



City Staff to complete this section

CASE NUMBER: _____

TRACKING NUMBER: _____

DATE: _____

APPLICATION FOR SPECIFIC USE PERMIT

- Application fee: \$350.00 plus \$6.00 per address notification
- A pre-application meeting with City Staff is required prior to this application submittal.
- Written notes of this pre-application meeting shall be submitted with this application
- All drawings must be drawn to scale. Document submittal shall consist of one paper copy and one electronic copy in PDF format. All documents larger than 8-1/2" x 11" must be folded to that size.
- 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.

PRE-APPLICATION MEETING DATE: _____ MEETING NOTES ATTACHED:

PROJECT NAME: _____

NAME OF APPLICANT: _____ Phone: _____
Person/Firm (Please Print)

ADDRESS: _____ CITY/STATE _____ ZIP CODE: _____

EMAIL: _____ FAX: _____

=====

PROPERTY OWNER: _____ PHONE: _____
(Please print)

OWNER'S ADDRESS: _____ CITY/STATE _____ ZIP CODE: _____

EMAIL: _____ FAX: _____

=====

COUNTY: _____ QUARTER SECTION: _____ SECTION/TOWNSHIP/RANGE: _____

ACREAGE: _____ NO. OF LOTS: _____ SUBDIVISION/PLAT: _____

LEGAL DESCRIPTION (MAY BE ATTACHED): _____

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

PROJECT ADDRESS OR GENERAL LOCATION: _____

PRESENT ZONING/USE: _____ PROPOSED ZONING/USE _____

RELATED CASE NUMBERS _____

100 YEAR FEMA FLOODPLAIN ON PROPERTY? YES NO

TYPE OF PROJECT/LAND USE PROPOSED: _____

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) _____

CONTACT PERSON FOR THIS APPLICATION: _____

(Please Print)

CONTACT PERSON'S PHONE NUMBER: _____

DO NOT WRITE BELOW THIS LINE

DATE REC'D: _____ REC'D BY: _____ FEE: _____

PLANNING COMMISSION DATE: _____

Received Date
(Date Stamp Here)

**GUIDELINES FOR SPECIFIC USE PERMITS
CITY OF BROKEN ARROW, OKLAHOMA
(SEE ZONING ORDINANCE NO. 2931)**

SUBMITTAL:

- PRIOR TO SUBMITTING AN APPLICATION, A PRE-APPLICATION MEETING WITH CITY STAFF IS REQUIRED. NOTES FROM THE MEETING MUST BE SUBMITTED WITH THE APPLICATION.
- ALL SPECIFIC USE PERMIT APPLICATIONS MUST BE ACCOMPANIED BY A SITE PLAN OF THE PROPOSED AREA, DRAWN TO SCALE, SHOWING LOCATION OF BUILDINGS, PARKING AND OTHER PERTINENT DATA CONCERNING THE OPERATION OF THE PROPOSED USE.
- THE APPLICANT MUST PROVIDE, THROUGH A REGISTERED BONDED ABSTRACT COMPANY OR A LICENSED TITLE INSURANCE COMPANY, A LIST OF PROPERTY OWNERS AND THEIR MAILING ADDRESSES WITHIN A 300' RADIUS OF THE EXTERIOR OF THE TRACT.
- THE APPLICANT MUST PROVIDE ADDRESSED ADHESIVE ENVELOPE LABELS WITH THE ADDRESSES PROVIDED ON THE RADIUS REPORT. THE CITY WILL NOTIFY THE PROPERTY OWNERS BY MAIL.

FEES:

- THE APPLICATION FEE FOR A SPECIFIC USE PERMIT IS \$350.00. IN ADDITION TO THE APPLICATION FEE, A \$6.00 PER PROPERTY OWNER MAILING FEES WILL BE CHARGED.
- THE APPLICANT IS ALSO RESPONSIBLE FOR THE COST OF PUBLICATION OF A NOTICE WHICH WILL BE PUBLISHED BY THE CITY IN A NEWSPAPER OF GENERAL CIRCULATION IN BROKEN ARROW NOT LESS THAN 20 DAYS, BUT NOT MORE THAN 30 DAYS PRIOR TO DATE OF THE PUBLIC HEARING. THE APPLICANT WILL BE BILLED DIRECTLY BY THE NEWSPAPER.

PROCESS:

- POSTING OF SIGNS ON THE PROPERTY IS REQUIRED ON ALL SPECIFIC USE PERMIT APPLICATIONS AT LEAST 20 DAYS PRIOR TO THE PUBLIC HEARING. THE CITY WILL POST THE SIGNS.
- THE SPECIFIC USE PERMIT APPLICATION WILL BE CONSIDERED BY THE PLANNING COMMISSION FOR THEIR RECOMMENDATION, WHICH WILL BE FORWARDED TO SECOND MEETING OF THE CITY COUNCIL AFTER THE PLANNING COMMISSION MEETING.

FOR FURTHER INFORMATION, PLEASE CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT 918-259-8412. APPLICANTS CAN ALSO VISIT THE CITY'S WEB SITE AT WWW.BROKENARROWOK.GOV