

What to do if changes* to a TMAPC approved site plan are needed



***Changes** may include, but are not limited to:

- changing the parking layout, including adding/ removing spaces;
- changing the type, number and location of required trees;
- adding, removing or changing any landscaped area (change in type of shrubs, perennials and other ground cover does not require review *unless* specifically noted on the plans) ;
- removing a window, adding a door, and/or other changes to building elevations;
- adding, removing, relocating or changing the type of screening fence;
- adding/ removing/ relocating a dumpster and/or changing the way it is screened;
- adding/ removing/ relocating light fixtures and/or changing any lighting specifications;
- changing traffic and/or pedestrian circulation;
- changing location of access.

Changes to a TMAPC approved site plan require TMAPC staff review. To expedite review, please complete the following steps:

*****PLEASE READ VERY CAREFULLY*****

- ✓ Fill out the **appropriate** attached application form, checking “PUD or CO DETAIL SITE PLANS*” at the top, and then “**MINOR REVISION TO PUD (or CO) SITE PLAN**”. Be sure to include the PUD or Corridor District number, correct address and legal description.

IMPORTANT ✓ Submit with the application the following *as applicable*: Three (3) 24” x 36” **fan folded** Plan View and four (4) 11” x 17” reductions; four (4) 11” x 17” copies of lighting plans; four (4) 11” x 17” building elevations and utility/trash enclosure elevations; **three (3) 24” x 36” fan folded Landscape Plan and 11” x 17” reductions; four (4) 11” x 17” detailed elevations of any screening walls or fencing.**

IMPORTANT ✓ **PLEASE DO NOT ROLL OR STAPLE PLANS** (they will not be accepted).

IMPORTANT ✓ **“Cloud” on the plans the areas that have changed and provide, in detail, all proposed changes on the application form (or under separate cover) and provide current date of proposed changes.** Failure to do so will result in a delay of the review of the plans.

- ✓ Submit application and plans along with the \$25 application fee to the INCOG offices, 2 West 2nd Street South, Suite 800.

REMINDER – THE ONLY FULL SIZED PLANS NEEDED (24” x 36”) ARE THE SITE PLAN (PLAN VIEW) AND LANDSCAPE PLANS, AS APPLICABLE (11” X 17” ALSO NEEDED OF SITE PLAN/PLAN VIEW AND LANDSCAPE). ALL OTHER PLANS CAN BE 11” X 17” ONLY.

If the application is complete and all necessary information is provided and changes are in conformance with PUD standards, plans will be approved, stamped and forwarded to the Permit Office within *five to seven business days* of receipt.**

If you have any questions regarding proposed changes to the site plan or the application process, please call or e-mail **Chris Sansone** at 584-7526, csansone@incog.org

**Note: The basis for issuing a Certificate of Occupancy includes demonstrated compliance with the corresponding TMAPC Approved PUD Site Plan. Any changes implemented during construction deviating from the approved PUD plan will require additional review by TMAPC and City Plan Review staff. To facilitate the Certificate of Occupancy process, promptly submit in duplicate, applicable revisions conforming with TMAPC’s Approved Revised PUD Plan to the Permit Center, 4th Floor of Tulsa City Hall, One Technology Center, 175 E. 2nd Street (northwest corner of 2nd and Cincinnati).*

****Review time will vary depending on the number of revised plans waiting review ahead of your submittal.**

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

PUD MINOR AMENDMENT

PUD SITE PLAN

MINOR REVISION TO PUD SITE PLAN

LANDSCAPE PLAN

SIGN PLAN

APPLICATION INFORMATION

RECEIVED BY: _____ DATE FILED: _____ HEARING DATE: _____ Related Case No.: _____ CASE NUMBER: _____

BLDG. PERMIT APP. NO.: _____ NEIGHBORHOOD ASSOCIATIONS: _____

FINAL PLAT HAS BEEN RECORDED OR PLAT WAIVER APPROVED - N Y - PLAT NUMBER _____ WAIVER DATE: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: _____

LEGAL DESCRIPTION: (email to esubmit@incog.org) _____

PRESENT ZONING: _____ T-R-S _____ CZM _____ ATLAS _____ PD _____ CD _____

INFORMATION ABOUT YOUR PROPOSAL

DEVELOPMENT AREAS AFFECTED: _____ NATURE OF AMENDMENT/DESCRIPTION OF PROPOSAL: _____

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
FAX	FAX
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 MINOR AMENDMENT FEE	(Residential \$200) (Non Residential \$400) PLUS additional amendments		\$
ADDITIONAL AMENDMENTS	(\$100 x _____)		\$
300' PROPERTY OWNERS MAILING & POSTAGE	No. owners _____ \$40 + \$ _____ =	NOTICE SUBTOTAL	\$

Sign Plan, Landscape Plan	\$100 Each	Detail Site Plan	\$200	Minor Revision to Site Plan	\$25
RECEIPT NUMBER: _____		TOTAL AMOUNT DUE		\$ _____	

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

DISPOSITION

STAFF RECOMMENDATION / ACTION: _____

DATE: _____

TMAPC ACTION: (APPLICABLE ON DETAIL PLANS, MINOR AMENDMENT REQUESTS ONLY, OR WHEN STAFF DECISION IS APPEALED)

DATE/VOTE: _____

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[] CORRIDOR PLAN MINOR AMENDMENT [] CORRIDOR DETAIL PLAN
[] MINOR REVISION TO CORRIDOR DETAIL PLAN
[] LANDSCAPE PLAN [] SIGN PLAN

APPLICATION INFORMATION

RECEIVED BY: _____ DATE FILED: _____ HEARING DATE: _____ CASE NUMBER _____
 BLDG. PERMIT APP. NO. _____ NEIGHBORHOOD ASSOCIATIONS: _____ Related Case #: _____
 FINAL PLAT HAS BEEN RECORDED OR PLAT WAIVER APPROVED - [] N [] Y - PLAT NUMBER _____ WAIVER DATE: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: _____
 LEGAL DESCRIPTION: (email to esubmit@incog.org) _____

 PRESENT USE: _____ T-R-S _____ CZM _____ ATLAS _____ PD _____ CD _____

INFORMATION ABOUT YOUR PROPOSAL

DEVELOPMENT AREAS AFFECTED BY AMENDMENT: _____ NATURE OF AMENDMENT / DESCRIPTION OF PROPOSAL: _____

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
FAX	FAX

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 FEE MINOR AMENDMENT to CO Site Plan	\$400	plus \$100 for each additional amendment	\$
ADDITIONAL AMENDMENTS (\$100 x _____)			\$
300' PROPERTY OWNERS MAILING & POSTAGE	# of owners _____	\$40 + \$ _____ =	NOTICE SUBTOTAL \$

CO Detail Plan Fee \$200	Sign Plan, Landscape Plan \$100.00 Each	Minor Revision to CO Site Plan Fee: \$25.00
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RECEIPT NUMBER: _____	TOTAL AMOUNT DUE	\$ _____
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APPLICATION FEES IN WHOLE OR IN PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN MADE.

DISPOSITION

STAFF RECOMMENDATION/ACTION: _____

 TMAPC ACTION: (Applicable on CO Minor Amendments and CO Detail Plans, or when staff decision is appealed) _____
 _____ DATE/VOTE: _____