WHEN STAFF DECISION IS APPEALED) ________________________________________________________________________________ DATE/VOTE: ____________

REVISED 7/1/2023
AUTHORIZATION FOR INCOG TO OBTAIN NAMES AND MAILING ADDRESSES OF OWNERS OF PROPERTY WITHIN 300 FEET LOCATED IN TULSA AND OSAGE COUNTY ONLY*

AUTHORIZATION AND RELEASE

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 Osage County Assessors’ computer database to ascertain the names and addresses of the property owners. That database may not reflect recent ownership changes. I understand that I remain responsible for providing the City of Tulsa with the names and addresses of property owners within 300 feet of the property that is the subject of this application. I agree to provide any updates or corrections to City staff at least 25 days prior to the public hearing on this application.

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.

*I understand and accept that the applicant is responsible for providing the City of Tulsa the names and mailing addresses of the owners of those properties that are within the required notice area but are not in Tulsa or Osage Counties.

Applicant’s Signature ______________________ Date __________

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

Hearing Date: Wednesday, __________________________ 1:30 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.

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

Contact the Permit Center at 918-596-9601 if your tract is in the City of Tulsa or Tulsa County Building Inspector’s Office at 918-596-5296 if in unincorporated Tulsa County.

Tulsa Metropolitan Area Planning Commission
175 East 2nd Street, Suite 480
Tulsa, Oklahoma 74103 (918) 596-7526

REVISED 7/1/2023