



City staff to complete this section
Case Number: _____

Revised 11/2011

APPLICATION FOR SITE PLAN REVIEW

Date of application: _____

- Please see attached application guidelines.
- All plans and surveys must be drawn to scale and noted on plans.
- All documents larger than 8-1/2" x 11" must be folded to that size. Please submit three (3) paper copies of the site plan and one electronic copy in PDF format.
- 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 must be submitted.
- A pre-application meeting with City Staff is required prior to the submittal of this application.
- Date of pre-application meeting: _____

Project Name: _____

Name of Applicant: _____ Phone: _____
Person (please print) Firm (if applicable)

Address: _____ Zip Code: _____
City/state

Email: _____ FAX: _____

Property Owner: _____ Phone: _____
Person (please print)

Property Owner's Address: _____ Zip Code: _____
City/State

Email: _____ FAX: _____

County: _____ Quarter Section: _____ Section/Township/Range: _____ / _____ / _____

Legal Description of the Tract (may be attached): _____

General Location/Street Address: _____

County Parcel Number: _____ Present Zoning/Use: _____
(Property Account No):

Related case numbers: _____ 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. _____



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Acreage/Parcel Size: _____ No. of lots: _____ Building area: _____ Floor area ratio: _____

Any private deed/plat restrictions on this property, which might impact building setback, height, or use? Yes No.

For commercial buildings, Exterior building materials along street frontages: _____

SIGNATURE OF APPLICANT: _____ (Person) Date: _____

(Please type or print name of applicant who signed this application): _____

SIGNATURE OF PROPERTY OWNER: _____ (Person) Date: _____

(Please type or print name of owner who signed this application): _____

Received Date _____
(Date Stamp Here)

APPLICANT DO NOT WRITE BELOW THIS LINE

=====

Date Rec'd: _____ Rec'd By: _____ Fee: _____ Receipt#: _____

PLAN REVIEW:

- Site plans will be reviewed by the Community Development staff.
- Community Development staff will schedule a meeting with the Technical Advisory Committee for review of this application. **Applicant is required to attend this meeting.**
- Community Development staff will prepare a recommendation based upon their review and the Technical Advisory Committee meeting and it will be presented to the Planning Commission per schedule. The Planning Commission will vote to approve, approve with conditions or deny the site plan. **Applicant is required to attend this meeting.**
- If the Planning Commission denies your application, the applicant can submit a request with the Community Development staff for an appeal to the City Council within 10 days of the denial. Applicant is required to attend this meeting. This request will be placed on the next available City Council agenda.



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GUIDELINES FOR SUBMITTAL OF APPLICATION FOR SITE PLAN REVIEW

WHO SHOULD SUBMIT

Applications for site plan review shall be submitted for all construction located in RM, OL, OM, CS, CG, IL, IM or IH zoning districts.

APPLICATION SUBMITTALS:

An application for review of a site plan cannot be submitted until a pre-application conference has been held. Your 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. Include a copy of the Site Plan Application Checklist with your submittal with each item checked off the list indicating that the required information is included in your submittal.

APPLICATION COST: The fee for site plan review is: \$100.00. 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 for further details.

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

For further information, please call the Community Development Department at 918-322-5409.
Applicants may also visit the City of Glenpool's web site at www.glenpoolonline.com

SITE PLAN SUBMITTAL CHECKLIST

Site plan name: _____ Date of review: _____

ITEMS REQUESTED FOR PRE-DEVELOPMENT MEETING

1. ____ Drawing to scale with north arrow
2. ____ 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.)
3. ____ Location of existing and proposed buildings.
4. ____ Verification that proposed building is in conformance with the Zoning Ordinance regarding:
 - a. ____ Proposed use
 - b. ____ Building line setbacks
 - c. ____ Floor to lot area ratio
 - d. ____ Lot coverage
 - e. ____ Building height
5. ____ Existing and future access points within and adjacent to the site.
6. ____ Verification that proposed access points are in conformance with the plat.
7. ____ Landscape frontage and perimeter requirements.
8. ____ Existing and future parking lot layout and internal traffic circulation.
9. ____ Location of high-pressure pipelines and building setback requirements.
10. ____ Location of existing and proposed utility lines.
11. ____ Regulatory flood areas delineated and labeled.

ADDITIONAL ITEMS NEEDED FOR FORMAL SUBMITTAL

12. ____ Identification of point of contact.
13. ____ Property address shown.
14. ____ Complete dimensions of property, structures, and yards and separation distance between buildings.

15. ____ Exterior of commercial building meets masonry requirements of Zoning Ordinance and HVAC screening requirements.
16. ____ Landscape area meets Zoning Ordinance (10' or 7 ½' wide landscape area next to street frontage, 10' wide landscape islands, and parking within required distance of a landscape area).
17. ____ Landscape plan submitted
18. ____ Public sidewalk shown in street right-of-way.
19. ____ Information shown on wall and freestanding signs regarding location, size, and height. (Sign permit application submittal required)
20. ____ Release of liability provided for any private develop improvements located within a utility easement.
21. ____ Radius of driveway curbs.
22. ____ Arrangement of acceleration/deceleration lanes from arterial streets (if any).
23. ____ Information shown on number of parking spaces required and number of parking spaces provided.
24. ____ Information shown on number of handicapped parking spaces required and number of handicapped parking spaces provided.
25. ____ Size of parking spaces, including handicapped parking.
26. ____ Pavement setback three feet from property line or other options used.
27. ____ Location of trash receptacle shown.
28. ____ Screening fence shown around trash receptacle along with height.
29. ____ Location of opaque perimeter fencing, (if required), shown.
30. ____ Height of perimeter fencing, (if required), shown along with fence construction details and pole/bracing orientation.
31. ____ Location of exterior light poles indicated.
32. ____ Height of exterior light poles indicated.
33. ____ Cut Sheets of type of exterior light pole & fixtures to be used provided.
34. ____ Photometric plan. (Site lighting)

35. ____ Required engineering construction documents addressing (i.e. public or private water service, sanitary sewer service, paving, and storm sewer management improvements drainage).
36. ____ Fire lanes indicated.