



The City of Oklahoma City
Parks and Recreation Department

INSPECTION REQUEST FORM

Park Impact Fee Exemption for
Developer-Provided Private Local Parks

INSTRUCTIONS

For existing or newly built private local park amenities:

1. Complete form
2. Attach the documents listed in item (D)
3. Submit completed form and attachments to:

RETURN ADDRESS:

Oklahoma City Parks and Recreation Department
Park Planning
420 W. Main St., STE 210
Oklahoma City, OK 73102

ELECTRONIC RETURN (e-mail):

Brandon Boydston - brandon.boystun@okc.gov / Office Phone (405) 297-2945

Rachel Ware - rachel.ware@okc.gov / office phone (405) 297-2247

Subhashini Gamagedara - subhashini.gamagedara@okc.gov / office phone (405) 297 1670

Note: Completed forms and required documents are necessary for inspection scheduling.



INSPECTION REQUEST FORM

Park Impact Fee Exemption for Developer-Provided Private Local Parks

To apply for partial exemption of the Oklahoma City, OK Park Impact Fee Ordinance utilizing existing park improvements, the applicant must complete, submit, and supply with this form the information outlined therein. Once the application and information are received by the OKC Parks and Recreation Department, an inspection of an existing platted development and developer provided homeowners association local park improvements will be conducted to determine if said improvements tentatively qualify for the partial exemption. By applying, the applicant is stating the provided park amenities comply with the design, maintenance, and listed requirements or standards set forth by §38-1 of the City of Oklahoma City Municipal Code as adopted through ORDINANCE NO. 25,374. *A copy of the ordinance can be found on the City of Oklahoma City Development Services webpage.*

(A) Person of Contact's Information

Name: _____

Phone Number: _____ E-mail: _____

Address: _____

STREET

APT/SUITE

CITY

STATE

ZIP CODE

(B) Location

Subdivision/Plat Name: _____

Phase # (if applicable): _____

All applicable case #'s: _____

Cumulative private local park space: _____ total park acres and _____ gross plat acres.

(C) Indicate local park features/amenities to inspect.

To qualify for local park partial exception of the park impact fee, a minimum of two (2) park features/amenities listed below are required to be inspected and meet all standards listed in the Impact Fee Ordinance. If the development listed in item (B) above has more than two (2) existing amenities from the list below, please include all existing amenities that may apply for consideration towards the partial exemption.

- | | |
|---|--|
| <input type="checkbox"/> Playground Equipment Structures | <input type="checkbox"/> Clubhouse |
| <input type="checkbox"/> Park Shelters or Multiple Pavilions | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Informal Practice Fields or Multiple Open Spaces | <input type="checkbox"/> Outdoor Fitness Workstations or Exercise Facilities |
| <input type="checkbox"/> Individual Sitting Areas and Picnic Tables | <input type="checkbox"/> Splash Pad or Spray Pool |
| <input type="checkbox"/> Walking Paths | |

Other amenities provided. (Requesting the Parks and Recreation Director's approval):

(D) Documents to provide:

- Copy of the plat or agreement indicating the HOA/POA obligation to maintaining the park
- Copy of Preliminary Plat and/or any Final Plats (24" x 36")
- Copy of existing or proposed open spaces and park locations within the development
- Scale site plans or concepts showing park improvements, pedestrian access and relation to development
- Manufacturer information on all play equipment, shade structures and site furniture (benches, tables, etc.)
- Copy of FEMA flood areas within the development