



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>

Staff Use Only:

Case No.: SPUD _____
 File Date: _____
 Ward No.: _____
 Nbhd. Assoc.: _____
 School District: _____
 Extg Zoning: _____
 Overlay: _____

APPLICATION FOR SPUD ReZONING

Simplified Planned Unit Development District

Project Name _____

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.
- 9.) A filing fee of \$1800.00 must be remitted within One (1) business day of submittal confirmation. (Online payment available / preferred.) (Make check payable to “City Treasurer”)

Property Owner Information (if other than Applicant):

Name

Signature of Applicant

Mailing Address

Applicant’s Name (please print)

City, State, Zip Code

Applicant’s Mailing Address

Phone

City, State, Zip Code

Email

Phone

Email

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

SPUD Master Design Statement Requirements:

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

- Identify the base zoning district(s) governing the SPUD, not to exceed two development tracts and two base zoning districts.
- List the permitted Use Unit Classifications in the SPUD (Chapter 59, Article VIII, Section 8100.4).
- A statement establishing the maximum height of all buildings.
- A statement establishing maximum size of all buildings.
- A statement limiting the number of all buildings.
- A statement specifying the front, side, and rear yard requirements.
- A description of the sight-proof screening requirements.
- A description of the site landscaping. (Screening and landscaping shall be subject to the current landscape ordinance in effect at time of development.)
- A statement specifying the number, type, height, and display area of signs.
- A statement providing the number and location of all access drives.
- A description and location of all public and private sidewalks.
- A description of the proposed architecture of all buildings including building materials.
- A statement indicating the percent of open space on the site.
- A description of all street improvements proposed within or adjacent to the site.
- A description of the proposed site lighting.
- The number, location, and screening requirements of all trash receptacles.
- A description of the parking facilities to be provided.
- 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.

SPUDs and Special Design Districts.

If the SPUD 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 SPUD and whether the SPUD will be subject to the design review process.
2. Description of how the SPUD 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 SPUD will be compatible with the placement and amenities of adjacent structures regarding setbacks, orientation, height, and landscaping/screening.

SPUD Master Development Plan Map Requirements:

The SPUD Master Development Plan Map shall be drawn to a standard engineering scale on one (1) or more 24"x36" sheets and shall contain the following information:

1. North arrow.
2. All property lines.
3. All adjacent street and alley rights-of-way, showing the centerline of each, and any street names.
4. The location of driveway approaches.
5. The off-street parking and maneuvering arrangement.
6. The location of existing and proposed buildings.
7. Related exhibits. Any other pertinent information/exhibits necessary for review, approval and administration of the SPUD.

A Microsoft Office Word file version of SPUD 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.

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 # _____

LETTER OF AUTHORIZATION

I, _____ or,
Property Owner of Record

_____ authorize,
Agent of the Property Owner of Record and Title

Designated Representative

to make application for municipal approvals and do all things necessary for the advancement of such application with respect to the property at the following location:

Address and/or County Assessor account number and County Name

By: _____
Signature

Title: _____
Manager / Proprietor

Date: _____
MM/DD/YYYY