



APPLICATION FOR LANDSCAPE PLAN REVIEW

City Staff to complete this section
CASE NUMBER:
DATE:
TRACKING #

- Landscape Application fee: 0 - 4.99 acres \$75.00\* PER SUBMITTAL, 5 - 19.99 acres \$100.00\* PER SUBMITTAL, 20 acres or more \$150.00\* PER SUBMITTAL. \* If Landscape submittal is submitted concurrent with the site plan submittal, only one fee applies.
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 two paper copies and one electronic copy in a PDF format. All documents larger than 8-1/2" x 11" must be folded to that size.

IS THE SITE PLAN BEING SUBMITTED WITH THIS APPLICATION: YES [ ] NO [ ]

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: \_\_\_\_\_

ACERAGE: \_\_\_\_\_ 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: \_\_\_\_\_

RELATED CASE NUMBERS \_\_\_\_\_

100 YEAR FEMA FLOODPLAIN ON PROPERTY?  YES  NO

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I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED OF 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.

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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: \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE

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DATE REC'D: \_\_\_\_\_ REC'D BY: \_\_\_\_\_ FEE: \_\_\_\_\_

PLANNING COMMISSION DATE: \_\_\_\_\_

Received Date  
(Date Stamp Here)

**GUIDELINES FOR SUBMITTAL OF LANDSCAPE PLANS  
CITY OF BROKEN ARROW, OKLAHOMA**

**APPLICATION 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 MUST BE PAID AT TIME THE APPLICATION IS FILED. \*FEES ARE WAIVED FOR LANDSCAPE PLANS SUBMITTED CONCURRENTLY WITH SITE PLANS.
- FOR SINGLE FAMILY, TWO-FAMILY AND MOBILE HOME DEVELOPMENTS, APPLICATION FEES SHALL BE CALCULATED ONLY FOR THE AREA ASSOCIATED WITH THE LANDSCAPE PLAN.

**SUBMITTALS:**

- ONE PAPER COPY OF THE LANDSCAPE PLAN (FOLDED TO 8-1/2" X 11") AND ONE ELECTRONIC COPY IN PDF FORMAT MUST BE SUBMITTED WITH THE APPLICATION.

**LANDSCAPE PLAN CHECKLIST:**

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

1. \_\_\_\_\_ LANDSCAPE PLAN/S SUBMITTED, WITH DATE, SCALE, NORTH ARROW, PROJECT NAME, AND THE NAME OF THE OWNER AND DESIGNER.
2. \_\_\_\_\_ LOCATION OF PROPERTY LINES AND DIMENSIONS OF THE TRACT
3. \_\_\_\_\_ AREA IN SQUARE FEET AND PERCENTAGE OF LOT SHOWN AS LANDSCAPE AREA.
4. \_\_\_\_\_ LANDSCAPE EDGE PROVIDED ALONG STREET FRONTAGE, (MINIMUM WIDTH 10 FEET, BACK OF CURB TO BACK OF CURB.)
5. \_\_\_\_\_ LANDSCAPE ISLANDS WITHIN PARKING AREA, (MINIMUM WIDTH 10 FEET, BACK OF CURB TO BACK OF CURB.)
6. \_\_\_\_\_ PARKING SPACES LOCATED WITHIN SPACING REQUIREMENT OF ZONING ORDINANCE
7. LANDSCAPE MATERIALS.
  - A. \_\_\_\_\_ CALCULATION FOR NUMBER OF TREES AND SHRUBS REQUIRED.
  - B. \_\_\_\_\_ NUMBER AND VARIETY OF TREES (MINIMUM TWO INCH CALIPER).
  - C. \_\_\_\_\_ NUMBER AND VARIETY OF SHRUBS (MINIMUM THREE GALLON).
8. SHOW METHOD OF IRRIGATION.
  - A. \_\_\_\_\_ AUTOMATIC SPRINKLER SYSTEM
  - B. \_\_\_\_\_ AUTOMATIC DRIP IRRIGATION SYSTEM
9. \_\_\_\_\_ SHOW LOCATION OF ALL FIRE LANES, FIRE HYDRANTS AND LIGHT POLES ON LANDSCAPE PLAN.
10. \_\_\_\_\_ VERIFY THAT ALL TREES ARE AT LEAST 10 FEET FROM A FIRE HYDRANT. IN ADDITION, CONFIRM THAT ALL MEDIUM TO LARGE TREES ARE AT LEAST 20 FEET FROM ANY OVERHEAD UTILITY LINES AND AT LEAST 5 FEET FROM ANY UNDERGROUND UTILITY LINES. AFTER THIS HAS BEEN VERIFIED, A NOTE SHALL BE PLACED ON THE LANDSCAPE PLAN STATING SUCH.

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