

**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](http://www.tmapc.org)

ZONING                       MPD                       CO PLAN                       PUD  
 MAJOR AMENDMENT                       SPECIAL AREA OVERLAY

**REZONING**

**Optional Development Plan**

**APPLICATION INFORMATION**

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ PRC DATE: \_\_\_\_\_ TMAPC DATE: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

CITY  COUNTY REFERRAL CITIES (ZONING ONLY): \_\_\_\_\_ RELATED CASE #: \_\_\_\_\_

NEIGHBORHOOD ASSOCIATIONS: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

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

LEGAL DESCRIPTION: (also email to [esubmit@incog.org](mailto:esubmit@incog.org)) \_\_\_\_\_

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

**INFORMATION ABOUT YOUR PROPOSAL**

PROPOSED ZONING: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_ DEV. AREA AFFECTED IN PLAN: \_\_\_\_\_

NATURE OF PROPOSAL or AMENDMENT: \_\_\_\_\_

LAND USE DESIGNATION: \_\_\_\_\_ GROWTH OR STABILITY DESIGNATION: \_\_\_\_\_

IS PROPOSAL A SIGNIFICANT DEVIATION FROM COMPREHENSIVE PLAN?:  Y  N COMP PLAN AMEND CASE # \_\_\_\_\_

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			
BASE APPLICATION FEE			\$
ADDITIONAL FEE (i.e. Optional Development Plan)			\$
NEWSPAPER PUBLICATION		\$	
SIGNS	\$130 X =	\$	
300' PROPERTY OWNERS MAIL & POST ( )	\$45 + \$ =	\$	NOTICE SUBTOTAL \$
RECEIPT NUMBER:			<b>TOTAL AMOUNT DUE</b> \$

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

**DISPOSITION**

TMAPC REC.	COUNCIL/COMMISSION ACTION
	DATE/VOTE
DATE/VOTE	ORDINANCE/RESOLUTION NO.
PLAT NAME	PLAT WAIVER <input type="checkbox"/> Y <input type="checkbox"/> N

**PLATTING 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 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, 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, 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 of subdivision plats, may remove 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.

I hereby certify that I have read and understand the above requirements and that I will plat, replat or have the platting requirements waived for the subject property in case number \_\_\_\_\_.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**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 the INCOG Staff to obtain property owner's names and addresses as required for application number \_\_\_\_\_. I understand that INCOG Staff will use the Tulsa and Osage County Assessor's 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 INCOG 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 INCOG 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 INCOG, 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 INCOG as required in this application.

\* I understand and accept that the applicant is responsible for providing INCOG 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**

**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 that you understand, have read, this.**

Applicant Signature: \_\_\_\_\_

**SA 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 Signature: \_\_\_\_\_

Tulsa Metropolitan Area Planning Commission (TMAPC) Case Number: \_\_\_\_\_

Date: Wednesday, \_\_\_\_\_ 1:30 p.m.

Tulsa City Council Room, 2<sup>nd</sup> Level, One Technology Center, 175 East 2<sup>nd</sup> Street

**Planning Review Committee (PRC) Meeting:**

Date: Thursday, \_\_\_\_\_ Immediately following the 1:30 p.m. TAC meeting

Large Conference Room, 8<sup>th</sup> Floor, INCOG, 2 West 2<sup>nd</sup> 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 Permit Office at (918) 596-9456 if your tract is in the City of Tulsa **or** the Tulsa County Building Inspector's Office at (918) 596-5293 if in unincorporated Tulsa County.

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