



Planning and Zoning Department

Specific Use Permit Application

Application # _____

Project Name _____

County Parcel Number _____
(See Oklahoma County Assessor's Records)

Project Location _____

Optional Preapplication Meeting Yes No Date _____

Date Received _____

Date Complete _____

Date Corrected _____

The staff will advise the applicant of a complete and corrected application prior to the notice being mailed.

- 1. Legal Description (attached) will be verified by staff for completeness.
- 2. Existing zoning is _____
- 3. Current Use of property _____ Specific Use Proposed _____
- 4. Applicant or designated representative. _____
Mailing Address _____
Phone _____ Fax _____ Cell # _____
- 5. Property Owner _____
Mailing Address _____
Phone _____ Fax _____ Cell # _____

Signature of Record Property Owner

(If the phone numbers or contact information is not readily usable, application will be considered incomplete).

- 6. Size of property to be rezoned _____ square feet or _____ acres, _____
- 7. Fees for Specific Use Permit application
Site Plan = \$890.00
Specific Use Permit = \$150.00
PLUS
 a. Fees required for Specific Use Permit Property Owner Notice \$50
 b. Fees required for Notice in Newspaper \$100
- Total Fee Amount application and notices _____
- 8. Public Notice: A certified list of property owners within a 300 foot radius of the exterior boundary subject property, to include at least 10 names. In the event that less than 10 property owners are within the prescribed 300 foot radius, the radius shall be extended in 100 foot increments until the required number of property owners is included on the ownership list. However, when it is necessary to extend the 300 foot radius, all corners within the extension shall be included in the official ownership list, even when that amount exceeds 10 owners. Names and address shall be provided on labels.
- 9. Certified Ownership List
- 10. Wording approved by City of Edmond for 32 square foot sign(s), 6' in height to be placed on the property 20 days in advance of the approved public hearing:

SPECIFIC USE PERMIT NOTICE
PLANNING COMMISSION MEETING _____ @ 5:30 P.M.
CITY COUNCIL MEETING _____ @ 5:30 P.M.
CITY COUNCIL CHAMBERS, 20 S. LITTLER, EDMOND, OK.
PROPOSED SPECIFIC USE: _____

This notice sign shall be removed within 30 days of the City Council hearing by Ordinance.

Specific Use Permit Site Plan Application Contents

The materials described in paragraphs (1) through (6) below shall be signed and sealed by a Professional Engineer registered in the State of Oklahoma.

- (1) Cover sheet, providing the name of the proposed development accompanying plat, if available, the names of the current City of Edmond Mayor, City Council and City Manager, a sheet index, a vicinity map showing the location of project, the engineer of record and associated information; 8 copies of plans required for completeness review.

This information is needed for all Site Plan Review Team members (see back of application).

- (2) Survey, providing a **legal description of the property**, the boundaries of the property, existing vegetation, all utilities and easements of record including the book and page numbers of the filed easements, topographic contours with intervals of not over two feet, any regulatory flood plain boundaries that affect the subject property, all adjacent streets and right-of-way, and existing driveways on the site and on properties adjacent to or across the street from the subject property; 9 copies of plans required for completeness review.

This information is needed for all Site Plan Review Team members.

- (3) Site plan, providing the location and dimensions of all structures and improvements, driveways/drive approaches, public right-of-way, parking and loading areas, fire lanes, drive aisles, sidewalks, outdoor storage areas and height and type of any fencing or screening; 9 copies of plans required for completeness review.

This information is used to determine Code compliance for all Site Plan Review Team members and the required report and recommendation to the Planning Commission.

- (4) Grading plan, providing all existing and proposed contours with intervals of not more than two feet, the location of all structures, retaining walls, ponds, storm sewer improvements, and regulatory flood plain boundaries; 5 copies of plans required for completeness review.

The Engineering department will review this material for the staff report and recommendations.

- (5) Drainage calculations report, related grading plan and erosion control plan, operation and maintenance manual signed and sealed by a Professional Engineer registered in the State of Oklahoma, complying with Title 23 of the City Code; 3 copies of plans required for completeness review.

The Engineering department will review this material for the staff report and recommendations.

- (6) Utility plan, providing the location of all proposed and existing public and private utilities and easements, **proposed electrical loads**, service type, ampacity and locations of the disconnect, service line and transformer; 8 copies of plans required for completeness review.

The Engineering and Electric departments will review this material for the staff report and recommendations.

- (7) A retaining wall plan, if applicable, that includes materials used in the design and that meets the International Building Code; 2 copies of plans required for completeness review.

The Engineering and Building departments will review this material for the staff report and recommendations.

- (8) Lighting plan, including number, location and height of poles, the type of lighting fixtures and type of illumination, pattern of illumination from each light, on-site building lighting, decorative lights, and sign lights; 2 copies of plans required for completeness review.

The Planning and Electric departments will review this material for the staff report and recommendations.

- (9) Location, height, type, color material and size of all signs, including any site decorations or structures, such as flagpoles, benches, public art, banners, canopies, tents or other open display structures; 3 copies of plans required for completeness review.

The Planning department will review this material for the staff report and recommendations.

- (10) Elevation drawings depicting the number of stories and materials used on all exterior walls, roofs, entries and windows showing general architectural appearance and motif of the structures, including exterior finishes, treatments, materials and colors;
4 copies of plans required for completeness review.

The Planning department will review this material for the staff report and recommendations.

- (11) Landscaping plan, including a program for continued landscape maintenance, a detailed landscaping plan for the required site and a completed site plan landscape form;
5 copies of plans required for completeness review.

Community Image (Urban Forestry division) will review this material for the staff report and recommendations.

- (12) Tree preservation plan for all trees proposed to be saved, as set forth in subsection 22.6.1(D), which includes a letter of approval from an ISA certified arborist or degreed forester (other qualifications may be substituted if approved by the Urban Forester);
3 copies of plans required for completeness review.

Community Image (Urban Forestry division) will review this material for the staff report and recommendations.

- (13) Detailed plant listing that identifies types of plant material proposed;
2 copies of plans required for completeness review.

Community Image (Urban Forestry division) will review this material for the staff report and recommendations.

- (14) Summary of landscape area calculations and proposed plant unit values (Site Plan LA form);
2 copies of plans required for completeness review.

Community Image (Urban Forestry division) will review this material for the staff report and recommendations.

- (15) Information adequate to verify compliance with Chapter 22.6 Site Design Standards, Section 22.6.1(F) Screening Requirements, (2) Mechanical Equipment and (3) Refuse Facilities;
2 copies of plans required for completeness review.

The Planning and Sanitation departments will review this material for the staff report and recommendations.

- (16) Information adequate to verify compliance with Chapter 22.6 Site Design Standards, Section 22.6.1 (K) Conversion from Residential to Non-Residential;
1 copy of plans required for completeness review.

This information is needed for all Site Plan Review Team members.

- (17) In the event that a non-residential, office or retail building has a gross floor area of more than 60,000 square feet. Information adequate to verify compliance with Chapter 22.6 Site Design Standards, Section 22.6.1(I)(3) for major non-residential office or retail building structure;
1 copy of plans required for completeness review.

The Planning department and will review this material for the staff report and recommendations.

- (18) Information adequate to verify compliance with Chapter 22.6 Site Design Standards, Section 22.6.5 Sensitive Border Standards;
1 copy of plans required for completeness review.

The Planning department and will review this material for the staff report and recommendations.

- (19) Information adequate to verify compliance with Supplemental Site Design Standards for the I-35 Corridor, the Lake Districts or for the Central Edmond Urban District;
1 copy of plans required for completeness review.

Project Coordinator Mike Clark and all Site Plan Review Team members will review the design standards in the Central Edmond Urban District.

- (20) Information adequate to verify compliance with the Building and Fire Departments as required by the review criteria in Chapter 22.3, Development Review Procedures, including floor plans, fire access, location of nearest fire hydrant(s), clearance at fire hydrant(s), and fire flow requirements; 3 copies of plans required for completeness review.

Building Services and Fire Prevention will review this material for the staff report and recommendations.

of Buildings on Property _____

	Bldg #1	Bldg #2	Bldg #3	Bldg #4	Bldg #5	Bldg #6
Buildings fire-sprinkled (Y/N)						
Square footage of each building						
# of stories of each building						
Type of occupancy of each building (per building code) ¹						
Type of construction of each building (per building code) ²						

If there are more than six (6) buildings in the Site Plan, please attach an additional sheet.

Corrected Plans are to be submitted after comments from the Site Plan Review Team. The Site Plan Review Team will discuss comments from the staff on each site plan at a regular site plan meeting. The applicant is encouraged to attend this meeting prior to preparing the corrected plans identifying all City Code requirements and prior to the staff report, recommendations and findings.

Corrected Plans shall be provided to the five Planning Commission members, the Mayor and City Council members, the Site Plan Review Team members, the City Attorney and City Manager, for a total of **20 corrected plans**. These plans shall be drawn to scale on standard 24 x 36 sheets.

A digital (CAD) drawing shall be required in the final **corrected** submittal for public hearing. It shall use the City of Edmond Standard CAD Layers. It shall be in the NAD83, StatePlane, Oklahoma North coordinate system. The drawing shall be tied to one of our existing city monuments so that it can be used as a digital overlay in Site Plan Committee and Planning Commission discussions. Information pertaining to these requirements can be obtained from the City of Edmond Engineering Department.

¹ Type of Occupancy: A-(1,2,3,4,5), B, E, F-(1,2), H-(1,2,3,4,5), I-(1,2,3,4), M, R-(1,2,3,4), S-(1,2), U

² Type of Construction: I-(A,B), II(A,B), III(A,B), IV, V(A,B)

DEPARTMENTAL DISTRIBUTION for PLAN SUBMITTAL

	Refer to Application	Total Required	Building	Solid Waste	Planning	Community Image	Fire	Engineering	Electric
CIVIL PLAN SET	Cover Sheet (1)	8	1	1		1	1	3	1
	Survey (2)	9	1	1	1	1	1	3	1
	Site Plan (3)	9	1	1	1	1	1	3	1
	Grading Plan (4)	5	1			1		3	
	Drainage Calculations (5)	3						3	
	Utility Plan (6)	8	1			1	1	3	2
	Retaining Wall (7)	2	1					1	
	Lighting (8)	2			2				
	Location Signs, Etc (9)	3			2		1		
	Elevations (10)	4	1		2		1		1
	Landscaping (11)	5				2	1	1	1
	Tree Preservation (12)	3				2		1	
	Plant List (13)	2				2			
	LA Form (14)	2				2			
	Screening (15)	2		1	1				
	Resident to Non-Resident (16)	1			1				
	Non Res Office or Com > 60000 sq ft (17)	1			1				
	Sensitive Borders (18)	1			1				
	I-35 Corridor, Lake District, CEUD (19)	1			1				
	Fire and Building Information (20)	3	1				1		1
	Digital CAD Drawing (21)	1						1	

CONTACTS for SITE PLAN REVIEW TEAM

BUILDING DEPARTMENT	AMBER ARMSTRONG	359-4508
SOLID WASTE DEPARTMENT	SAM MCNEILAND	216-4541
PLANNING DEPARTMENT	BOB SCHIERMEYER	359-4790
COMMUNITY IMAGE (LANDSCAPING)	KIM MILLER	359-4759
FIRE DEPARTMENT	MIKE BARNES	359-4312
ENGINEERING DEPARTMENT	MARIAH HALLORAN	359-4766
ELECTRIC DEPARTMENT	ROBERT AUSTIN	216-7614