

APPLICATION FOR SPECIFIC USE PERMIT

Specific Use Permit (SUP) refers to a permit granted by City Council within any zoning district where a Specific Use Permit is required. A Specific Use Permit may be granted only after due notice and public hearing, and following review and recommendations by the City Planner and a public hearing and recommendation to City Council by the Planning Commission.

Specific Use Permit authorizes certain uses which, because of the nature and characteristics of those uses, may potentially have adverse impacts on surrounding properties. The SUP process allows the City to evaluate the merits of each proposed specific use on the basis of its particular location and context and a site plan, to ensure that the specific use, if authorized, will be operated in a manner that is compatible with the surrounding uses.

APPLICATION REQUIREMENTS:

A request for a specific use permit shall be initiated by the filing of this application and shall be set for public hearing in accordance with all statutory requirements; the SUP application shall include:

	APPLICANT INITIAL	COG INITIAL	SUBMITTAL MATERIALS
1			COMPLETED APPLICATION
2			NOTES FROM PRE-APPLICATION MEETING
3			IF PROPERTY IS NOT PLATTED, ATTACH LEGAL DESCRIPTION (8.5 X 11 AND ELECTRONIC: WORD.DOC OR PDF)
4			SITE PLANS, DRAWN TO SCALE, SHOWING LOCATION OF BUILDINGS, PARKING AND PERTINENT DATA CONCERNING OPERATION OF PROPOSED USE, AND OTHER DETAILS, SUCH AS, NOT LIMITED TO, PLAN OF OPERATION, TO DEMONSTRATE THE PROPOSED USE WILL BE COMPATIBLE WITH SURROUNDING PROPERTIES
5			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 THE OFFICE OF COUNTY CLERK COMPILED BY A FULLY BONDED ABSTRACT AND TITLE COMPANY
6			PROCESSING FEE (\$125) + SIGN FEE (\$50.00) + (\$2.00) FOR EACH REQUIRED PUBLIC HEARING NOTICE ¹
LIST OTHER ITEMS SUPPORTING YOUR SUP APPLICATION BELOW			
7			
8			
9			

¹ An application for a specific use permit requires the public hearing notice be published in newspaper of general circulation; the Tulsa World will contact you, the applicant, to collect the publication fee prior to publication, failure to pay could result in delay of the public hearing. A newspaper notice, sign notice, and mailing notice and all corresponding fees must be paid for each required public hearing.

The City Council, after conducting a public hearing, and upon receipt of recommendations from the Planning Commission, City Planner, and TAC, and written public comments, shall take action to approve, conditionally approve or deny the SUP. Conditions of approval shall be applied as necessary. Development standards and operational conditions and safeguards may be required by the City as follows:

1. Conditions shall be reasonably related to the proposed use, including, but not limited to, other permitted uses, lot sizes, setback, height limits, required facilities, buffers, open space areas, lighting, signage, landscaping, parking and loading, compatibility, land use density, and such other development standards and operational conditions necessary for the protection of adjacent property and the community.
2. If determined to be appropriate, the City may require the platting of the property and/or require the dedication of easements, or a half right-of-way for a substandard street or a street designated on the Major Street and Highway Plan, to further the public good.
3. Conditions may be applied to ensure that the use is not detrimental to the health, safety and welfare of the City and based on the valid exercise of statutory police powers.
4. Conditions may relate to the standards and regulations established in this Title and other codes and ordinances of the City.
5. Findings used as the basis for imposing conditions to approve an SUP shall be stated in the written record of such actions. The City Clerk shall maintain a record of conditions and any subsequent amendments thereto.
6. Such conditions need not be uniform with regard to each type of land use if equitable processes and procedures, and statutory requirements, recognizing due process principles and avoiding arbitrary decisions have been followed in making regulatory decisions.

A. APPLICANT

NAME: _____

COMPANY/INSTITUTION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

B. PROPERTY OWNER

SAME AS APPLICANT: YES: _____ NO: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

C. SUBJECT PROPERTY

PROJECT NAME: _____

STREET ADDRESS: _____

PLAT NAME²: _____ LOT NO. _____ BLOCK NO. _____

ZONING OR PUD NO.: _____ PRESENT USE: _____

PARCEL NO. _____

If the property has not been platted, is a legal address attached? YES ☐

² If property is not yet platted, note on application, *UNPLATTED*

I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I 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.

APPLICANT SIGNATURE: _____ DATE: _____

PROPERTY OWNER SIGNATURE: _____ DATE: _____

D. APPLICATION FEES

Request for SUP fee:	\$125.00
\$2.00 per property owner on Title/Abstract report	(_____) X \$2.00 = _____
Posting of public hearing sign	\$50.00
Publication in Tulsa World Legal Notices fee	Tulsa World to invoice
TOTAL:	\$ _____

FOR ADDITIONAL INFORMATION, PLEASE CALL THE CITY OF GLENPOOL COMMUNITY DEVELOPMENT DEPARTMENT AT 918-209-4610 OR VISIT THE CITY'S WEBSITE: <https://www.glenpoolonline.com/>