

*City Staff to complete this section*

CASE # \_\_\_\_\_

DATE: \_\_\_\_\_

RELATED CASE # \_\_\_\_\_

**APPLICATION FOR SITE PLAN REVIEW**

- Site plan review fees:  
 0 – 4.99 ACRES      \$ 75.00 PER SUBMITTAL  
 5 – 19.99 ACRES    \$100.00 PER SUBMITTAL  
 20 ACRES OR MORE   \$150.00 PER SUBMITTAL
- The current property owner must sign the application or the City’s form authorizing the owner’s representative to sign the application on behalf of the owner.
- All drawings must be drawn to scale. Document submittal must consist of THREE paper copies of the site plan and one electronic copy in PDF format. All documents larger than 8-1/2” x 11” must be folded to that size.
- A pre-application meeting with City Staff is required prior to the submittal of this application. Notes from this meeting must be submitted with this application.

PRE-APPLICATION MEETING DATE: \_\_\_\_\_ MEETING NOTES ATTACHED:

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS/GENERAL LOCATION: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
Person/Firm (Please Print)

ADDRESS: \_\_\_\_\_  
CITY/STATE ZIP CODE

EMAIL: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
(Please print)

OWNER’S ADDRESS: \_\_\_\_\_  
CITY/STATE ZIP CODE

EMAIL: \_\_\_\_\_

COUNTY: \_\_\_\_\_ QUARTER SECTION: \_\_\_\_\_ SECTION/TOWNSHIP/RANGE: \_\_\_\_\_

ACREAGE: \_\_\_\_\_ NO. OF LOTS: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

LEGAL DESCRIPTION (MAY BE ATTACHED): \_\_\_\_\_

\_\_\_\_\_

ANY PRIVATE DEED/PLAT RESTRICTIONS ON THE PROPERTY?  YES  NO, IF YES, EXPLAIN:

ARE THE ACCESS POINTS PLATTED IN ACCORDANCE WITH THE PLAT?  YES  NO

HAVE ANY VARIANCES BEEN APPROVED BY THE BOA ON THIS PROPERTY?  YES  NO

IF YES, CASE NO.:

ACREAGE/PARCEL SIZE:

NO. OF LOTS:

BUILDING AREA:

ANY PRIVATE DEED/PLAT RESTRICTIONS ON THE PROPERTY?  YES  NO, IF YES, EXPLAIN:

ARE EXTERIOR BUILDING MATERIALS ALONG STREET FRONTAGES IN COMPLIANCE WITH ZONING ORDINANCE?  YES  NO

100 YEAR FEMA FLOODPLAIN ON PROPERTY?  YES  NO

**I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE DEVELOPMENT PROCEDURES AND GUIDELINES, INCLUDING PLATTING AND SITE PLAN REVIEWS IF REQUIRED AND ALL FEES AND CHARGES RELATED TO SITE IMPROVEMENTS, DEVELOPMENT AND BUILDING PERMIT COSTS.**

SIGNATURE OF APPLICANT:

DATE:

(TYPE OR PRINT NAME OF APPLICANT SIGNING):

**CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM**

SIGNATURE OF PROPERTY OWNER:

DATE:

PRINT NAME OF OWNER SIGNING:

DATE:

CONTACT PERSON FOR THIS APPLICATION:

(Please Print)

CONTACT PERSON'S PHONE NUMBER:

**DO NOT WRITE BELOW THIS LINE – STAFF USE ONLY**

RECEIVED BY: \_\_\_\_\_

FEE: \_\_\_\_\_

PAID: \_\_\_\_\_

SENT TO STAFF FOR REVIEW:

Received Date  
Stamp Here

**GUIDELINES FOR SUBMITTAL OF APPLICATION  
FOR SITE PLAN REVIEW  
CITY OF BROKEN ARROW, OKLAHOMA**

**SUBMITTAL:**

- AN APPLICATION FOR REVIEW OF A SITE PLAN CANNOT BE SUBMITTED UNTIL A PRE-APPLICATION CONFERENCE HAS BEEN HELD.
- NOTES OUTLINING THE ITEMS DISCUSSED IN THE CONFERENCE AND POINTS IN QUESTION OR ITEMS AGREED UPON MUST BE SUBMITTED WITH YOUR APPLICATION FOR REVIEW OF A SITE PLAN.
- APPLICATION MUST BE ACCOMPANIED BY THREE COPIES OF THE SITE PLAN (FOLDED TO 8-1/2" X 11") AND ONE ELECTRONIC COPY IN PDF FORMAT.
- ALL INFORMATION REQUESTED ON THE APPLICATION AND CHECKLIST SHALL BE PROVIDED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

**FEES:**

0 – 4.99 ACRES	\$75.00 PER SUBMITTAL
5 – 19.99 ACRES	\$100.00 PER SUBMITTAL
20 ACRES OR MORE	\$150.00 PER SUBMITTAL

- FEES ARE TO BE PAID AT THE TIME THE APPLICATION IS SUBMITTED.
- THE SITE PLAN MUST SHOW ALL ITEMS LISTED IN THE SITE PLAN CHECKLIST. SEE SITE PLAN SUBMITTAL CHECKLIST (ATTACHED)

**NO BUILDING PERMIT SHALL BE ISSUED WITHOUT SITE PLAN  
APPROVAL BY ALL DEPARTMENTS AND ALL CONDITIONS COMPLETED.**

FOR FURTHER INFORMATION, PLEASE CALL THE BROKEN ARROW COMMUNITY  
DEVELOPMENT DEPARTMENT AT 918-259-8412. APPLICANTS MAY ALSO VISIT THE CITY'S  
WEB SITE AT [WWW.BROKENARROWOK.GOV](http://WWW.BROKENARROWOK.GOV).

# SITE PLAN CHECKLIST

**PROJECT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE COMPLETE OR SUBMIT ALL OF THE FOLLOWING ITEMS:**

IF AN ITEM IS NOT APPLICABLE, ENTER N/A. PLEASE NOTE THAT IF AN ITEM IS NOT COMPLETED, THE REVIEW PROCESS MAY BE DELAYED.

1. \_\_\_ SHOW PROJECT TITLE, DATE, NAME OF OWNER/S AND CONTACT INFORMATION ON SITE PLAN.
2. \_\_\_ SHOW SITE ADDRESS/ES ON SITE PLAN AND ON PART I OF THIS APPLICATION.
3. \_\_\_ PROVIDE SITE PLAN DRAWING TO SCALE WITH NORTH ARROW.
4. \_\_\_ SHOW LOCATION AND DIMENSIONS OF EXISTING AND PROPOSED PROPERTY LINES AND EASEMENTS INCLUDING STREET RIGHT OF-WAY WIDTH (ON ARTERIAL STREETS SHOW RIGHT-OF-WAY DISTANCE FROM SECTION LINE).
5. \_\_\_ LOCATION OF EXISTING AND PROPOSED BUILDINGS AND OTHER IMPROVEMENTS. ALSO, INDICATE DISTANCE BETWEEN BUILDINGS.
6. \_\_\_ PROVIDE INFORMATION THAT DEMONSTRATES THAT THE PROPOSED BUILDING IS IN CONFORMANCE WITH THE ZONING ORDINANCE REGARDING
  - A. \_\_\_ PROPOSED USE.
  - B. \_\_\_ BUILDING LINE SETBACKS
  - C. \_\_\_ LOT COVERAGE OF BUILDING AND PARKING LOT AND PAVED AREAS (IN PERCENTAGES)
  - D. \_\_\_ BUILDING HEIGHT
  - E. \_\_\_ HVAC SCREENING
7. \_\_\_ EXISTING AND FUTURE ACCESS POINTS WITHIN, ADJACENT AND ACROSS THE SITE.
8. \_\_\_ VERIFICATION THAT PROPOSED ACCESS POINTS ARE IN CONFORMANCE WITH THE PLAT.
9. \_\_\_ EXISTING AND FUTURE PARKING LOT LAYOUT AND INTERNAL TRAFFIC CIRCULATION, (LABEL DESIGNATED FIRE LANES, WHERE APPLICABLE).
10. \_\_\_ FOR COMMERCIAL BUILDINGS, EXTERIOR OF BUILDINGS SHALL MEET THE MASONRY REQUIREMENTS OF THE ZONING ORDINANCE. SUBMIT ELEVATIONS SHOWING EXTERIOR BUILDING MATERIALS ALONG STREET FRONTAGES:
11. \_\_\_ LOCATION OF HIGH-PRESSURE PIPELINES, PIPELINE EASEMENTS AND BUILDING SETBACK REQUIREMENTS.
12. \_\_\_ LOCATION OF EXISTING AND PROPOSED UTILITY LINES.
13. \_\_\_ REGULATORY FLOOD AREAS DELINEATED AND LABELED.
14. \_\_\_ COMPLETE DIMENSIONS OF PROPERTY STRUCTURES, YARDS/SETBACKS, AND DISTANCES BETWEEN BUILDINGS.
15. \_\_\_ LOCATION OF HVAC SYSTEMS AND SCREENING REQUIREMENTS.

16. \_\_\_ LANDSCAPE AREA MEETS ZONING ORDINANCE (MINIMUM 10' LANDSCAPE AREA NEXT TO STREET, 10' WIDE LANDSCAPE ISLANDS, AND PARKING WITHIN REQUIRED DISTANCE OF A LANDSCAPE AREA).
17. \_\_\_ PUBLIC SIDEWALK SHOWN IN STREET RIGHT-OF-WAY OR EASEMENT, OR ON PRIVATE PROPERTY WITHIN A SIDEWALK EASEMENT.
18. \_\_\_ SHOW LOCATION, SIZE AND HEIGHT AND DATA OF ALL FREE STANDING SIGNS. IF THE SIGN WILL HAVE AN ELECTRONIC READER BOARD OR GRAPHIC DISPLAY, ADD A NOTE STATING SUCH. ALSO, NOTE IF THERE ARE ANY OFF-PREMISE ADVERTISING SIGNS WITHIN 1,500 FEET ALONG THE STREET FRONTAGE FROM ANY PRE-EXISTING OFF-PREMISE ADVERTISING SIGN.
19. \_\_\_ RADII OF DRIVEWAY CURBS.
20. \_\_\_ ARRANGEMENT OF ACCELERATION/DECELERATION LANES.
21. \_\_\_ INFORMATION ON NUMBER AND DIMENSIONS OF PARKING SPACES REQUIRED AND NUMBER OF PARKING SPACES PROVIDED
22. \_\_\_ INFORMATION ON NUMBER AND DIMENSIONS OF HANDICAPPED PARKING SPACES REQUIRED AND NUMBER OF HANDICAPPED PARKING SPACES PROVIDED. INDICATE VAN ACCESSIBLE SPACES.
23. \_\_\_ PAVEMENT SETBACK MINIMUM THREE FEET FROM PROPERTY LINE OR OTHER OPTIONS USED, PER ZONING ORDINANCE.
24. \_\_\_ LOCATION OF TRASH RECEPTACLE AND SCREENING FENCE AROUND TRASH RECEPTACLE ALONG WITH HEIGHT OF FENCE.
25. \_\_\_ LOCATION OF OPAQUE PERIMETER FENCING, IF REQUIRED, AND HEIGHT OF OPAQUE PERIMETER FENCING ALONG WITH FENCE CONSTRUCTION DETAILS AND POLE/BRACING ORIENTATION.
26. \_\_\_ OUTDOOR LIGHTING. LIGHT POLES PROPOSED \_\_\_ YES \_\_\_ NO
  - A. \_\_\_ LOCATION AND HEIGHT OF EXTERIOR LIGHT POLES. (SEE SECTION 5.6 OF THE ZONING ORDINANCE).
  - B. \_\_\_ PICTURE/DETAILS OF TYPE OF EXTERIOR LIGHT POLE FIXTURES TO BE USED PROVIDED.
  - C. \_\_\_ PHOTOMETRIC PROVIDED (IF REQUIRED).
  - D. \_\_\_ RELEASE OF LIABILITY PROVIDED FOR ANY LIGHT POLES SHOWN WITHIN UTILITY EASEMENTS. (NOTE LIGHT POLES NOT ALLOWED IN UTILITY EASEMENTS ADJOINING ARTERIAL STREETS AND HIGHWAYS.)
27. \_\_\_ STORM WATER DISPOSITION NOTE WITH DETENTION DETERMINATION NUMBER SHOWN.
28. \_\_\_ FIRE LANES INDICATED AND FIRE HYDRANTS SHOWN WITH DIMENSIONS FROM FIRE HYDRANTS TO STRUCTURES.