

APPLICATION FOR PUD MAJOR AMENDMENT

DETERMINATION OF MAJOR AMENDMENTS. In reaching a determination as to whether a change is minor and may be approved by the City Planner or is a major modification requiring Planning Commission review and recommendation and Council approval, the following criteria shall be used:

1. Any increase in intensity of use is a major amendment.
2. Any increase in total usable floor area, the total number of dwelling or lodging units, or the amount of outdoor area devoted to a use is a major amendment.
3. Any change that necessitates an increase of 10 percent or more in the number of parking spaces required is a major amendment.
4. Any structural alteration that significantly affects the basic size, form, style, and location of a building, particularly in relation to sensitive uses, is a major amendment.
5. Any reduction in the amount of open space or buffer yard, or any change in the location or characteristics of open space that, in judgment of the City Planner, diminishes their value added to the PUD is a major amendment.
6. Any change in use from one use group to another is a major amendment; and
7. Any proposed amendment of an approved PUD Development Plan for which the final plat has been approved, released and recorded shall be deemed a Major PUD Amendment.

REVIEW CRITERIA The review criteria for any Major PUD Amendment shall be the same as that used in the original review and approval of the PUD. The City is not obligated to amend the PUD but may consider an amendment if the original spirit and intent of the PUD is not adversely affected.

AMENDMENTS TO AN APPROVED PUD When a PUD has completed the entire zoning and platting processes and is recorded, the amendment process will typically require a revised FDP and an amended Final Plat, provided that the spirit and intent of the revised PUD is similar to the original PUD.

I, the undersigned applicant, certify information contained within this application is true and correct.

APPLICANT SIGNATURE: _____ DATE: _____

PROPERTY OWNER SIGNATURE: _____ DATE: _____

THE CITY OF GLENPOOL PLANNING COMMISSION MEETS AT 6:00 PM ON THE 2ND (SECOND) MONDAY OF EVERY MONTH, BE SURE TO CHECK THE OFFICIAL MEETING CALENDAR TO CONFIRM (MEETINGS ARE SOMETIMES SHIFTED TO ACCOMMODATE CITY RECOGNIZED HOLIDAYS).

MEETINGS ARE HELD AT THE GLENPOOL CITY HALL, COUNCIL CHAMBERS ON THE 3RD FLOOR, 12205 S. YUKON AVENUE, GLENPOOL, OK 74033

FOR ADDITIONAL INFORMATION, PLEASE CALL THE CITY OF GLENPOOL COMMUNITY DEVELOPMENT DEPARTMENT AT 918-209-4610 OR VISIT THE CITY'S WEBSITE:

12205 S Yukon Ave • Glenpool, OK 74033 • P: (918) 322-5409 • F: (918) 322-5432
www.glenpoolonline.com

APPLICATION FOR PUD MAJOR AMENDMENT SUBMITTAL CHECKLIST

ITEM NO.	APPLICANT INITIAL	COG INITIAL	SUBMITTAL MATERIALS
1			COMPLETED APPLICATION
2			LIST OF PROPERTY OWNERS WITHIN 300 FOOT RADIUS OF OUTER BOUNDARIES OF SUBJECT SITE, AS WELL AS 2 COPIES OF ADDRESSED ADHESIVE ENVELOPE LABELS FOR SUCH PROPERTY OWNERS AS LISTED IN OFFICE OF COUNTY CLERK COMPILED BY FULLY BONDED ABSTRACT AND TITLE COMPANY
4			PROCESSING FEE (\$250) + SIGN FEE (\$50.00) + (\$2.00) FOR EACH REQUIRED PUBLIC HEARING NOTICE ¹
5			REVISED <input type="checkbox"/> CONCEPT <input type="checkbox"/> PRELIMINARY OR <input type="checkbox"/> FINAL DEVELOPMENT PLAN
6			REVISED <input type="checkbox"/> SKETCH PLAT <input type="checkbox"/> PRELIMINARY PLAT OR <input type="checkbox"/> FINAL PLAT APPLICATION SUBMITTED CONCURRENTLY
7			APPLICANT PROPOSING TO AMEND AN APPROVED CDP, PDP, OR FDP SHALL FILE AN APPLICATION AND PLANS THAT CLEARLY DEPICT THE AREAS TO BE AMENDED, BOTH AS THEY WERE ORIGINALLY APPROVED AND AS THEY ARE PROPOSED TO BE REVISED. SEE PAGE 4-6 FOR UNIQUE SUBMITTAL REQUIREMENTS
8			IF PROPERTY IS NOT PLATTED, ATTACH LEGAL DESCRIPTION (8.5 X 11 AND ELECTRONIC: WORD.DOC OR PDF)

A. APPLICANT

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

B. PROPERTY OWNER

SAME AS APPLICANT: YES: _____ NO: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

¹ Rezone application requires public hearing notice be published in newspaper of general circulation; Tulsa World will contact applicants, to collect publication fee prior to publication, failure to pay could result in delay of public hearing.

C. SITE INFORMATION

PUD NO.: _____ PRESENT USE: _____

COMPREHENSIVE PLAN DESIGNATION: _____

PARCEL NO. _____ PARCEL NO. _____

PARCEL NO. _____ PARCEL NO. _____

D. MAJOR AMENDMENT | RATIONALE FOR THE REVISION SHALL BE PROVIDED

WHY IS THE REVISION BEING PROPOSED?

1. CONCEPTUAL DEVELOPMENT PLAN (CDP) FOR A PUD.

SUBMITTAL REQUIREMENTS.

CDP shall provide the information set out in Chapter 3, Subchapter 4, Planned Unit Developments, and the following additional information:

1. Existing and proposed land uses, their relationship to each other, and to surrounding uses. This plan may take the form of a "bubble" map that shows proposed use types in an approximate fashion, including tentative circulation diagrams and anticipated buffers or screening.
2. A map depicting physiographic information for the subject property such as soil types, topography and any severe slopes, geology, vegetation, flood plain boundaries and the location and availability of water and sanitary sewer services.
3. A written narrative that includes:
 - a. The approximate number of acres of each type of land use.
 - b. The character, density, and intensity of dwellings, structures, and uses on each section of the PUD.
 - c. Justification for the proposed uses, density and/or intensity in relation to existing or proposed surrounding uses.
 - d. Proposed phasing of the development, if any, and a general indication of the expected development schedule.
 - e. General discussion of the anticipated impacts that build-out may have on community facilities and the measures necessary to address those impacts.

EFFECT OF CDP PROCESS.

City staff will not approve or deny any CDP, but will offer comments and recommendations to address the review criteria in Subsection E above, to facilitate the preparation of a Preliminary Development Plan as set out in Section 11-9-10, below. Completion of the CDP process shall not provide any vesting for the development or obligate the City to approve a Preliminary or Final Development Plan when each is submitted.

2. PRELIMINARY DEVELOPMENT PLAN (PDP) FOR A PUD.

The purpose of a PDP is to provide a detailed site layout for the proposed PUD. Like a Preliminary Plat prior to a Final Plat, PDP approval provides the basis for approval of a Final Development Plan.

SUBMITTAL REQUIREMENTS. A PDP application shall include the following information:

1. Proposed building envelopes, common open areas, public uses, amenities and common use facilities to be dedicated to the City or reserved in common ownership.
2. Approximate locations of all buildings, structures, and improvements, and open space around buildings and structures.

3. A written statement describing the proposed PUD character, to justify the creation of the PUD, and further narrative to elaborate on the overall design style, colors, materials, and sign program for the PUD, which may be accompanied by conceptual elevations or renderings.
4. Plans, reports, and diagrams that include:
 - a. Proposed off-street parking and loading areas.
 - b. A circulation plan showing the proposed car, truck, bicycle, and pedestrian networks and their relationship with existing or proposed streets.
 - c. Any special engineering features, such as, but not limited to, stormwater detention areas, drainage plan, utility plan and traffic control improvements.
 - d. Designation of any improvements to be dedicated to, or accepted by, the City.
 - e. Proposed open space, buffering, perimeter design treatments and amenity plans.
5. A development schedule indicating:
 - a. The approximate date when construction of the project is expected to commence.
 - b. The phases in which the project will be built and the approximate sequence and timing of when the public improvements, landscaping, buffering, and amenities are proposed to begin and be completed in conjunction with the phasing schedule.
 - c. Anticipated development rates per year in terms of acres, number of residential units, square footage of nonresidential floor area, or similar quantitative measures.
 - d. The location and area of common open spaces that will be provided at each stage.
6. Legal agreements, provisions, and/or covenants and restrictions to govern the use and maintenance of common areas.
7. The names and addresses of all property owners within 300 feet of the PUD boundary.

EFFECT OF PDP DECISION.

Following the approval of a PDP, the applicant may submit an application for a Final Development Plan and for a Preliminary or a Final Plat.

An approved PDP may be finalized by more than one FDP and Final Plat.

If the PDP is denied, the applicant may submit an amended PDP addressing the issues central to the denial of the PDP. Such a submittal will not be considered a substantially similar application.

3. FINAL DEVELOPMENT PLAN (FDP) FOR A PUD.

The purpose of an FDP is to finalize the approval of the PUD and provide documentation for the recordation of a Final Plat(s) to be submitted to complete the development of the PUD.

SUBMITTAL REQUIREMENTS. An FDP application shall include the following additional information:

1. All materials and information required for a Final Plat.
2. A list of all conditions of approval of the PDP and a statement of how each condition was addressed on the FDP.

3. All of the items required for a site plan as set out in Appendix A, Site Plan Submittal Requirements, and the following information pertinent to the PUD:
 - a. The approved specific density, including the specific densities assigned to individual phases in a phased PUD.
 - b. Required setbacks along all street frontages and any build-to lines or other special building setback or spacing provisions within the interior of the development.
 - c. A list of all approved and specifically excluded uses, including the areas in which such uses are allowed or excluded. All uses shall be classified as provided in this Title, or, if alternative classifications are used, they shall be defined and justified.
 - d. A final narrative describing all aspects of the final PUD, to be incorporated by reference, along with the FDP, into the ordinance establishing the PUD district.
 - e. Proposed building footprints, or envelopes, for all buildings and major structures, excluding single-family dwellings
 - f. Sidewalks, pedestrian ways, trails, and associated structures.
 - g. Drainage facilities and stormwater best management practice improvements.
 - h. Open space and other amenities.
 - i. Major utility locations and easements.
 - j. All other improvements that reflect significant aspects of the approval of the PUD.
 - k. A development schedule for all private and commonly owned site improvements, including, but not limited to, circulation networks, curbs and gutters, signage and street and trail lighting.

EFFECT OF APPROVAL.

1. Upon approval of the FDP, a Final Plat and all related agreements shall be executed and shall be recorded by the County Clerk of Tulsa County.
2. Applications involving site plans, Zoning Clearance Permits, and building permits, consistent with the FDP, may then be filed, approved, and permits issued to implement the FDP.
3. Any property owner association created to administer the common land in the PUD shall be incorporated.