



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

APPLICATION FEE: \$70.00 (FOR OFFICE USE ONLY) SITE PLAN REVIEWED BY _____

PAID: _____

DATE: _____

PLANNING & ZONING COMMISSION

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
 - 3) Site Plans – Fully Dimensioned
 - 4) Legal Description – metes and bounds
 - 5) Vicinity Map- 8 1/2"x11
 - 6) Copy of General Warranty Deed, Special Warranty Deed, Title Policy, etc. to prove ownership, or long term (no less than ten consecutive years) lease agreement with property owner
 - 7) Written Verification: Notarized statement or 'Power of Attorney' from owner, authorizing an agent.
 - 8) Tax Status Verification from Delaware County Treasurer
 - 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 clearly show 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 (60/40 masonry and other materials - no metal siding visible) 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.