



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](http://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.