



The City of
OKLAHOMA CITY
PLANNING DEPARTMENT

APPLICATION FOR REQUESTING AN AMENDMENT TO THE COMPREHENSIVE PLAN

The comprehensive plan (planokc) is a long-range policy document used by city leaders, developers, business owners, and citizens to guide future growth and development. It serves as guide for elected and public officials by establishing policies and provides a framework for evaluating development proposals. Decision-makers consult the comprehensive plan to make land use decisions, such as approving new subdivisions or rezoning property. From time to time, the comprehensive plan may need to be updated to respond to changing conditions within the built environment or to City services.

The City or individuals may request changes to the comprehensive plan to **modify policies** or a **Land Use Typology Area (LUTA)** related to land which they own or have an interest in. Visit www.planokc.org or contact the City Clerk to purchase a copy of the plan document.

APPLICATION PROCESS

Planning Department staff meets with prospective applicants, reviews requests, and develops staff reports to submit to Planning Commission regarding requests to amend the comprehensive plan. The process takes between 6-8 weeks to complete, depending on Planning Commission and City Council meeting schedules.

- Applicants requesting a comprehensive plan amendment for the purpose of bringing a proposed development project into compliance with the comprehensive plan are encouraged to seek approval for the amendment prior to submitting an application for the proposed development. However, a comprehensive plan amendment request may be submitted for consideration concurrently with the related development proposal.
- Applicants are strongly encouraged to schedule a **pre-application conference** to review requests for amending the comprehensive plan. *(Please contact Robin D. Lockaton to schedule a conference with staff.)*
- After initial review of the application, staff may contact the Applicant to discuss the case or to request additional information needed to fully evaluate the request. Staff will then prepare a staff report and notify the applicant of the dates for public hearings by Planning Commission and City Council.
- Members of the Planning Commission may request more information in order to make a fully informed decision. Applicants or their representatives should attend the Planning Commission and City Council meetings in order to respond to issues or questions that may affect approval of the request. If such issues or questions arise and no applicant representative is present, the request may be continued or denied.

STAFF CONTACTS

Robin D. Lockaton
Administrative Coordinator
(405) 297-2515
Robin.lockaton@okc.gov

Banery Mujica-Ortiz
Program Planner
(405) 297-2944
banery.mujicaortiz@okc.gov



Staff Use	
Submittal Date:	_____
Case #	_____
Ward:	_____
PC Date:	_____

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APPLICANT / OWNER INFORMATION

Applicant Name	_____	Organization	_____
Address	_____	Phone	_____
City, State, Zip	_____	E-mail	_____

Applicant's Signature _____ **Date** _____

Property Owner*	_____	Organization	_____
Address	_____	Phone	_____
City, State, Zip	_____	E-mail	_____

*Property Owner: I authorize the applicant to speak for me in matters regarding this application. Any agreement made by the applicant regarding this proposal will be binding upon me. I authorize the City of Oklahoma City Planning staff to enter the property for the purpose of observing and taking photographs of the area.

Property Owner's Signature _____ **Date** _____

PLAN AMENDMENT REQUEST

Change in Land Use Typology Area (LUTA) from _____ to _____

Change the following policy(ies): *(Please cite the policy and page number.)*

PROPERTY INFORMATION

Is this request associated with an application for rezoning, easement closing, or plat?

Yes No / Not at this time

Case Number(s): _____

Address / location of property subject to proposed amendment

Size of property (acres) _____ Current use of property _____



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SUBMITTAL REQUIREMENTS

In addition to the application form above, provide the following documents in person, by mail or e-mail to:

Banery Mujica-Ortiz, Program Planner
Oklahoma City Planning Department
420 W. Main St., Ste. 900
Oklahoma City, OK 73102
Banery.mujicaortiz@okc.gov
(405) 297-2944

1. Written Report

The written report should explain and justify the reason for the proposed amendment, supported by quantitative analysis of sufficient rigor and detail as to clearly explain and support the need for the proposed change. The report should include the following:

- Evaluation of the supply of land in the vicinity of the proposed amendment and justification for why a change in the amount of land designated at the proposed intensity level is needed in the area
- Evaluation of whether City water and gravity sewer is immediately available and has sufficient capacity to support development within a more intense Land Use Typology Area;
- Justification for how the proposed amendment would:
 - a. Support planokc initiatives and policies
 - b. Preserve efficiency of City services provision, including response time for public safety operations, water, sewer, and available capacity for nearby streets; and
 - c. Improve the functionality and quality of the surrounding area.

2. Site / Area Plan Map

The map or site plan should be formatted to be no larger than 11" x 17" and must include the following:

- Subject property and vicinity
- Street labels
- Property lines
- North arrow/directional reference
- Scale (The scale and size of maps shall be appropriate to adequately display details.)
- Detailed boundary of area proposed to be changed

3. Additional Documentation

Applicants are encouraged to submit additional information to support the application or provide background, such as illustrations, photographs, etc. Staff or Planning Commissioners may request additional information to fully understand and evaluate the proposal.

Note: If the applicant desires color documents to be distributed to the Planning Commission or City Council, the applicant must supply 10 copies to staff at least three business days prior to the meeting.