

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.**
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.**
2. Include a detailed description of the amendment request (include Comprehensive Plan Section and Page #'s, 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

www.tmapc.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: _____

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
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 not charge with concurrent zoning application	\$45 + \$ _____ =	\$ _____
RECEIPT NUMBER: _____	TOTAL AMOUNT DUE:	\$ _____

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

DISPOSITION

TMAPC ACTION:	CITY COUNCIL ACTION:
_____	DATE/VOTE: _____
DATE/VOTE: _____	RESOLUTION NO.: _____

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**