



City Staff to complete this section

CASE NUMBER _____

TRACKING#: _____

DATE _____

APPLICATION FOR A MINOR PLANNED UNIT DEVELOPMENT (PUD)

- Minor PUD application fee is \$325.00 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 submittals shall consist of 2 paper copies of the proposed PUD text, and drawings, and 1 electronic copy, in PDF format.
- 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: _____ ZIP CODE: _____
City/State

EMAIL: _____ FAX: _____

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

ACERAGE: _____ 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)

**APPLICATION GUIDELINES FOR MINOR AMENDMENT TO A
PLANNED UNIT DEVELOPMENT (PUD)
CITY OF BROKEN ARROW, OKLAHOMA**
(Sec: Zoning ordinance #2931, Section 6.4.D.10.b)

AMENDMENTS TO AN APPROVED PUD THAT DO NOT CONSTITUTE A SIGNIFICANT DEPARTURE FROM THE APPROVED OUTLINE DEVELOPMENT PLAN ARE CALLED “MINOR AMENDMENTS” AND SHALL REQUIRE NOTICE TO BE GIVEN, BY CERTIFICATE OF MAILING, ONLY TO THE RECORD TITLE OWNERS OF THE PROPERTIES THAT ARE WITHIN THE PUD AND ARE IMMEDIATELY ADJACENT TO THE LOT(S) OR PROPERTY (IES) THAT ARE THE SUBJECT OF THE AMENDMENT TO THE APPROVED PUD. MINOR AMENDMENTS MAY BE APPROVED BY THE PLANNING COMMISSION.

- PRIOR TO SUBMITTING AN APPLICATION, A PRE-APPLICATION MEETING WITH CITY STAFF IS REQUIRED. NOTES FROM THE MEETING MUST BE SUBMITTED WITH THE APPLICATION.
- THE APPLICATION FEE FOR A MINOR AMENDMENT TO A PUD IS \$325.00. IN ADDITION TO THE APPLICATION FEE, A \$6.00 PER PROPERTY OWNER MAILING FEE WILL BE CHARGED. THE TOTAL AMOUNT SHALL ACCOMPANY THE APPLICATION AT THE TIME OF FILING.
- THE APPLICANT MUST PROVIDE, THROUGH A BONDED ABSTRACT COMPANY OR TITLE INSURANCE COMPANY, A LIST OF ALL PROPERTY OWNERS AND THEIR MAILING ADDRESSES OF PROPERTY ADJACENT TO THE EXTERIOR OF THE TRACT. THE ORIGINAL CERTIFIED COPY MUST ACCOMPANY THE APPLICATION.
- THE APPLICANT MUST PROVIDE ADDRESSED ADHESIVE ENVELOPE LABELS. THE CITY WILL NOTIFY THESE OWNERS BY MAIL.
- THE LIST OF OWNERS OF ADJACENT PROPERTY REFERRED TO ABOVE INCLUDES THE FOLLOWING: “ADJACENT PROPERTY OWNERS SHALL BE PROPERTY OWNERS WITH PROPERTY THAT HAS A SIDE IN COMMON WITH THE PROPERTY IN QUESTION. THIS DETERMINATION IS MADE WITHOUT REGARD TO STREET RIGHT-OF-WAY, EASEMENTS AND RESERVE AREAS LESS THAN 70 FEET WIDE. IF THESE ITEMS WERE REMOVED AND THE PROPERTY WOULD HAVE A COMMON SIDE WITH THE SUBJECT PROPERTY, THEN THE OWNER SHALL BE NOTIFIED. PROPERTIES WITH A CORNER IN COMMON WITH THE PROPERTY IN QUESTION WILL ALSO BE NOTIFIED.”
- EACH PUD APPLICATION SHALL BE SUBMITTED WITH 2 PAPER COPIES OF PLANS AND ONE ELECTRONIC COPY, IN PDF FORMAT, OF THE PROPOSED AMENDMENT.
- THE PLANNING COMMISSION MAY APPROVE, APPROVE WITH MODIFICATIONS, OR DENY THE APPLICATION. AN APPLICATION DENIED BY THE PLANNING COMMISSION SHALL NOT BE CONSIDERED FURTHER UNLESS THE APPLICANT, WITHIN 15 DAYS FROM THE DATE OF THE PLANNING COMMISSION ACTION, SUBMITS A WRITTEN REQUEST AND THE \$100 APPEAL FEE TO THE DEVELOPMENT SERVICES DEPARTMENT.
- UPON RECEIPT OF THE APPEAL, THE CITY COUNCIL SHALL HOLD A HEARING AND APPROVE, DISAPPROVE, MODIFY OR RETURN THE APPLICATION TO THE PLANNING COMMISSION FOR FURTHER CONSIDERATION.

**FOR FURTHER INFORMATION, PLEASE CALL THE BROKEN ARROW DEVELOPMENT
SERVICES DEPARTMENT AT 918-259-8412. APPLICANTS MAY ALSO VISIT THE CITY’S WEB
SITE AT WWW.BROKENARROWOK.GOV.**