



<i>City Staff to complete this section</i>	
CASE NUMBER	_____
TRACKING#	_____
DATE:	_____

**APPLICATION FOR A MAJOR PLANNED UNIT DEVELOPMENT (PUD)**

- A major PUD amendment application fee is: \$375.00 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.
- Document submittal must consist of 2 paper copies of the proposed PUD text, and drawings. One electronic copy, in PDF format, with the legal description shall be submitted with this application.
- An original address/radius report no older than 6 months, with mailing labels shall be submitted.
- 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: \_\_\_\_\_ PLAT/SUBDIVISION: \_\_\_\_\_

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

**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 A MAJOR AMENDMENT PLANNED UNIT DEVELOPMENT  
(PUD) APPLICATION  
CITY OF BROKEN ARROW, OKLAHOMA  
(Zoning ordinance No. 2931)**

**SUBMITTAL**

- The applicant must provide 1.) The completed application, 2.) If a legal description was submitted as an attached document, the legal description must be submitted in a separate PDF document, 3.) Through a bonded Abstract Company or Title Insurance Company, a certified copy of a list of all property owners and their mailing addresses in the applicable PUD area, and 4.) Addressed adhesive envelope labels. The City will notify these owners by mail of the coming hearing. 5.) The total amount of the fees shall accompany the application. 7.) Each PUD application shall be submitted with 2 paper copies and one electronic copy, in PDF format, of the Outline Development Plan.

**FEES:**

- The application fee for a major PUD is \$375.00. In addition to the application fee, a \$6.00 per property owner mailing fee 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.

**THE PROCESS:**

- The City shall post signs on the property as required for all PUD applications at least 20 days prior to the public hearing.
- The City will set the public hearing and is responsible for the timely publication and mailing of the related notice, legal description and map showing the PUD area. The Planning Commission shall hold a public hearing and recommend approval, approval with modifications, or deny the application.
- An application recommended for approval, or approval with modifications, will be forwarded for hearing to the second City Council meeting after the Planning Commission meeting at which action was taken
- An application denied by the Planning Commission shall not be considered further unless the applicant files a written appeal and a \$100 appeal fee within 15 days, from the date of the Planning Commission action, with Community Development Department for hearing by the City Council.

- Upon receipt of an application recommended for approval, the City Council shall review and approve, disapprove, modify or return the PUD application to the Planning Commission for further consideration.
- Upon final approval of the PUD, the City shall amend the Broken Arrow zoning map to reflect the supplemental designation PUD after the property is platted.
- Upon approval of the PUD, by the City Council, the PUD or portion thereof shall be platted within two (2) years of the date of approval. If the PUD is not platted within two (2) years, it shall expire. By written request, a PUD may be extended on an annual basis for up to two (2) years.

**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)**