



SPECIFIC USE PERMIT APPLICATION

APPLICATION REQUIREMENTS (PART 1)

The following items must be submitted for **Specific Use Permit Application** to be processed. Items must be submitted digitally unless otherwise specified.

Application requires a Site Plan in addition to the Specific Use Permit?

Yes (see page 4)

- Legal Description (Microsoft Word or other editable format)
- A certified ownership list of ALL property owners within 300 feet. If there are less than 10 property owners within the 300-foot radius of the property, the radius will be increased by 100-foot increments until at least 10 owners are included. When the radius is increased, all property owners listed must be included, even if the 10 owner minimum is exceeded. Owner names and mailing addresses shall be taken from the County Assessor's current tax rolls. (hard copy only)
- Mailing labels printed with the above addresses (hard copy only)
- Notice sign posted at the site (see sign requirements included in this application)
- Fee: **\$300** (Specific Use Permit only) (= \$150 application fee + \$150 publication & notice fee)
OR
\$1,190 (Site Plan and Specific Use Permit) (= \$150 Specific Use + \$890 Site Plan + \$150 publication & notice)
Make checks payable to "City of Edmond"
- Completed and signed **Specific Use Permit Application**

(Staff use only)

Project Name: _____

Application #: _____

Project Located in CEUD: Yes

Pre-application Meeting Date: _____

Date Received: _____

Date of Public Notice: _____

APPLICANT INFORMATION

Applicant: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone (optional): _____

Email: _____

PROPERTY OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)

Property Owner: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone (optional): _____

Email: _____



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REPRESENTATIVE INFORMATION (IF REPRESENTED)

Representative: _____ Contact Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alt. Phone (optional): _____
Email: _____

PROPERTY/PROJECT INFORMATION

Project Name: _____
Property Address: _____
County Parcel Number: *(See Oklahoma County Assessor's Records)* _____
Nearest major street intersection: NW NE SE SW of:
_____ and _____
Existing Zoning District: _____
Proposed Uses: _____
Size of Property (excluding ROW): _____ Square Feet / _____ Acres

Applicant or Designated Representative must attend meetings of the Central Edmond Urban District Board, Planning Commission, and/or City Council* when this application is considered.

***City Council considers Site Plan applications when a variance is requested or the project is located in the Central Edmond Urban District.**

Property Owner Signature: _____ Date: _____

Contact us at 405-359-4790 if you have questions about this application.

Posted Notice Instructions (see Title 22.3.1(F)(3)):

- Sign must be posted on the property at least 20 days in advance of the first hearing.
- The sign must be at least six (6) feet tall.
- The sign must be thirty-two (32) square feet or larger.
- The sign must have a white background with black letters at least 4 inches tall
- More than one sign may be required for large parcels of land.
- Applicant must submit a picture of the sign placed on the property recording the location and the date the sign was installed.
- Sign must be removed from the property within 30 days of the last hearing.

SPECIFIC USE PERMIT NOTICE

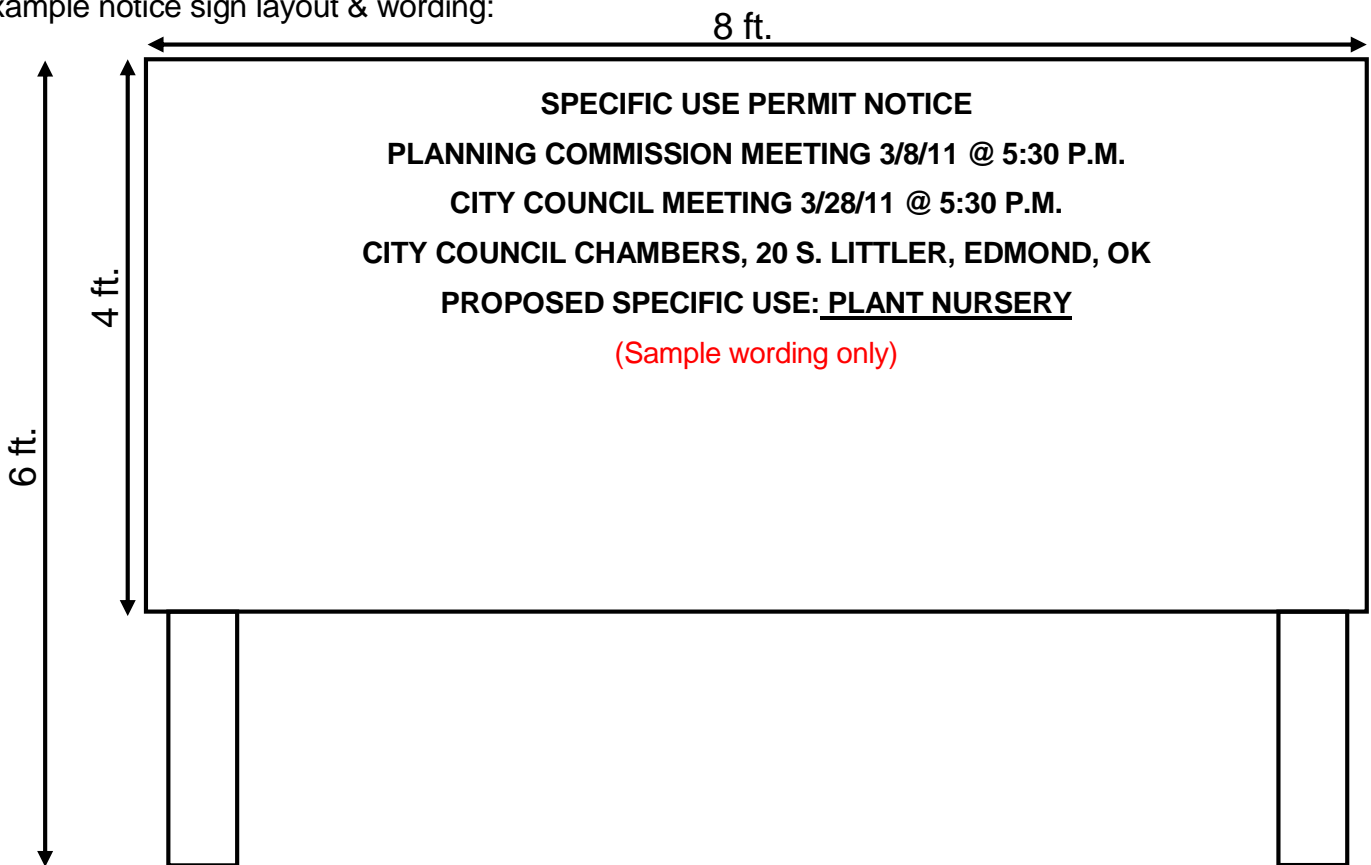
PLANNING COMMISSION MEETING _____ @ 5:30 P.M.

CITY COUNCIL MEETING _____ @ 5:30 P.M.

CITY COUNCIL CHAMBERS, 20 S. LITTLER, EDMOND, OK.

PROPOSED SPECIFIC USE: _____

Example notice sign layout & wording:





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APPLICATION REQUIREMENTS (PART 2)

These additional requirements must be completed if the Specific Use Permit also requires a Site Plan.

- 11 hard copies of the site plan (see Item 4 under Application Contents) drawn to scale on 24 X 36 sheets and **folded for distribution**; and digital file containing application contents per Title 22.3.5 (c) of the Code of Ordinances for the City of Edmond
- 4 hard copies of the civil plans (see all items under Application Contents) drawn to scale on 24 X 36 sheets and **folded for distribution**; and digital file containing application contents per Title 22.3.5 (c) of the Code of Ordinances for the City of Edmond
- 2 hard copies of the Drainage Report

of Buildings on Property: _____

	Bldg #1	Bldg #2	Bldg #3	Bldg #4	Bldg #5	Bldg #6
Building fire-sprinkled (Y or N)						
Square footage						
# of stories						
Type of occupancy (per building code) ¹						
Type of construction (per building code) ²						

If there are more than 6 buildings in the Site Plan, please attach additional sheets.

¹ Type of Occupancy: A-(1,2,3,4,5), B, E, F-(1,2), H-(1,2,3,4,5), I-(1,2,3,4), M, R-(1,2,3,4), S-(1,2), U

² Type of Construction: I-(A,B), II(A,B), III(A,B), IV, V(A,B)

Application Contents. In addition to the required filing fees and notice fees, a site plan application shall include at least the following items folded for distribution. The materials described in paragraphs (1) through (5) below shall be signed and sealed by a Professional Engineer registered in the State of Oklahoma.

- 1) **Cover sheet**, providing the name of the proposed development accompanying plat, if available, the names of the current City of Edmond Mayor, City Council and City Manager, a sheet index, a vicinity map showing the location of the project, and the engineer of record and associated information;
- 2) **Survey**, providing a legal description of the property, the boundaries of the property, existing vegetation, all utilities and easements of record including the book and page numbers of the filed easements, topographic contours with intervals of not over two feet, any regulatory flood plain boundaries that affect the subject property, all adjacent streets and right-of-way, and existing driveways on the site and on properties adjacent to or across the street from the subject property;
- 3) **Tree Resource Evaluation**, for sites with an existing tree canopy cover of 20% or greater of the total site area or a parcel containing any amount of potential remnant forest, a Tree Resource Evaluation shall be performed in accordance with [Section 22.6.1\(D\)\(4\)](#), by a professional as identified in 22.6.1(D)(2).
- 4) **Site plan**, providing the location and dimensions of all structures and improvements, driveways/drive approaches, public right-of-way, parking and loading areas, drive aisles, sidewalks, outdoor storage areas and height and type of any fencing or screening;
- 5) **Grading plan**, providing all existing and proposed contours with intervals of not over two feet, the location of all structures, retaining walls, ponds, storm sewer improvements, and regulatory flood plain boundaries;



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- 6) **Drainage calculations report**, related grading plan and erosion control plan, operation and maintenance manual signed and sealed by a Professional Engineer registered in the State of Oklahoma, in compliance with [Title 23](#) of the City Code;
- 7) **Retaining wall plan**, if applicable, that includes materials used in the design and that meets the International Building Code;
- 8) **Utility plan**, providing the location of all proposed and existing public and private utilities and easements, proposed electrical loads, service type, ampacity and locations of the disconnect, service line and transformer;
- 9) **Lighting plan**, including number, location and height of poles, the type of lighting fixtures and type of illumination, pattern of illumination from each light, on-site building lighting, decorative lights, accent lights and sign lights;
- 10) **Amenity plan** including location, height, type, color material and size of all signs, including any site decorations or structures, such as flagpoles, benches, public art, banners, canopies, tents or other open display structures;
- 11) **Elevation drawings** depicting the number of stories and materials used on all exterior walls, roofs, entries and windows showing general architectural appearance and motif of the structures, including exterior finishes, treatments, materials and colors;
- 12) **Landscape plan**, designed by a professional as identified in 22.6.1(D)(2) and including the landscape plan elements listed in subsection 22.6.1(D)(2)(d), and a completed Landscape Site Plan Application. (Attached) For more information visit (www.edmondok.com/landscape);
- 13) **Tree preservation plan** prepared by a professional as identified in 22.6.1(D)(2) for all trees committed to preservation and including plan elements set forth in subsection 22.6.1(D)(6)(g);
- 14) **Plant listing** that identifies types of plant material proposed; and
- 15) **Landscape area calculations** and proposed plant unit values.

Contact information for Site Plan Review Team:

Building Department	Kirsten Ledington	(405) 359-4752
Solid Waste Department	Wesley Dedmon	(405) 216-7743
Urban Forestry (Landscaping)	Ryan Ochsner	(405) 359-4799
	Leigh Martin	(405) 359-4759
Fire Department	Jim Way	(405) 359-4781
	Alec Barta	(405) 359-4664
Engineering Department	Mariah Fields	(405) 359-4766
	Steve Spain	(405) 359-4757
Electric Department	Robert Austin	(405) 216-7614
Planning Department	Randy Entz	(405) 359-4790
Central Edmond Urban District Board	Jan Fees	(405) 359-4796

Urban Forestry Contact:
Leigh Martin: (405)359-4759
Leigh.martin@edmondok.com
PO Box 2970, Edmond, OK 73083



Landscape Application for Site Plan Review

Project Name: _____

Project Address: _____

Site Plan Applicant's Name: _____

Email Address: _____ Phone: _____

Landscape Plan/Tree Resource Evaluation/Tree Preservation Plan Professionals - Title 22.6.1(D)(2)

Landscape Plan Design Professional: _____

Email Address: _____ Phone: _____

- Licensed Landscape Architect; licensing state: _____
- Alternatively Qualified Professional (*other as pre-approved by Urban Forestry Commission*)

Tree Resource Evaluation Professional: _____

Email Address: _____ Phone: _____

- Licensed Landscape Architect; licensing state: _____
- Forester registered in the State of Oklahoma
- International Society of Arboriculture Certified Arborist
- Alternatively Qualified Professional (*other as pre-approved by Urban Forestry Commission*)

Tree Preservation Plan Professional: _____

Email Address: _____ Phone: _____

- Licensed Landscape Architect; licensing state: _____
- Forester registered in the State of Oklahoma
- International Society of Arboriculture Certified Arborist
- Alternatively Qualified Professional (*other as pre-approved by Urban Forestry Commission*)

Required Application Contents

1. A Landscape Application for Site Plan Review (this form).
2. A landscape plan incorporating the elements below from Title 22.6.1(D)(2)(d), printed to scale.
 - a. The date, scale, north arrow, project name, name of Landscape Architect/designer and name of the owner/developer.
 - b. Master plan for multi-phase developments within the same parcel.

Continued on next page.

- c. Location of property lines, dimensions of the tract, measurement of total site area.
 - d. Delineated area of development.
 - e. Parking requirement calculations.
 - f. Existing and proposed public easements and infrastructure within or adjacent to lot.
 - g. Existing forested areas/trees committed to preservation, regardless of credit received.
 - h. Approximate center line of all existing water courses.
 - i. Location and size of existing and proposed drive aisles, streets and alleys, parking areas and other improvements to the site.
 - j. Existing and proposed sidewalks on or adjacent to the lot.
 - k. Proposed and existing structures remaining on the property.
 - l. Existing topography and proposed grading.
 - m. Identification and measurement of deducted Forested Areas or Native Plant Communities as defined by 2.6.1(D)(5).
 - n. Calculations for total lot area, landscape area required, and plant units required (see downloadable Landscape Form at edmondok.com/landscape).
 - o. Layout of plant material provided for plant unit credit.
 - p. Plant symbols drawn to scale within approximately 20% of the mature size expected of the species.
 - q. Chart specifying plant common and botanical name, material minimum size specifications, credit claimed towards required total, frontage, evergreen, and tree plant units.
 - r. A tree planting detail compliant to ISA specifications and a shrub planting detail if shrubs are used.
3. When applicable, a Tree Resource Evaluation and/or Tree Preservation Plan as outlined in Title 22.6.1(D)(4) and Title 22.6.1(D)(6)(g).

Title 22 Landscape Plan References

- Parking Area Landscapes – Title 22.6.1(C)
- Site Landscaping – Title 22.6.1(D)
- I 35 Site Landscaping – Title 22.6.2(D)
- Lake Site Landscaping – Title 22.6.3(D)
- CBD and DRD Streetscaping and Landscaping – Title 22.6.4(E)
- Sensitive Border Yards – Title 22.6.5(D)

View ***Edmondok.com/landscape*** for additional landscape resources.