



** APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE HEARINGS TO REPRESENT THE CASE**

APPLICATION FEE: \$50.00 (FOR OFFICE USE ONLY) SITE PLAN REVIEW

PAID: _____

DATE: _____

PLANNING & ZONING BOARD

SITE PLAN APPLICATION

COMMERCIAL

RESIDENTIAL

APPLICANTS' NAME _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

Phone _____ Fax: _____ Email: _____

APPLICANT IS: PROPERTY OWNER AGENT

1. LOCATION AND LEGAL DESCRIPTION OF PROPERTY _____

2. EXISTING ZONING _____ PROPOSED ZONING _____

3. PROPOSED USE/REQUEST _____

4. PRESENT USE OR LAST KNOWN USE _____

5. ENGINEER'S NAME _____

Company/Firm _____

Street/Mailing Address : _____

Phone: _____ Fax: _____ Email: _____

****READ BEFORE SIGNING BELOW:** If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available upon submittal)

STATE OF OKLAHOMA) (

COUNTY OF DELAWARE) (

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."



[Notary seal]

****Owner / Agent (circle one)**

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____.

Notary Public in and for the State of Oklahoma

INSTRUCTIONS FOR FILING APPLICATIONS

Applications must be filled out completely and signed by the **applicant** & the **property owner**, and notarized. The application and all required information must be submitted to the Planning & Zoning Office, according to the enclosed time schedule, processing of application will begin upon receipt of ALL required documents.

Fee: \$50.

SITE PLAN APPLICATIONS SUBMITTAL DOCUMENTS

SITE PLAN REQUIREMENTS

A. The Site Plan shall include the following information:

- 1) Application Form/Fee
- 2) Site Plans – Fully Dimensioned (10 copies 11"x17")
- 3) Legal Description – metes and bounds
- 4) Vicinity Map- 8 1/2"x11 – one copy
- 5) Copy of General Warranty Deed, Special Warranty Deed, Title Policy, etc. to prove ownership
- 6) Written Verification: Notarized statement or 'Power of Attorney' from owner, authorizing an agent.
- 7) Tax Status Verification from Delaware County Treasurer
- 8) Letter of request explaining the need for a Special Conditions Use within a district, if applicable.
- 9) Other documents as deemed necessary.

B. The Site Plan shall meet the following requirements:

- 1) Plans for any portion of any site which involve the construction of public engineering improvements on public easements or rights-of-way of which are to be dedicated to the public shall be certified by a Professional Engineer registered in the State of Oklahoma.
- 2) Plans shall be drawn to scale at a scale of not less than one inch equals one hundred feet.
- 3) Plans shall show clearly the location of the tract lot or parcel in relation to surrounding properties and public roadway.
- 4) Plans shall show the topography or spot elevations with the direction of drainage, plus any proposed changes to land elevations.
- 5) Plans shall show all proposed entrances and exits for vehicles, including location, type and size of drives.
- 6) Plans shall show all off-street parking and loading spaces.
- 7) Plans shall show the location, general use, type of exterior materials, roof pitch, number of floors, height, net and gross floor area of each building.
- 8) Plans shall show any outside displays, sales or storage areas.
- 9) Plans shall show all signs and illumination proposed for the location.
- 10) Plans shall show provisions to be made for screening and landscaping of buildings, parking and outside activity areas as deemed necessary by the Planning and Zoning Commission.