



**The City of Oklahoma City**  
**Planning Department, Subdivision and Zoning**  
 420 West Main Street, Suite 910, Oklahoma City, Oklahoma, 73102  
 Phone: (405) 297-2623 – Web: <https://www.okc.gov>

## APPLICATION FOR PUD ReZONING

### Planned Unit Development District

**Staff Use Only:**

Case No.: PUD \_\_\_\_\_  
 File Date: \_\_\_\_\_  
 Ward No.: \_\_\_\_\_  
 Nbhd. Assoc.: \_\_\_\_\_  
 School District: \_\_\_\_\_  
 Extg Zoning: \_\_\_\_\_  
 Overlay: \_\_\_\_\_

\_\_\_\_\_  
 Name of Development or Applicant

\_\_\_\_\_  
 Address / Location of Property (Provide County name & parcel no. if unknown)

\_\_\_\_\_  
 ReZoning Area (Acres or Square Feet)

\_\_\_\_\_  
 Summary Purpose Statement / Proposed Development

### REQUIREMENTS FOR SUBMITTAL:

- 1.) One (1) Typed Legal Description of Proposed Rezoning area in MS Word file (.doc or .docx) format.
- 2.) One (1) copy of Recorded Deed(s), with Exhibit(s), listing current Property Owner in .pdf format.
- 3.) One (1) copy of Letter of Authorization from Property Owner listing Designated Representative if Applicant is not the Property Owner of record.
- 4.) One (1) copy of Property Owners Report listing all property owners who own property within a 300-foot buffer area of the property to be rezoned. The list **MUST** include the mailing address and the legal description of their property and **MUST** be current to within 30 days of the date of submittal of the application. A minimum of 10 separate individual property owners is required. If there are less than 10 individual owners within the 300-foot buffer, the radius must be extended by increments of 100 feet until the list contains no less than 10 owners. Provide One (1) PDF (.pdf) file version, AND one (1) MS Excel (.xls or .xlsx) file version.
- 5.) One (1) Signed and Notarized copy of “Affirmation” that the Property Owners Report listings are true and correct unless the list is prepared by a Certified Abstractor or County official.
- 6.) One (1) Typed Prepared copy of Proposed Master Design Statement in an MS Word file (.doc or .docx) file format.
- 7.) One (1) Proposed Master Development Plan Map in a PDF (.pdf) file format. Reference Submittal checklist for specific details.
- 8.) Maps, Site Plan, Survey Exhibits, Photographs, or other supporting illustrations must be 600dpi minimum resolution, and in a .pdf file format. Photographic file formats (.jpeg, .png, .tiff, etc..) of drawings, maps, or other documents will not be accepted.
- A filing fee of \$2700.00 must be remitted within One (1) business day of submittal confirmation. (Online payment preferred.)

**Property Owner Information (if other than Applicant):**

\_\_\_\_\_  
 Name

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Applicant's Name (please print)*

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
*Applicant's Mailing Address*

\_\_\_\_\_  
 City, State, Zip Code

\_\_\_\_\_  
 City, State, Zip Code

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Email

Submit your Application by Email to [Subdivisionandzoning@OKC.gov](mailto:Subdivisionandzoning@OKC.gov)  
 Compressed files (.zip, etc..) or links to FileShare services (Dropbox, etc..) can not be accepted for security purposes.

**Master Design Statement Requirements:**

The PUD Design Statement shall be a written report containing a minimum of the following elements:

- Title of the PUD.
- List of the owners and/or developers (including contact information, and e-mail address(es)).
- Statements on the PUD's general location and its relationship to adjoining land uses (both existing and proposed), and how the PUD complies with the policies of the comprehensive plan.
- The existing PUD districts in the development area and the surrounding area.
- A description of the proposed development, including a legal description of the property, and the approximate phases and sequence in which the development is proposed to be built, if any.
- Definitions of the land-use designations, including density ranges and product types for residential development shown on the Master Development Plan Map required by this section, including proposed restrictions, and typical site layouts.
- A table setting the minimum and maximum total dwelling units and non-residential square footage, and the minimum acreage for common open space, natural resource areas, public uses, and any other planned uses.
- A description of residential and mixed-use neighborhoods; commercial, office, and research development uses; common open space, natural resource areas, public buildings, schools, and other public uses, and any other proposed uses.
- A list of all development regulations that will be applied, including conventional zoning district regulations, requested variations to the subdivision regulations, and any other special development regulations.
- A statement on the existing and proposed streets, including right-of-way standards and street design concepts.
- A description of the following physical characteristics of the existing site: elevation, slope analysis, soil characteristics and tree cover.
- Drainage information describing the basic stormwater management method(s), and referencing any F.E.M.A. 100-year floodplains, floodways, or other areas where a Letter of Map Revision is requested.
- A statement of utility lines and services to be installed, including which lines will be dedicated to the City and which will remain private.
- A statement specifying the number, type, height, and display area of signs.
- A description of lighting for the development.
- A description of trash collection facilities for the development.
- A description of sidewalks, pedestrian paths, and bikeways within the development.
- A description of screening and landscaping for the development, including any required buffering as referenced by Article XI, Landscaping and Screening Regulations, of this chapter. (Screening and landscaping shall be subject to the current landscape ordinance in effect at time of development.)
- A statement describing the guarantees and assurances to be provided for the perpetual maintenance of common open space, drainage areas, recreation areas, sidewalks, parking, private streets, and other privately owned but common facilities serving the project.
- A statement describing any platting requirements for the PUD.

If the PUD is proposing to rezone from within a special design district or design overlay district, in addition to the requirements listed for the Design Statement in this chapter, the following shall be provided:

1. Statement describing the incorporation of any development regulations and guidelines of the design district into the PUD and whether the PUD will be subject to the design review process.
2. Description of how the PUD integrates into the context of surrounding neighborhoods by describing the architectural style and uses of existing and proposed structures within the same block and immediate neighborhood.
3. Description of how the PUD will be compatible with the placement and amenities of adjacent structures in regard to setbacks, orientation, height, and landscaping/screening.

**Master Development Plan Map Requirements:**

The PUD Master Development Plan Map shall be a graphic representation of the development plan for the area to conceptually portray the development commitments described in the PUD Design Statement. The complexity of the map information will depend upon the number and extent of varied land uses in the PUD. The PUD Master Development Plan Map shall be submitted in accordance with the following:

- One (1) copy of white background paper copy prints (must be folded) drawn at a scale of one-inch equals one hundred feet (1" = 100') from an accurate survey on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets.
- One (1) copy of white background PDF (.pdf) file drawing. Size and scale must match that of the submitted paper copy, and of 600dpi minimum resolution. Photographic file formats of drawings, maps, or other documents will not be accepted.

The PUD Master Development Plan Map shall depict, at a minimum, the following:

- Existing Conditions.*
  - General location and acreage in the PUD.
  - Sufficient information, including density of the surrounding area, to demonstrate the relationship of the PUD to adjoining land uses, existing or proposed.
  - Topography on five-foot contours.
  - Common open space and natural resource areas on the site and connected to adjacent sites, such as native rock outcroppings, steep slopes, environmentally sensitive lands, wildlife habitats, stream corridors, and significant vegetation, including tree canopy and healthy mature trees.
  - Specific location of right-of-way widths of adjacent arterial streets, and connectivity points with adjacent sites.
  - Areas where access to streets will be limited, and the number where appropriate.
  - Delineation of F.E.M.A. 100-year floodplain and floodway, if applicable.
- Proposed PUD Elements.*
  - Land use designations for each distinct use in the PUD, including the identification of any public buildings, schools, and other public uses.
  - Public circulation system, including the general location of collector and local streets, pedestrian paths and bikeways.
  - General location of proposed pedestrian and bicycle linkages between adjacent properties, showing points of connectivity with the circulation system and to public transportation stops.
  - General location of parking areas.
  - General location of proposed open space, common areas, drainage, and recreation areas.
  - General location of landscaping in common areas, parking areas, and landscape buffering as required by Article XI, Landscaping and Screening Regulations, of this Chapter.
- Related exhibits*
  - Any other pertinent information/exhibits necessary for review, approval, and administration of the SPUD.

**AFFIRMATION**

**STATE OF OKLAHOMA**            )  
  ) §  
**COUNTY OF OKLAHOMA**        )

I affirm that the ownership list submitted as a part of this application contains the names of all owners of record of property which are within 300 feet (or greater if required) of the property described in the attached exhibit.

Executed at Oklahoma City, Oklahoma, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Subscribed and sworn to before me, a Notary Public, in and for the State of \_\_\_\_\_,  
County of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public  
Commission # \_\_\_\_\_

A Microsoft Office Word file version of the PUD Commercial Master Design Statement is available for download at <https://www.okc.gov/departments/development-services/subdivision-zoning/applications> A completed copy of this file is required for submittal.