

## SITE PLAN PROCEDURES

Before obtaining a building permit for an office or commercial tract of over 18,000 square feet of land, a multi-family tract containing more than eight (8) units, a mobile home park, or an industrial tract of any size, a site plan must be approved by the Glenpool Planning Commission and the City Council.

1. A pre-application conference is required prior to preparing and submitting a site plan to the Glenpool Planning Commission. The developer and/or his engineer shall consult with the Glenpool Planner to ascertain the Zoning Code requirements and any other City of Glenpool requirements. The following information should be brought to this meeting with you: The property legal description, plans for using or developing the land.
2. All site plans, including the application form and the review fee of \$50.00, should be submitted to the City Planner on or before the cut off date as per the planning schedule [link to calendar](#). Ten (10) copies of the site plan showing the following are required:
  - a. Proposed location of uses, including off-street parking, open spaces, public uses, and placement of mobile homes;
  - b. Location, height, and size of buildings and other structures;
  - c. Proposed location of all existing or proposed site improvements, including drains, culverts, retaining walls and fences;
  - d. Public and private vehicular and pedestrian circulation;
  - e. Proposed location and development of buffer areas, screening and landscaping;
  - f. The location of all residential uses expressed in number of dwelling units;
  - g. A computation of lot areas, building floor area, and building coverage;
  - h. Proposed location, height, and size of any ground sign;
  - i. Sufficient surrounding area to demonstrate the relationship of the development to adjoining uses, both existing and proposed;
  - j. Existing topographic character of the land including identification of floodplain areas, treed areas and slope analysis; and
  - k. An explanation of the character of the development.
3. Two copies of the drainage and grading plan prepared by an engineer must also be submitted at the time of application (if required).
4. Site plans will be reviewed by the Staff and Technical Advisory Committee as per the planning schedule [link to calendar](#).
5. Recommendations of Staff and Technical Advisory Committee will be presented to the Planning Commission per schedule. Planning Commission will review and recommend approval, modification, or denial to City Council. The Planning Commission may require that you redo your site plan to take care of some of the requirements and bring it back to them before they will forward a recommendation to the City Council.
6. The recommendation of the Staff, the TAC and the Planning Commission will be presented

to the City Council as per schedule [link to calendar](#). The City Council will vote to approve, approve with conditions or deny the site plan.

